



Educational Visits Policy



The Stour Federation

1. INTRODUCTION

The Stour Federation believes that outdoor learning, off-site visits and learning outside the classroom are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes The Stour Federation a supportive and effective learning environment. The benefits of pupils taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change and novelty.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

The Stour Federation fully recognises that learning outside the classroom helps to bring the curriculum to life as it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. The Stour Federation adopts the Outdoor Education Advisers' Panel (OEAP) National Guidance for all educational visits available at www.oeapng.info

2. EMPLOYER RESPONSIBILITIES

As employer The Stour Federation meets its obligations to provide staff with guidance, training, and support in the following ways:

a. **Appropriate guidance.**

- The appropriate guidance for the management of outdoor learning, off site visits and Learning Outside the Classroom (LOtC) is the OEAP National Guidance website – www.oeapng.info

b. **Training to support the guidance to ensure that it is understood.**

- For those involved in managing and leading visits the relevant training courses are:

1. Educational Visit Coordinator (EVC) Training - The Stour Federation requires EVCs to be appropriately trained with the training refreshed at least every **3 years**.
2. Visit Leader Training - The Stour Federation requires that **all** employees who lead trips or visits of a residential nature (unless to an approved LoTC or AALA provider within the UK) or whereby they lead an adventurous activity to undertake this training prior to leading the visit.

Note: Local trips within the school area (see appendix 1) or day trips to public access environments regularly visited by schools and residential visits to LoTC or AALA providers within the UK, may be led by competent staff who have not attended Visit Leader Training on authorisation of the Headteacher.

c. Suitable systems and processes to ensure that those trained are kept updated.

- For the purposes of day-to-day updating of information, EVCs and Visit/Activity Leaders are directed to the periodic news items and updates of OEAP National Guidance.

d. Access to advice, support, and further training.

- Where an employee experiences problems with finding the material they are looking for, or require clarification or further help, guidance, or bespoke training, they should contact their appointed Education Visit Advisor Service, YMD Boon Ltd.

3. APPLICATION

This policy covers any visit that leaves the school grounds, whether as part of the curriculum, during school time or outside the normal school day.

The Stour Federation adopts the Outdoor Education Advisers' Panel (OEAP) National Guidance available at www.oeapng.info

All staff are required to plan and execute visits in line with this policy and national guidance. Staff are particularly directed to be familiar with the roles and responsibilities outlined within national guidance.

4. PUPIL BEHAVIOUR

Whilst wishing to provide opportunities, both educational and social, the school retains the right to refuse an individual pupil from participating in a visit. This could apply if he/she could not be trusted to behave in an acceptable manner, or where it was considered inappropriate for other reasons, such as a child who has misbehaved prior to the visit and it was felt wrong to reward him/her by allowing participation in the visit.

Parents must be informed of the right to refuse pupils from participating in trips on the grounds of behaviour by each Visit Leader via the first letter informing parents of the trip. Prior to the trip pupils/students and parents will need to sign a Code of Conduct form for all residential trips.

The following paragraph must be used:

Acceptance on this trip is subject to good behaviour and a satisfactory reference from the children's class teacher. Pupils who are poorly behaved will forfeit their right to attend. Any monies already paid will be refunded if they can be recovered without loss to the school. All other sums

will be forfeited. Serious breaches of behavioural expectations on residential trips may result in pupils being collected and taken home (in the case of UK trips). Additional sanctions, depending on the nature of the breach may also be imposed. These sanctions include fixed term suspensions and permanent exclusion.

5. ROLES AND RESPONSIBILITIES

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

As the employer The Stour Federation must be informed of all residential visits, foreign travel and any adventurous activities for example climbing, caving and water sports.

Local Academy Council

The Local Academy Council has responsibility for monitoring of all visits. They must ensure that the Local Academy Council has its own systems in place to support this process: a named Governor rather than a group; an approval process for trips requiring Governor approval; dedicated discussion and review time at meetings.

See Outdoor Education Advisers' Panel national guidance for the role of governors
<http://oeapng.info/governors/>

Headteacher

The Headteacher has responsibility for the final approval and monitoring of all visits. Local area visits will be approved by the EVC.

The Headteacher should ensure that the management of visits meets the regulations and guidance offered by the Outdoor Education Adviser's Panel National Guidance, Department for Education and others as well as conforming to the Trust's Health & Safety Policy

The Headteacher should ensure that the Local Academy Council is kept appropriately informed and that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

The Headteacher should ensure that staff have opportunities to undertake CPD relating to good practice and procedures, and where necessary to obtain formal qualifications.

See Outdoor Education Advisers' Panel National Guidance for the role of the Headteacher
<http://oeapng.info/head-manager/>

Visit Leaders

- Be approved to carry out the visit, suitably competent and knowledgeable about the school's, Trust policies and procedures.
- Plan and prepare for the visit and assess the risks, with support from the EVC if required, including a pre-visit to the venue.
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.
- Agree with a senior member of staff for them to act as the Emergency Contact, should a trip be taking place outside of school hours, and ensure they have a full trip pack.
- Obtain Head/Deputy approval for the visit, and Governor's where appropriate, within the defined timescales for visit approval.

- Have enough information on the children taking part to risk assess their suitability for the visit or specific activity.
- Consider stopping the visit if the risk to the health & safety of the children is unacceptable and have in place procedures for such an eventuality.
- Ensure the leaders have the details of the established Emergency Contact.
- Ensure that all staff taking part in the trip are fully briefed, including on their own role and responsibilities.
- Ensure that the use of any pupil, staff or parent information complies with the Data Protection Act 2018.
- Enter details of the trip onto eVisit, ensuring it is updated as soon as any information changes.
- Prepare and manage a trip budget, ensuring it is cost-neutral and includes a contingency and that any surplus funds are returned in equal measure to all contributing parents/carers.

See Outdoor Education Advisers' Panel national guidance for the role of the Visit Leader - <http://oeapng.info/visit-leader/>

The School Education Visit Coordinator (EVC)

- Liaise with the Outdoor Education Adviser where appropriate.
- Be involved in educational visit management in order to ensure that satisfactory risk assessments have been carried out.
- Oversee the trip logging system, eVisit.
- Be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers.
- To provide information on the training of leaders and other staff, and to provide support for staff and volunteers new to the visit.
- Ensure DBS clearance is in place for all staff and volunteers.
- To ensure that liaison with parents and obtaining consent are effective.
- Ensure the school has robust emergency procedures in place and knows how to liaise with emergency services and advisors at YMD Boon should an emergency occur.
- Ensure that the school complies with the Trust's requirements for reporting incidents and accidents (including 'near misses') .
- Support the Head and Deputy/Assistant Head in the management of and evaluation of educational visits.
- Use and apply suitable record-keeping practices for both pupils and leaders off-site, with due regard to Data Protection legislation.
- Learn from previous experience, recording successful practice, and be able to use them and move on.
- Monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.
- Ensure that any use of pupil/student, staff or parent information complies with the Data Protection Act 2018.

See Outdoor Education Advisers' Panel National Guidance for the role of the EVC. <http://oeapng.info/evc/>

Educational Visit Advisor Service

Visits and activities listed below will be checked by an independent Education Visits Advisor Service (who should be deemed competent to provide advice and guidance) before the activity takes place.

- Overnight stays.
- Foreign travel.
- Adventurous activities.

The Stour Federation obtains advice/support relating to Educational Visits from the Health & Safety professionals at YMD Boon Ltd.

The following visits will not fall under the remit of YMD Boon Ltd H&S professionals.

- Visits where schools choose to directly lead and deliver adventurous activities i.e., school staff member leading a climbing activity, kayaking, skiing etc.

The Stour Federation requires all adventurous activities to be delivered by a LoTC/AALA badge/licence holder unless specific permission to deviate from this has been given by the CEO or Trust Board.

6. PRELIMINARY VISITS AND PROVIDER ASSURANCES

Preliminary Visits

The Stour Federation requires that all visits are thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people, it is a vital dimension of risk management.

It is good management practice to carry out a preliminary visit. The following identifies the circumstances where preliminary visit is a requirement.

- Pre-visit required for visits where there is a high complexity factor, and the visit has not happened previously.
- Additionally, required when a visit is solely led by the school.
- Residential visits, visits abroad, exchange visits, adventure led by the school, staff all have aspects of complexity.

If the visit is led and managed by the provider, then a variety of approaches can reduce the need to pre-visit.

Visit Leaders can take full advantage of the nationally accredited provider assurance schemes that are now available and assists to reduce bureaucracy – examples include: -

- The LOtC Quality Badge.
- AALA licensing.
- Adventuremark.

The Stour Federation takes the view that where providers hold one of the above accreditations, there should be no need to seek further assurances.

The OEAP National Guidance 4.4f - Assessing an adventure activity provider checklist, 4.4h - using external providers and facilities and 8.8p - Provider Questionnaire - <http://oeapng.info/downloads/all-documents/> should be followed when undertaking pre visits and assessing providers.

7. TYPES OF VISITS AND APPROVAL

There are four types of visits, for each of which the approval process is slightly different:

- **Visit/activities within the school learning area (see appendix 1) and which involve no more than an everyday level of risk.** Visits that are part of the curriculum and take place during the school day do not require consent. Those that are not part of the curriculum or extend beyond the school day can be covered by blanket consent, but information will be provided to parents in advance, and they will have the opportunity to withdraw their child.

These follow the learning area operating procedure (appendix 1).

The Stour Federation will not log these visits on the eVisit system.

- **Day visits within the UK excluding adventurous activities.** Visit Leaders to gain outline permission for visit from Headteacher. Visit leader to collate and input information onto the eVisit system, all information must be uploaded prior to submitting to the EVC for approval at least 4 weeks in advance, once reviewed by the EVC, final approval for the visit will be given by the Headteacher.
- **Residential visits and visits involving foreign travel.** Visit Leaders to gain outline permission for visit from Headteacher. Visit leader to collate and input information onto the eVisit system. All information must be uploaded prior to submitting to the EVC for approval at least 4 weeks in advance. Once reviewed by the EVC, the visit will be given outline approval by the Headteacher. Once outline approval has been given, the visit will then be scrutinised by the Educational Visits Advisor to ensure the visit complies with the OEAPNG after which final approval will be given by the Headteacher. The Educational Visits Advisor must receive the visit notification at least 4 weeks in advance of the visit occurring.

Third party providers who hold the LOtC quality badge/AALA or Adventuremark do not require further checks. Those who do not hold this accreditation should complete and return a provider form (NG document 8.1q provider questionnaire) <http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/>.

Returned questionnaires must be scrutinised by Visit Leaders.

- **Visits involving adventurous activities.** Visit Leaders must check if an activity provider holds either an AALA licence (http://www.AALA.org.uk/AALA/provider_search.php) or a LoTC quality badge (<http://www.lotcqualitybadge.org.uk/search>). If not, the Visit Leader must get consent from the Trust Board and send the OEAP National Guidance document 8p provider questionnaire) <http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/>. Returned questionnaires must be scrutinised by visit leaders.

APPROVAL SUMMARY TABLE FOR EDUCATIONAL VISITS

Type of Visit	Planning/ Recording Process	Risk Management	Checking/ Scrutiny Process	Final Approval
On-site/Local Learning Area	Recorded on eVisit /not Recorded on eVisit	Local Learning Area Risk Assessment	EVC	Head
Day Visit outside Local Learning Area	Recorded on eVisit	Provider risk manages activities (LoTC/AALA) or Provider Statement completed School risk manages journey to venue and non-provider led activities using risk assessments supplied by YMD Boon Ltd	EVC	Head
Adventurous provider led	Recorded on eVisit	Provider risk manages activities (LoTC/AALA) or Provider Statement completed School risk manages journey to venue and non-provider led activities using risk assessments supplied by YMD Boon Ltd	EVC eVisit submits to EVA for scrutiny	Head
Adventurous school-led	Recorded on eVisit	School risk manages journey to venue and activities	EVC EVA will not scrutinise school-led adventurous activities	Head
Residential	Recorded on eVisit	Provider risk manages activities (LoTC/AALA) or Provider Statement completed School risk manages journey to venue and non-provider led activities using risk assessments supplied by YMD Boon Ltd	EVC eVisit submits to EVA for scrutiny 4 weeks prior to visit	Head
Overseas	Recorded on eVisit	Provider risk manages activities School risk manages journey to venue and non-provider led activities using risk assessments supplied by YMD Boon Ltd	EVC eVisit submits to EVA for scrutiny 4 weeks prior to visit	Head

8. STAFF COMPETENCE

The Stour Federation recognises that staff competency is the single most important aspect of safe visit management and supports staff in developing this competence in the following ways:

- A mentoring system, where staff new to visits assist and work alongside experienced trip leaders before taking on a leadership role.
- Supervision by Senior staff of some educational visits.
- Support for staff to attend training courses relevant to the role of Visit Leader.

In deciding whether any member of staff is competent to be a Visit Leader the Headteacher will consider the following factors:

- Level of relevant experience.
- Any relevant training undertaken.
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

9. VOLUNTEERS

Visit Leaders should make every effort to recruit the necessary staffing by approaching colleagues employed by the school.

In the event of this failing to produce enough volunteers, with the permission of the Headteacher or Deputy/Assistant Head, the Visit Leader may invite other appropriately experienced and qualified adults to accompany the trip. All volunteers must be approved by the Headteacher in writing (email) including spouses or partners or other relatives of staff. The Headteacher may require volunteers to provide character references. Any volunteer accompanying a trip will be required to be with a nominated school member of staff.

10. REQUIREMENT TO ENSURE EFFECTIVE SUPERVISION

Health and Safety laws do not prescribe activity specific staffing ratios, but it does require that the level of supervision and group management is 'effective'. Each school will assess/determine effective supervision by proper consideration of:

- Staff competence.
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved).
- Group - age (including the development age) of the group, ability of the group (including special learning needs, behaviour, medical and vulnerability characteristics etc.).
- Environment - nature and location of the activity including the type of the activity, duration, skill levels involved, as well as the time of year and prevailing conditions.
- Distance away from base.

However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years. The Visit Leader should follow OEAP National Guidance 4.3b Ratio and effective supervision <http://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision/> and 4.3c Risk Management <http://oeapng.info/downloads/download-info/4-3c-risk-management/>

11. EMERGENCY PROCEDURES

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

Each school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes. See also <http://oeapng.info/downloads/good-practice/>

When an incident overwhelms the establishment's emergency response capability; where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from The Stour Federation central team, Local Academy Council, Trust Board and YMD Boon.

The school will practise their response to emergency situations on educational visits at regular intervals.

12. VISIT PLANNING

The Visit Leader checklist – national guidance document 3.3e <http://oeapng.info/visit-leader/> is an important check on the planning of a visit. When a Visit Leader cannot answer yes to a question on this checklist there should be a discussion with the EVC and/or Headteacher. In addition, the following steps must be completed for any visit:

- Gain outline approval from the Headteacher to begin planning the visit and agree funding mechanism / charging policy.
- Ensure the visit:
 - Has clear learning outcomes.
 - Has activities appropriate to the group.
 - Is planned to maximise benefits to the pupils while managing significant risks.
 - Is appropriately staffed.
 - Complies with the school's safeguarding policy.
- Involve pupils in the planning of the visit, and how it will be managed, wherever possible.
- Ensure Emergency procedures include what would happen in the event of illness or injury affecting the visit leader.
- Ensure the base contact back at school is fully briefed and has copies of all relevant information.
- Ensure that the visit is correctly approved and recorded.

13. RISK MANAGEMENT

The process of risk assessing a visit will inform the group management plan and improve the control of safety. The recording of risks, and of the measures to mitigate the risks, will demonstrate that Visit Leaders have followed good practice. The risk assessment should tell the 'story' of the visit by walking through the itinerary and documenting the risks and control measures for each step. It is essential that other staff on the visit, and the pupil/students, are aware of the risks and the control measures before the trip takes place – ideally, the risk assessment process will involve these groups but if not, then it will need to be communicated to

them well in advance of the trip taking place.

There is a legal requirement for the risk assessment process to be recorded and for suitable and sufficient control measures to be identified for any significant risks. There are generic risks which should be considered for any visit – e.g. children with medical conditions, safeguarding of students, travel arrangements but there will also always be risks which are specific to the individual trip being planned. Although a generic Risk Assessment exists, each trip should have the individual risks for that trip documented within the trip. The Risk Assessment must always be tailored to a particular visit, which may include adapting the generic risks and mitigation.

It is important that while staff are on the visit, they recognise potential risk, hazard and harm and intervene appropriately to protect the pupils/students in their care. This process of dynamic risk assessment does not need to be recorded in writing, but staff must be able to explain any adjustments made to the original assessment and why they made them if asked about them at a future date.

Refer to the National Guidance on good practice for risk management

<http://oeapng.info/downloads/good-practice/>

14. FIRST AID AND MANAGEMENT OF MEDICAL CONDITIONS

First aid and other medical needs should always be considered in the process of planning and the risk assessment of any visit.

The assessment of the level of first aid cover required should take into account:

- The nature of the activity.
- The nature of the group.
- The likely injuries associated with the activity.
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response times).

In all circumstances, one or more of the staff leading the visit must:

- Be a qualified first aider.
- Ensure that sufficient first aid kits are taken on the visit (one per coach).
- Know how to access, and be able to access, qualified first aid support.
- Have agreed to administer an ‘epipen’ or ‘inhaler’ if a student with such a condition is present on the visit.
- Ensure that plans are in place to support students with particular medical conditions, e.g. Diabetes.
- During coach travel in which more than one coach is being used, ensure where pupils have a particular medical condition, such as asthma, allergies or diabetes the coach in which these children are travelling is staffed by those staff who have agreed to administer an ‘epipen’ or ‘inhaler’, or who are trained in supporting students with diabetes.
- Have read this policy in conjunction with the school policies covering safeguarding of children with identified medical conditions.

As part of the preparation for the trip, a list will be provided of the children’s medical and SEN needs. The Visit Leader will need to refer to this during the planning process to inform the risk assessment.

If any medication is administered by staff during the trip, a 'Medication Log Sheet' will need to be completed and should be retained with the trip documentation. Depending on the nature of the trip it may also be necessary to collect medical information from staff – for example this will be a requirement when staff are accompanying a residential trip. The Visit Leader will also need to ensure they have up to date emergency contact information for staff.

Allergy and Anaphylaxis Safety on Trips

The Stour Federation is committed to ensuring that pupils with allergies can participate fully and safely in all external visits.

A specific risk assessment must be conducted for any child at risk of anaphylaxis taking part in a trip off the premises. This assessment must consider potential exposure to known allergens during activities (e.g., junk modelling, science, or animal visits) and at meal times.

Clinical advice stipulates that children at risk of anaphylaxis should carry two adrenaline devices with them at all times.

Visit Leaders must ensure that for any pupil prescribed an AAI, both devices are brought on the trip. If a pupil does not have their life-saving medication, they will not be allowed to attend.

The Trip Leader must ensure that the adrenaline devices are rapidly accessible and can be brought to the pupil within five minutes at any point during the trip.

The Trust may consider taking school-owned "spare" AAI's on trips for emergency use on pupils with no prior diagnosis. However, this must only be done if it does not leave the school premises with a lack of spare devices for the pupils remaining on site.

For any trip involving a child at risk of anaphylaxis, there must be at least one member of staff present who is trained to recognize anaphylaxis and administer an AAI in an emergency.

In a life-threatening emergency, anyone (staff, volunteers, or bystanders) may take reasonable action to save a life, including the administration of a "spare" AAI, even if prior parental consent has not been recorded. Adrenaline must be administered without delay as soon as anaphylaxis is suspected.

Pupils must not be prevented from participating in trips or creating unnecessary barriers (such as requiring a parent to accompany them) solely because of their allergy.

15. MOBILE PHONES

For residential trips and trips outside of school hours the number of the emergency base contact (school telephone number or via Sangoma Talk app) must be given to parents. Staff must not give personal mobile phone numbers to children. Any school mobile phones must be returned to the trip team immediately following the return of the trip staff to school (the morning of the next working day when their return is after normal school hours).

Children are not permitted to take mobile phones or smartwatches on school trips or residential visits.

16. PARENTAL CONSENT

The school attempts to obtain blanket consent via Arbor for all local non-residential visits at the start of each year including sporting fixtures. It is the Visit Leaders' responsibility to ensure that consent has been given by parents/carers for all children on a local trip. Even where consent exists, parents must be given information if their child is taken on a local visit – this can be in letter format.

For any visits beyond the local area, or adventurous trips within the local area, information must be sent home. This should give parents information on the visit and including trip forms which must be completed in full and returned to the Visit Leader before the trip takes place.

Trips and visits require a letter from the Visit Leader to parents setting out the arrangements for the visit.

The letter should include:

- The deadline for the reply slip to be back, and the statement from the policy on selection of pupils.
- Details of the nature and purpose of the visit including date and time.
- Information about transport arrangements including departure and specifically collection arrangements (especially if dark).
- Information regarding clothing/kit.
- Information regarding eating arrangements and any money that the pupil might require whilst on the trip.
- Information regarding behavioural expectations.
- Information regarding costs (n.b. parents cannot be charged for educational activities which take place during the school day but they can be asked to pay a voluntary contribution).
- Information regarding any known media at the event and consent for their child's image to be used.
- The deadline for payment and parental consent.
- The Stour Federation educational visits Consent to Activity, Medical Details and Treatment form must be used for all visits where separate consent is required, see Appendix 4.
- The standard GDPR statement regarding data sharing.

The text of the letter must be approved by the Headteacher/EVC before it is sent out to parents

See the National Guidance document 4.3d on consent

<http://oeapng.info/downloads/all-documents/>.

17. MONITORING

The Visit Leader should undertake an evaluation of each educational visit and submit this to the Headteacher and EVC.

Local Academy Council Governors should undertake a sample monitoring of visit documentation to include a residential visit and a day trip at least annually.

18. INCLUSION

All schools must follow the national guidance on inclusion see 3.2e
<http://oeapng.info/downloads/all-documents/>

19. TRANSPORT

Each school must follow the national guidance on transport for school trips see 4.5a transport, 4.5b minibuses, 4.5c transport in private cars and 4.5d seat belts. The School will choose the appropriate transport provider by ensuring that the National Guidance Coach/Minibus provider form is completed 8.1s

<http://oeapng.info/downloads/all-documents/>

21. INSURANCE

Insurance cover for approved educational visits is usually provided by the Trust's insurance provider (public liability) insurance policy. However, as schools may have moved to different insurance providers when they moved away from local authority control confirmation/checks should be made with the insurance provider before the visit takes place. See national guidance 4.4c Insurance <http://oeapng.info/downloads/all-documents/>

APPENDIX 1: School Learning Area

General

This operating procedure applies to visits within the School Learning Area. It covers:

- Visits/activities that are part of the normal curriculum and take place during the normal school day. These do not require parental consent.
- All other visits/activities within the Learning Area (those that take place beyond the school day or are not part of the curriculum) are covered by blanket consent but parents will be informed in advance and given the opportunity to withdraw their child.

These visits/activities:

- Do not normally need additional risk assessments/controls beyond following the operating procedure below. However, where a specific risk is identified because, for example, a particular pupil's needs, then a review of the individual pupil's risk assessment should be made, and a record kept.

Boundaries

The boundaries of the territory are determined by each school's headteacher. This area may include, but is not limited to the following frequently used example venues listed below:

- Church/place of worship.
- Park.
- Sports Club/recreation ground.
- Museum.
- Shop.
- Farm/allotments.
- Library.
- Restaurant.
- Monument.
- Village Hall.
- Historical site.

Operating Procedure for School Learning Area

The following are potentially significant hazards within a School Learning area:

- Road traffic.
- Other people/members of the public/animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles rubbish etc.)

These are managed by a combination of the following:

- The Headteacher must give approval before a group leaves the school site.
- Only staff judged competent to supervise groups in this environment are approved. A list of approved staff should be maintained by the EVC and Headteacher.
- The concept and operating procedure of the extended learning area is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. (This depends on the area and the

age/maturity of the pupils).

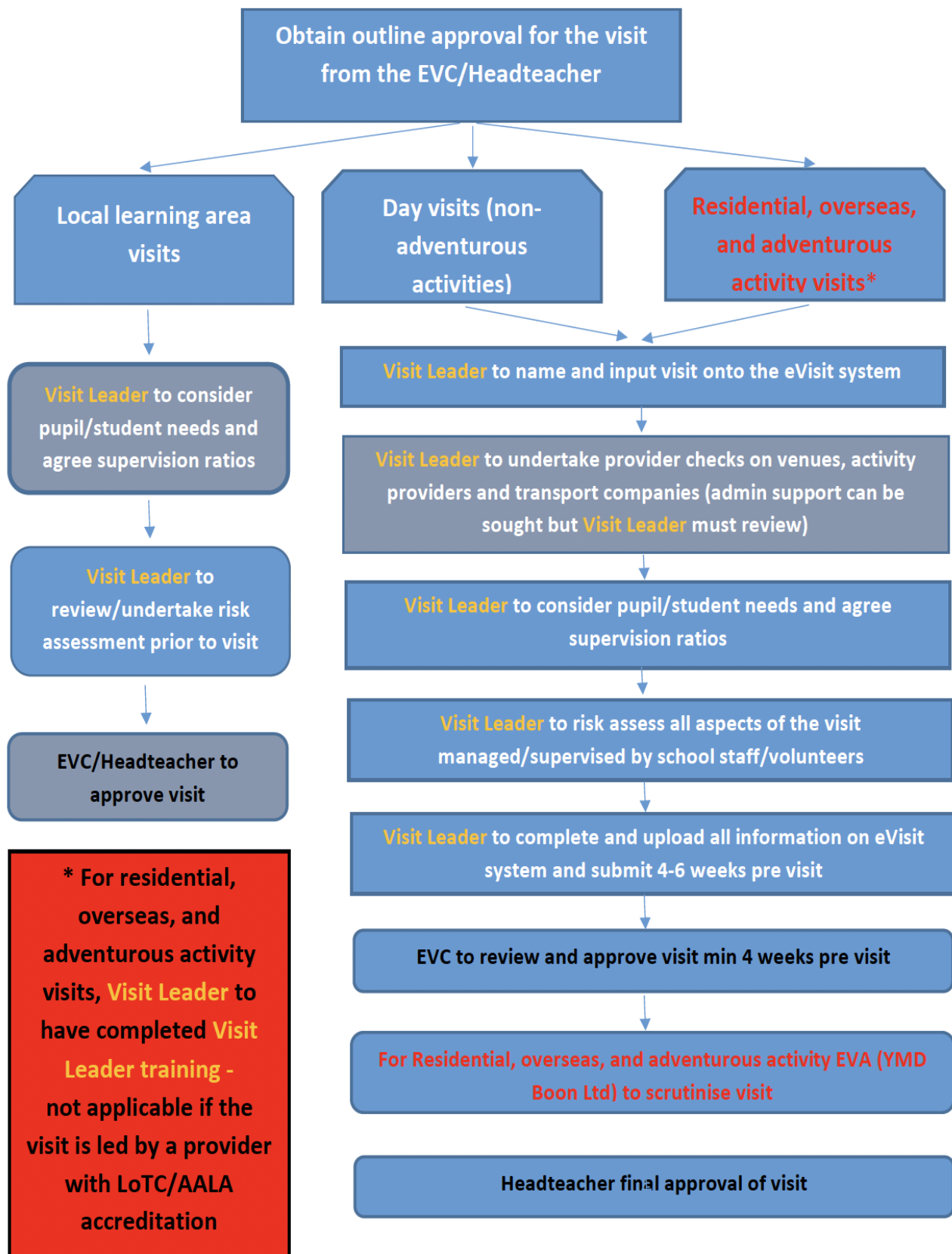
- Staff are familiar with the area and visited previously, including any 'no go areas' and have practised appropriate management techniques.
- Pupils have been trained and practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. (This needs a decision and will depend on the area you are in - return to school, wait where they are, go to x and ask for help, etc.).
- Pupils' clothing and footwear is checked for appropriateness before leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available, and staff are appropriately trained.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile phone is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g., Hi-Viz waistcoat for infants).
- A member of the staff accompanying the group is first aid trained.

APPENDIX 2: Emergency Procedures

The academy's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior leadership team or will be able to contact an experienced senior leader at all times.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the visit participants, including staff.
4. The visit leader(s) and the base contact know to request support from The Stour Federation CEO, Local Academy Council and Trust Board in the event that an incident overwhelms the establishment's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.
5. The school Headteacher has an emergency out of hours contact for The Stour Federation CEO to obtain additional support and resources as required.
6. The school uses personalised national guidance which can be found on the Trust's Google Workspace:
 - [Emergencies and Critical Incidents - Guidance for Leaders](#)
 - [Emergencies and Critical Incidents - Guidance for First Contact](#)
7. This emergency procedure is tested through both desktop exercises and periodic scenario calls from Visit Leaders.

Appendix 3: Educational Visits Approval Flowchart



Appendix 4: Consent to Activity, Medical Details and Treatment Form

This form requests medical information about your child in relation to the educational visit/trip detailed below in order that we can cater for your child's needs and keep them safe. This form also seeks your consent for the visit and for emergency medical treatment.

We will use any relevant information provided and consents to cater for your child's needs for the duration of the trip. Once the trip is completed we will retain or dispose of the form in accordance with The Stour Federation's Data Retention Policy.

You can withdraw your consent at any time, please contact the school Office to do this.

Visit Details

Visit to:	From (date):
Residential: Y / N	To (date):

Child's Details

Child's name:	Date of birth:
Home address:	
Emergency contact 1 name:	Relationship:
Home phone:	Mobile:
Emergency contact 2 name:	Relationship:
Home phone:	Mobile:

Medical Information

Name, address & telephone no of doctor:
Does your child suffer from: asthma, chest complaints, hay fever, migraine, fits or faints, travel sickness, diabetes, attention deficiency, hyperactivity or any other condition, illness or disability?
If your child is allergic to anything (e.g. aspirin, antibiotics, any particular food or drug or

any other allergy), please give details:
If your child has been in contact with any infectious or contagious disease in the last 4 weeks please give details:
Does your child have emergency medication? YES / NO Inhaler for asthma YES / NO Adrenaline Auto Injector for severe allergic reaction (anaphylaxis) YES / NO
Has your child received a tetanus injection in the last five years? YES / NO
If your child is subject to bedwetting, please state here and state frequency and any possible ways of helping (e.g. taking the child to the toilet late at night):
If your child has any food allergies / special dietary requirements please give details:
Are there any activities in which your child should not participate:
Any other information you feel it would be helpful for us to know:

Consent:

- ☐ I agree with my child taking part in the above-mentioned visit.
- ☐ I agree to my child's participation in all activities on the visit.
- ☐ I acknowledge the need for obedience and responsible behaviour on their part.
- ☐ I agree to my child receiving emergency medical treatment, as considered necessary or in the best interests of my child by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic or blood transfusion.
- ☐ I agree to the release of relevant and necessary medical information to educational establishment staff by the GP, if circumstances are deemed necessary and appropriate.
- ☐ I agree to my child receiving paracetamol for pain/fever relief if it is considered necessary during the visit and I understand that school staff will attempt to contact me prior to administering. If I cannot be contacted I authorise the visit leader to make the decision as to whether to give.
- ☐ I confirm that I have sought the agreement of each of the above named individuals to be named as an emergency contact for the pupil names above and their consent before sharing their personal data as set out above with the Academy for this purpose.

Signed:

Date:

Print Name: _____

Consent to Medical Treatment

I, (Your name in block capitals please) agree to my child receiving any emergency or other medical treatment as deemed urgent, necessary and/or in the best interest of my child by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic or blood transfusion.

I also agree to the release of relevant and necessary medical information to educational establishment staff by the GP, if circumstances are deemed necessary and appropriate.

Signature: _____ **Date:** _____

Appendix 5: Coach/Minibus Transport Provider Statement

Notes for the establishment (school/service etc.)

1. You should complete Part 1 and then send the form to the provider for completion.
2. If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

Notes for the coach/minibus transport provider

- Thank you for completing this form. It is designed to help the establishment confirm that you meet required standards.
- Please complete Part 2 and return it to the contact at the establishment named below.

Part 1: To be completed by the establishment (school/service)

Name & address of establishment (school/service)	
Email	
Name of contact	
Name of transport provider	
Age range of the group(s) travelling	
Details of any relevant characteristics or special needs of the group(s) (e.g. wheelchair users, disabilities, behaviour)	

Part 2: To be completed by the transport provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. If you wish to provide additional information, please add * to your response, and give the information in the space provided at the foot of the form.

Please complete this section for all transport provision		
1.	Do you hold a valid Public Service Vehicle license?	
2.	What is your current Operator Compliance Risk Score (red, amber or green)?	
3.	Will any coach or minibus used, and its driver, comply with all legal requirements?	
4.	Will any coach or minibus used have undergone recent thorough safety checks in line with government guidance? Checks should be every 4 to 13 weeks depending upon the age of the vehicle and its operating conditions.	
5.	Does a competent person do a walkaround check on vehicles daily before use?	
6.	Will any coach used comply with UN ECE regulation 66 regarding the strength of the roof? (Applies only to single-deck coaches designed for more than 22 passengers)	
7.	What is the indemnity limit of your public liability insurance? Current PLI certificate must be attached.	£ M
8.	Do you hold employer's liability insurance?	
9.	Will any coach or minibus used have seat belts and/or child restraints for every seat, which are appropriate to the group?	
10.	Will any coach or minibus used have access and secure positioning for a wheelchair if required?	
11.	Will any coach or minibus used be equipped with all necessary safety equipment including a first aid kit, fire extinguishers and functioning torches?	
12.	Will any coach or minibus used carry spare drinking water for all passengers in the case of a long delay?	
13.	Will drivers carry a valid Driver Certificate of Professional Competence (CPC) card which will be available for inspection?	
14.	Will drivers conform fully with all driving hours regulations?	
15.	Do you have recruitment procedures which ensure that drivers are suitable for working with children?	
16.	Will any drivers have undertaken an enhanced DBS check?	
17.	Have you carried out a specific health and safety risk assessment for travel with groups similar to the group(s) expected from this establishment?	
18.	Have all drivers received training to operate with groups similar to the group(s) expected from this establishment?	
19.	Will drivers have an emergency procedure to follow in the event of an incident (for example, a breakdown on a motorway)?	
20.	Will you have a 24/7 helpline for the duration of any journey?	
21.	Will you have adequate backup available (for example, if a coach or minibus	

	becomes unserviceable, a driver is sick or there is an incident)?	
22.	Do you agree not to sub-contract coach or minibus provision to another provider without the establishment's agreement?	

Please complete this section if any transport provision will be outside the UK

1.	Does all your insurance cover operating outside the UK?	
2.	Is your Public Service Vehicle licence valid in the countries to be visited?	
3.	Are drivers experienced in driving in the countries to be visited?	
4.	Are drivers aware of all relevant regulations in the countries to be visited, including driving hours regulations, speed limits, traffic signs, etc.?	
5.	Are drivers experienced in the conditions to be expected (e.g. mountain roads, winter conditions, using snow chains)?	
6.	Do drivers speak the local languages?	

Coach/Minibus Transport Provider Confirmation

I confirm that the details given above are correct, and that we will notify the establishment of any changes.

Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone		Website	

Appendix 6: Pre-Use Questionnaire to be used when arranging swimming lessons

To enable The Stout Federation to discharge its duty of care to its pupils, please complete and return the questionnaire below with supporting evidence where stated.

Name of person completing:	
Position of person completing:	
Facility/Pool name and location:	

	Yes	No	N/A
Premises and Plant			
The facilities are fit for purpose and meet the Industry Standards			
A programme of statutory inspections is in place for the premises			
A maintenance and inspection plan is in place for the pool plant and facilities (provide evidence)			
Routine monitoring of the water quality is undertaken to ensure it conforms with current guidelines (provide evidence)			
Poolside rescue equipment is available, maintained and staff trained in its use			
Changing facilities are regularly cleaned and well maintained with no obvious hazards			
There are adequate toilet and shower facilities			
Communal areas are clean, in good condition with no obvious hazards			
Facility Health and Safety Management			
A health and safety policy and management system are in place and implemented			
Risk assessments are in place for providing swimming lessons to academies/schools (provide evidence)			
Regular inspections of the premises are undertaken and recorded with actions completed in a timely manner			

	Yes	No	N/A
A Pool Standard Operating Procedure (PSOP) containing normal and Emergency Operating Procedures (EOP) is documented			
First aid provisions in place and in good supply			
Emergency evacuation plans are in place			
General Requirements of Facility			
Adequate levels of public and employee liability insurance in place (provide evidence)			
Adequate procedures are in place for safeguarding / child protection			
Lifeguards			
Lifeguards hold relevant nationally accredited qualifications and are up to date			
Lifeguards attend monthly update training			
Lifeguards are aware of the content of the PSOP and emergency evacuation procedures of the pool being used			
Swimming Teachers			
Swimming teacher(s) hold an enhanced DBS check (provide evidence)			
Independent swimming teacher(s) have professional indemnity insurance (provide evidence)			
Swimming teacher(s) hold relevant nationally accredited qualifications for lessons being delivered and are up to date (provide evidence)			
Where swimming teachers have responsibility for water safety of the class they hold as a minimum: - The National Rescue Award for Swimming Teachers and Coaches (NRASTC) - The STA Level 1 Award in Pool Emergency Procedures			
Where swimming teachers have responsibility for water safety of the class, they have regular			

	Yes	No	N/A
lifesaving update training			
Swimming teacher(s) are aware of the content of the PSOP and emergency evacuation procedures of the pool they are teaching at			
Swimming Lesson Content and Delivery			
Lessons delivered meet the Amateur Swimming Association and Swimming Teachers Association standards, in relation to teaching and teaching ratios (ratios must take into consideration any specific requirements of the academy/school pupils)			
Lessons delivered meet the National Curriculum criteria set out by the Department for Education			
Lessons delivered (as relevant) meet the relevant governing bodies lifesaving standards			
Risk assessments have been completed for lesson delivery (provide evidence)			
Floatation aids used for lessons conform with any relevant BS EN standards and are in good condition			

I confirm that the information given above is accurate	
Signed:	
Name:	
Date:	