



CHESTNUT LANE SCHOOL

EDUCATIONAL VISITS POLICY

Chestnut Lane school has formally adopted, through its Governing Body, the Buckinghamshire Guidance for Educational Visits which should be referred to alongside this policy. Further school procedures have been agreed with the Governing Body.

Aims and purposes of educational visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site, which support the aims of the school.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Lunchtime Clubs e.g. French, Yoga, Youth moves, Judo, Chess
- Out of School Clubs e.g. Judo, Football, Playball, Art, Tennis, Perform
- Regular nearby visits (e.g. Libraries, shops, woodlands, places of worship, farms)
- Day visits for particular year groups, or whole school as appropriate to the curriculum
- All pupils in a year group are able to take part
- In school workshops run by third parties

Roles and responsibilities

Trip leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Headteacher and the Educational Visits Coordinator (EVC) prior to planning, and certainly before making any commitments. Trip leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The EVC is Sandeep Sanghera, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities.

The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher.

The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Headteacher has responsibility for authorising all visits and where applicable, for submitting all adventurous activity visits to the LA for approval, via EVOLVE.

There is no requirement for governors to approve visits but they will be informed at regular governor meetings what visits have taken place and what is planned. Individual governors may request 'read-only' access to EVOLVE.

Approval procedure and consent

Before a visit is advertised to parents, the Headteacher and the EVC must approve the initial plan. Governors will be informed of school trips through the Headteacher's termly report.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For Local Learning Area visits, parents will be asked to sign a general consent form for participation in these activities when their child joins our school. Parents will be given the timetable for the activities that pupils are involved in and will be informed by Parentmail if an activity has to be cancelled.

For any visit beyond the Local Learning Area parents will be asked to sign a letter, which consents to their child taking part. The school has a model letter and Parentmail form, which is used for this purpose. There are no residential visits. As part of the parents' consent they will be fully informed of the activities and timetable for the visit.

The school wishes all pupils to have the opportunity to experience educational visits. Payment, including travel is currently by voluntary contribution from parents, including using School Fund. In special circumstances there is a fund to subsidise pupils, in which case parents need to speak to school office staff.

Risk assessments

All visits require risk assessments appropriate to the activity, which are uploaded to ELVOLVE prior to the trip. Generic risk assessments are stored on the school's curriculum network. These can be adapted to suit and supplement specific trips. The EVC and Health & Safety Coordinator are available for advice if required. Risk Assessments are also sought from visit venues, where available.

Staffing and volunteers

The school recognises the key role of accompanying adults in ensuring the highest standards of learning, challenge and safety on a school visit.

Ratios are determined through the process of risk assessment. The preferred adult to child ratio is 1:3 in the nursery, 1:4 in reception and 1:6 in key stage one classes. Exceptions to this may be agreed at the discretion of the Headteacher.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff and volunteers for educational visits will be a key priority in the initial approval of any proposed visit.

It is preferred that all adults accompanying children on a trip have an up to date DBS check. The DBS information is held at the school office. We will therefore prioritise adult helps as listed below.

When considering accompanying adults the order of preference is as follows:

- School staff within the year group – including part time staff
- School staff from other year groups (ensuring adequate staffing levels remain in school)
- School governors with DBS clearance

- Parents or guardians from the class with an up to date DBS clearance for the school
- Parents or guardians from other classes with an up to date DBS clearance for the school
- Parents or guardians with a DBS clearance from other settings
- Parents or guardians without a DBS (must accompany an adult from the school and must not be left unattended with the children at any time).

Before taking extra adults the trip leader (class teacher) must also take into account the number of available seats on the coach (if the trip requires one).

Ideally, class teachers would not be allocated their own group of children and would be available to move across groups as required.

The appointed trip leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing staff and other adults, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Expectations of adults helping on school trips

- All adult helpers will read the risk assessments and sign to acknowledge they are understood and will be followed
- All adults will be given a copy of the itinerary by the trip leader
- The trip leader will meet with adult helpers prior to the trip and ensure they understand that they are responsible for the children in their group. **They must supervise them at all times**, including escorting them to the toilet
- School staff are responsible for tackling adult volunteers if they feel their behaviour is inappropriate.

Expectations of pupils and parents

The school has a clear code of conduct for school visits based on the schools' Behaviour policy. This code of conduct includes the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school. Parents will be made aware of this in a standard letter.

Emergency procedures

If there is an emergency during an off-site trip emergency procedures will be followed (Appendix 3), as well as contacting the **school office**. The school will appoint a member of the senior leadership team as the emergency school contact for each visit. All major incidents should immediately be relayed to the **school office** first, followed by **emergency school contact** - especially if the incident involves injury or might attract media attention. Normally, the school contact will be the Headteacher. In her absence, the Deputy and in her absence other senior leaders.

The trip leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate. These details are also taken on the trip.

The trip leader will also take with them a copy of the Buckinghamshire Emergency Procedure (Appendix 2).

All incidents and accidents occurring on a visit will be reported back through the school systems, and recorded in the accident/incident book (Appendix 2).

The school will have emergency funding available to support the trip leader in an emergency. All trip leaders will carry a mobile telephone, and leave the number with the Headteacher. A member of staff should sit next to the emergency exit on the coach to assist with evacuation. First aid equipment will be taken by each class and any necessary medication needed by individual pupils.

Evaluation

All visits will be evaluated by the trip leader with the EVC. A short evaluation report will be uploaded onto the EVOLVE website. Copies of the risk assessments are also stored with the trip details on the EVOLVE website.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

Financial records will be kept by the Bursar until the next audit. (This procedure will be reviewed in light of the FMSIS audit).

Appendices

1. Guideline for teachers planning future trips
2. Serious Incident Card
3. Bucks - Incident/Accident form
4. Local Learning Area documents

Reviewed: January 2022

Next Review: January 2025

Appendix 1

Guidelines for Staff Planning Future Trips EVOLVE Process

EVOLVE website is: evolve.edufocus.co.uk

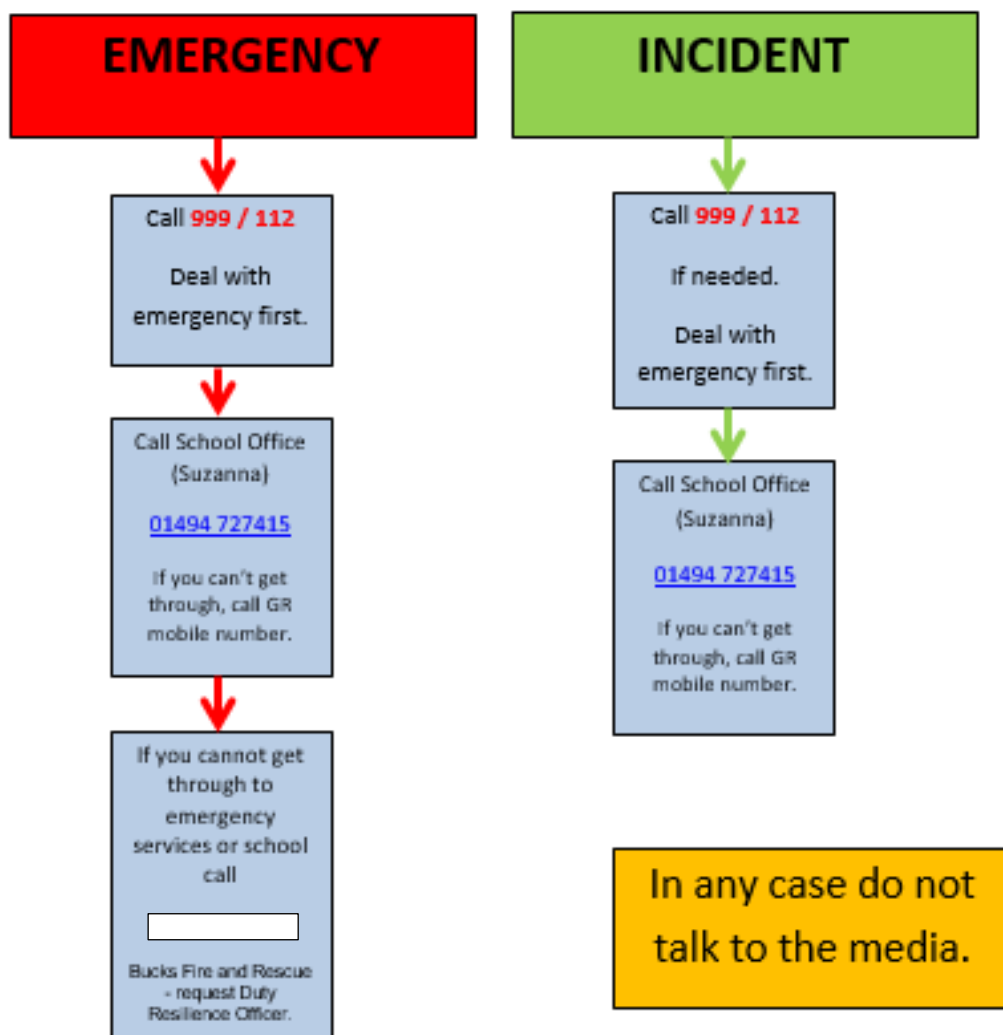
- EVOLVE form must be completed and submitted at least two weeks before the trip takes place.
- You will need a username and password to log on (please see EVC if you are not sure). Click on Buckinghamshire on the list of counties to get started.
- Enter the names of the staff you intend to take (any additional adults can be added at a later date).
- You will need to attach an itinerary, the letter sent to parents and any risk assessments relating to the trip (on shared network). These generic assessments also need additional notes attached relating to your class / year group / individual pupils.
- You will also need your own risk assessment specific to the trip and the external contractors risk assessment if they have one.
- You will need to do an additional note to your own risk assessment if you are taking any IT equipment out of school (e.g. a camera).
- All risk assessments need to be signed by every adult assisting on the trip.
- EVOLVE forms and all attached documents, including risk assessments will remain on the EVOLVE system.
- An evaluation also needs to be attached (electronically) to the EVOLVE form within two weeks of the trip taking place.
- Any questions please speak to the EVC or Headteacher

Appendix 2

For Teachers leading a Trip

Buckinghamshire County Council (BCC) – SCHOOL / YOUTH ESTABLISHMENT
EMERGENCY PROCEDURES FOR NOTIFICATION, SUPPORT AND RESPONSE

MORE SERIOUS	MIDDLE GROUND	LESS SERIOUS
<ul style="list-style-type: none"> Fatality Serious injury Severe illness / Multiple Threat of serious injury / Death 	<ul style="list-style-type: none"> Hospitalisation Media interest Fire at establishment Lost Child / Staff member 	<ul style="list-style-type: none"> Minor injury / illness GP visit Burglary / theft at Establishment Administrative issue
<p>Leader at the scene: assesses the most appropriate response which may include invoking BCC support.</p>		
<p>Consider:</p> <ul style="list-style-type: none"> Urgency / level of concern? Working hours (UK / local time, for trips)? 	<p>Action</p> <ul style="list-style-type: none"> For more extremely serious incidents - follow chart for 'Emergency'. For less serious incidents - follow chart for 'Incident'. 	



Appendix 3

Serious Incident Action Card for the Trip Leader

- Summon emergency services if appropriate
- Provide first aid / prevent further injury
- Account for all party members including staff
- Delegate a responsible adult to take care of uninjured members of the party
- Instruct no-one to talk to media and secure inappropriate use of mobile phones, email and social media (e.g. Facebook, Twitter etc)
- Activate the emergency procedures by calling

██████████ (This is the Bucks Fire and Rescue Control Room number)

YOU MUST REQUEST THAT THE BUCKINGHAMSHIRE COUNTY COUNCIL'S DUTY RESILIENCE OFFICER IS PAGED. If unsuccessful call **07738 501 318** (BC Resilience team back-up phone).

Be prepared to provide the following information which will be passed to the duty Resilience Office for Buckinghamshire County Council by Buckinghamshire Fire and Rescue Service.

- The complete telephone number which we can call you on (including national /area codes etc)
- Your name
- The name of your school / party
- The nature of the emergency

Ensure you leave this information before any further discussion takes place, in case you are cut off.

If possible, also provide:

- Your location
- Further details of the nature of the incident
- Any other contact numbers that can be used

In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate trip leadership to the deputy leader.

Log-keeping

A copy of the Incident Record sheet can be used to note down the information Record:

- Further and full details of the incident, how and why it happened so far as can be established at this stage
- All action taken and conversations held

You should not make any public statements about the incident without prior agreement of a statement with the County's Incident Control Team.

Ask those in the group to write individual statements of what they saw / heard in relation to the incident.

Depending on the circumstances some or all of the following actions may be required:

- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police
- Begin to make appropriate arrangements for those not injured to return home immediately
- Arrange any support for the staff and injured in hospital
- Obtain necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays
- Retain receipts for all expenditure connected with the incident.

INCIDENT LOG

Keep a detailed log of actions and conversations as they take place. Include nature of instructions given, names, addresses, telephone numbers, each person with whom contact is established.

NAME: DATE:

ROLE: SHEET NO.

TIME	INFORMATION GIVEN / RECEIVED / ACTIONS TAKEN

INCIDENT LOG CONTINUED

NAME: DATE:

ROLE: SHEET NO.

TIME	INFORMATION GIVEN / RECEIVED / ACTIONS TAKEN

INCIDENT RECORD SHEET

Establishment:		Date:
Party size Pupils:	Staff/Adults:	
Location:		
Nature of Incident:		Time:
Contact Numbers Venue: Your mobile: Fax: Email address:		
Details of Casualties (No/names of injured/fatalities):		
Where injured taken: Tel No: Accompanying Staff:		
Other information:		

Appendix 4

Local Learning Area Procedure for Staff

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the operating procedure outlined below.

These visits/activities:

- Do not require additional parental consent from permission given for the Local Learning Area.
- Do not normally need additional risk assessments / notes (other than following the operating procedure below and what is outlined in the Local Learning Area documents and risk assessments that can be found on EVOLVE and on the shared drive below:

Staff > General > Coordinators > EVOLVE > Local Learning Area Docs

Boundaries

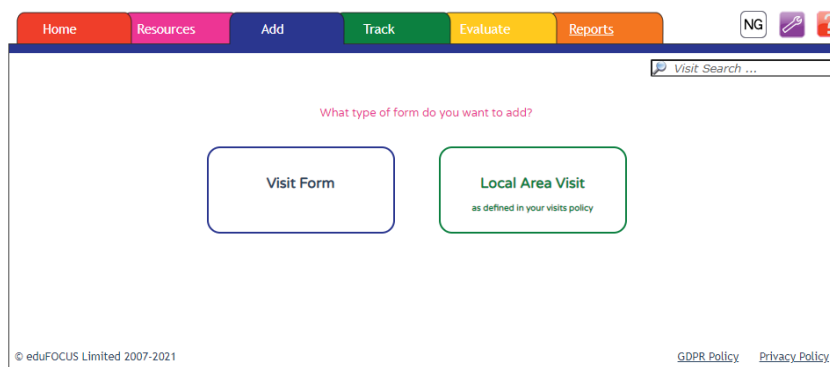
The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Elangeni School Grounds (including field, playground and nature area)
- Elangeni Buildings
- Chestnut Lane to the boundary of The Gowers
- Bois Lane to and including Woodside Avenue
- Chesham Bois Common



Planning and submitting approval for a Local Learning Area Visit

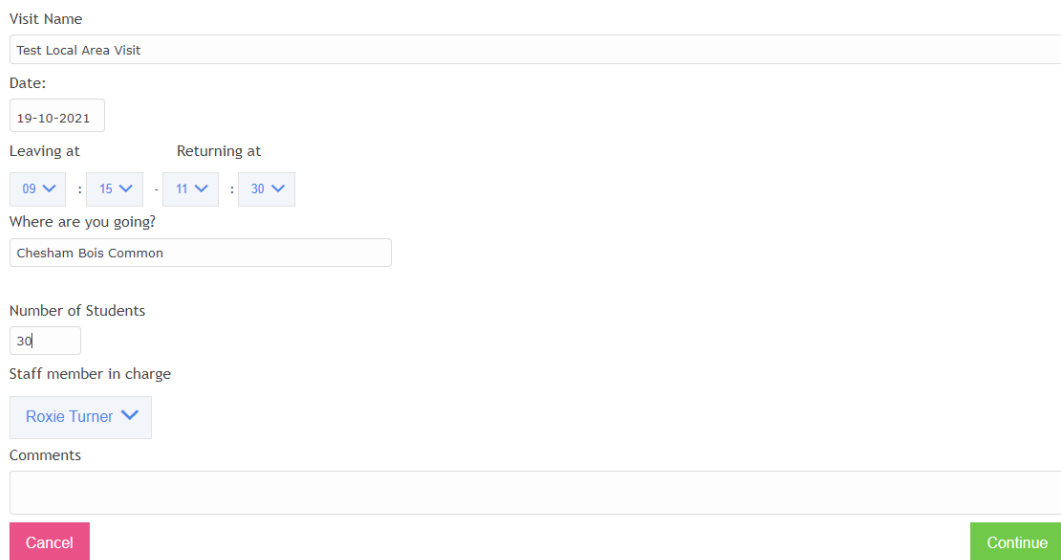
When logged on to EVOLVE start a new form for submission by clicking 'Local Area Visit'



The screenshot shows the 'Add' page in the EVOLVE system. The top navigation bar includes 'Home', 'Resources', 'Add', 'Track', 'Evaluate', and 'Reports'. A search bar is located in the top right corner. The main content area asks 'What type of form do you want to add?' and presents two options: 'Visit Form' and 'Local Area Visit' (which is highlighted in green and includes the text 'as defined in your visits policy'). The footer contains the copyright notice '© eduFOCUS Limited 2007-2021' and links to 'GDPR Policy' and 'Privacy Policy'.

Fill in visit details on the form like the example below. Please ensure you fill the comments section with learning objectives and any other relevant information for your visit.

Add Local Area Visit



The 'Add Local Area Visit' form contains the following fields and values:

- Visit Name:** Test Local Area Visit
- Date:** 19-10-2021
- Leaving at:** 09 : 15
- Returning at:** 11 : 30
- Where are you going?:** Chesham Bois Common
- Number of Students:** 30
- Staff member in charge:** Roxie Turner
- Comments:** (Empty text area)

At the bottom of the form are two buttons: 'Cancel' (pink) and 'Continue' (green).

Your form will then be submitted for approval to the EVC and Head teacher.

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

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

These are managed by a combination of the following:

- The Headteacher or Deputy and EVC must give EVOLVE form approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and operating procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- The preferred adult to child ratio is 1:3 in the nursery, 1:4 in reception and 1:6 in key stage one classes. This is to include a teacher.
- Staff and adults are familiar with the area, including any 'no go' areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group. There is a risk assessment for walking along roads in place which can found in the Local Learning Area documents.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff/adults, a proposed route and an estimated time of return.
- A designated emergency contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group's safe return.
- A fully charged mobile is taken and the office will have a note of the number(s).
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles).

Please ensure you fully familiarise yourself with these procedures before beginning to plan your visit to the Local Learning Area and ask for guidance from the EVC if you need clarification on any points listed.

Chestnut Lane School

We are lucky enough to have an environment rich in learning opportunities directly in and around Chestnut Lane School. To make the most of this we are planning to devise more regular opportunities to access our local area to support and enrich our curriculum. This guide gives some more information about visits and activities that typically take place within the 'Local Learning Area' which are part of the normal curriculum and take place during normal school hours. Example visits to the 'Local Learning Area' might include walks to Elangeni School grounds, the local area and to the local post box.

These visits/activities will not require additional parental consent from the permission given for the Local Learning Area going forward. Notification of these visits/activities will be made before the visit or activity takes place.

Where does the Local Learning Area cover?

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Elangeni School Grounds (including field, playground and nature area)
- Elangeni Buildings
- Chestnut Lane to the boundary of The Gowers
- Bois Lane to and including Woodside Avenue
- Chesham Bois Common



Educational visits which take place further away from our Local Learning Area or require coach transport will require separate permission. Details of these are sent home at least two weeks prior to the visit and usually give more information on organisational aspects including appropriate clothing and provision of lunch.

You will receive regular reminders to update your child's medical information.