CARLTON
ACADEMY TRUST

Educational Visits Policy

Approved on behalf of Trustees	**Gareth Logan**
Date:	**April 2024**
Next Review	**April 2027**

Glossary

AALS: Adventure Activities Licensing Service.
EVC: Educational Visits Coordinator.
HSE: Health and Safety Executive
HOS: Head of School.
LOTC: Council for Learning Outside the Classroom.
OEAP: Outdoor Education Advisers Panel.
Parents: Generic term also including carers.
SEND: Special Educational Needs or Disabilities.

Section One: Overview and Consent

Educational visits are encouraged as they:

- Extend learning and enrich their understanding of themselves, others, and the world around them.
- Improve understanding and academic performance within subject/s.
- Help promote interests, hobbies, and careers.

The trust uses the OEAP national guidance" to inform this policy. All staff must follow the provisions of this policy and OEAP guidance. Should advice differ, trust policy takes precedence.

The terms 'Trips' and 'Visits' are used inter-changeably and have the same meaning throughout this policy.

There are 2 types of visit: **routine** and **non-routine**

Routine visits typically comprise regular trips within approximately 30 minutes travelling distance of the school such as trips to swimming baths, other providers, or facilities.

These visits involve no more than an everyday level of risk and covered by trust/school policies and procedures. They only require small degree of additional planning and effectively are lessons in a different classroom.

Non-Routine Visits: These visits are more complex due to the:

- Distance from school.
- Type of activity.
- Location.
- Requirement for staff with specialist skills.

This policy deals with management of these visits.

Consent

Trip leaders must obtain consent from both within school and parents:

School Consent: Has two stages:

1: **Informal Approval**: Outline approval obtained from:

- Line manager/budget holder.
- HOS.

The Trip Leader must have a justifiable rationale, along with proposed dates and approximate costs. Informal Approval can be either written or verbal.

Stage Two: Completion of Trip Costing Form

Must be completed in liaison with school/trust finance staff who can advise re outline costings, and other aspects of the visit.

Stage Three: **Initial Formal Approval**

Here details of the visit are inputted to the 'Evolve' visit management software. This allows the HOS to see the full financial implications of the trip.

Stage Four: Final Formal Approval

Further details are added to Evolve to help assess the health and safety implications of the trip. The HOS will then either formally approve or cancel the visit.

Note: Further approval from the COO is required for all residential or visits abroad.

Actions Following Formal Approval

The Trip Leader must:

- Inform the member of staff responsible for cover (where required), so that appropriate arrangements may be planned.
- Inform school/trust finance staff so that an account and cost centre can be set up to receive monies from students, expenses set against, etc.

Parental Consent

Nursery Age Children: Schools must always get written consent for visits (routine and non-routine) involving nursery age children. Older children do not statutorily require written consent for routine visits. However, DFE guidance deems it good practice to inform parents and therefore we advise that consent should be obtained for all visits.

It is advisable for schools to request parents sign a consent form when their child first joins them providing approval for routine visits throughout their time at the school.

Written parental consent is required for all non-routine visits, and a child **must not** attend without this. Consent forms must include:

- Name and class.
- Consent Statement.
- Details of medical conditions or dietary requirements.
- Emergency contact details.
- Signed and dated by parent.

Notice Periods

There should be at least 2-months' notice between initial approval and trip date for all non-routine visits. Four months' notice is required for all residential or overseas visits.

Exceptions may be made where visits could not have reasonably known within these time limits.

Section Two: Planning

Guidelines

- Be based on trust policy and statutory guidance.
- All staff, volunteers, and students must have a clear understanding of roles and responsibilities.
- Parents informed, and consent received with emergency contact details.
- Use quality assured providers (wherever possible) with recognised accreditation.
- Ensure a full visit overview have been provided to parents.

External Providers

Schools must check external providers have appropriate safety standards and insurance.

The LOTC awards the LOTC Quality Badge' to organisations who meet nationally recognised standards. Schools can check accreditation through their website www.lotcqualitybadge.org.uk.

If an organisation is unaccredited, the school must assess suitability through checking:

- Insurance.
- Licensing.
- Compliance with legal requirements.
- Health, safety, and emergency policies.
- Risk assessments and control measures.
- Use of vehicles.
- Staff competence and qualifications.
- Safeguarding arrangements.
- Accommodation.
- Sub-contracting arrangements.

The school and provider must clearly define responsibilities, which is especially important when providers become solely responsible for the supervision of children.

Adventurous Activities Trips

These include caving, climbing, trekking and water sports, but may comprise other activities. They **must** be thoroughly risk-assessed prior to the visit in consideration of the age and abilities of the children. Organisations must have an appropriate licence to provide adventurous activities and the specific activity taking place.

Water Sports

Planning must consider the need for instructors and lifeguards and particular care should be taken when using hotel swimming pools or similar which may not have a trained lifeguard. Although there are no specific health and safety laws, the OEAP provides guidelines for swimming and other adventurous activities.

Overseas Visits

Overseas visits have greater risks and therefore require a higher degree of risk assessment. Therefore, schools should ensure any organisation that is providing activities holds the LOTC quality badge or similar accreditation and be organised via specialist school travel companies with ABTA/ATOL registration and protections.

If the trip includes significant risks such as challenging terrain, remote locations, or extreme climates, schools should follow the 'British Standards Institution for Adventurous Activities Outside the UK guidance as the basis for the planning and risk assessment. Providers must follow these standards or have an LOTC Quality Badge to show they comply with these standards.

Schools can also obtain guidance through:
The Foreign and Commonwealth Office: Gap years, volunteering overseas and adventure travelling - GOV.UK (www.gov.uk)
Government foreign travel advice: Foreign travel advice - GOV.UK (www.gov.uk)

Emergencies

All trips must have an emergency response plan that outlines emergency procedures including life-threatening injuries or fatalities, where students are at serious risk, or missing for an inappropriate length of time.

Post-Trip Evaluations and Monitoring

Visit leaders must report any health and safety concerns (incidents; accidents; near misses) following any visit. They must be formally recorded and communicated without delay to the EVC, HOS, and COO. This enables the school to effectively evaluate and inform practice for future visits.

EVC's and the COO undertake routine quality assurance of educational visits in accordance with OEAP National Guidance.

Responsibilities

All schools must have an **EVC** who is responsible for overseeing visits, offering advice and guidance in relation to these. The HOS must take this responsibility where no other staff member is formally appointed. They should:

- Have experience of leading visits and be confident in assessing the ability of staff to lead visits and the quality of external providers.
- Be sufficiently senior to be credible to trip leaders.
- Have adequate training and access to high-quality support and guidance. All EVC's must undertake 'Visit Leader' training then refresher courses at least once every three years.

Further information can be found through the:

- OEAP.
- Adventure Activities Licensing Regulations (2004).
- HSE

Every trip must have a named **Visit Leader.** They must be considered competent to undertake these responsibilities as outlined in the OEAP 'Assessment of Competence' guidelines. The guidance defines a competent trip leader as possessing:

- Understanding of employer policies, systems, and training.
- Understanding of participants, staff, activity, and venue.
- Appropriate skills or experience to organise the activity.
- Appropriate qualifications.

Other staff and **volunteers** participating in visits must only be given responsibilities appropriate to their experience and ability.

Section Three: Miscellaneous

Risk Management

Risks should be managed to an 'acceptable' or 'tolerable' level and formalised through a risk assessment, which must be made for every visit. The visit leader is responsible for completion, and formal recording and reporting of any significant events which occur.

Advice on completing risk assessments through trust systems can be obtained through the school EVC or COO. They also may have similar risk assessments to ease the planning burden.

Where necessary and reasonable, providers should be visited prior to any trip to establish the suitability of the venue and meet required standards. Membership of reputable assurance schemes help provide this assurance and include:

- LOTC Quality Badge.
- Adventure Activities Licensing Service (AALS) licensing 'Adventuremark'.
- Association of Heads of Outdoor Education Centres (AHOEC) Gold Badge.
- National Governing Body (NGB) centre approval scheme.

If a provider holds one of these accreditations there is no need to seek further assurances for the activities the provider is delivering. If they don't hold accreditation, it is good practice to obtain a 'provider statement' which provides assurances for the activities being offered. Further details of provider statements can be found in the OEAP publication 'Preliminary Visits and Provider Assurances'.

Supervision

There are no statutory staffing ratios, with supervision determined according to:

- Age and gender of students.
- Nature and duration of activity.
- Aptitudes, abilities, and skill level.
- SEND, behavioural, and medical needs.
- Availability of medical or other support.
- Time of year and weather conditions.
- Competence of accompanying staff.

Recommended ratios for CAT schools are:

EYFS: 1 to 8.
KS1: 1 to 8-10 dependent on activity.
KS2: 1 to 8-12 dependent on activity.
KS3: 1 to 10-12 dependent on activity.
KS4: 1 to 12-15 dependent on activity.

Adventurous Activity Licensing

EVC's and visit leaders must have a good understanding of statutory guidance relating to adventurous activities as encoded in the AALS 'Adventure Activities Licensing Regulations'. The regulations provide a formal process of professional inspection to ensure providers have effective safety management systems and processes.

Further advice can be found in the HSE 'Guidance to the Licensing Authority on Adventure Activity Licensing Regulations 1996'.

Transport

Buses and Coaches

On longer journeys of over 30 minutes duration, there must be at least one driver and another supervising adult. For shorter journeys of less than 30 minutes duration, schools must risk-assess the journey and accordingly decide whether it is reasonable and appropriate to have a lone driver or if an accompanying adult is also required.

Coaches and buses **must** be hired from a reputable company which have:

- Driver(s) with current DBS clearance.
- Suitable seat belts, child seats, and booster cushions where required.
- A valid and recent risk assessment for school trips.

Private Cars

When transporting students in private cars:

- The vehicle must be roadworthy, with valid tax and MOT.
- Drivers must hold a valid driving licence and declared of any road traffic violations.
- More than one staff member must be present.
- Have appropriate insurance cover (business or occasional business use).

Inclusion

Every effort should be made to ensure that all visits are available and accessible to all, irrespective of SEND, medical needs, ethnicity, gender, or other characteristic. Where a visit involves SEND students, reasonable efforts should be made to find a venue that is both suitable and accessible for all.

Insurance

All schools are covered by the Risk Protection Arrangement (RPA) insurance cover.

Safeguarding

Staff must not enter students' mobile numbers into their personal mobile phone. They should use an information sheet or database containing all required contact details, medical

information, etc. Personal mobile numbers must not be shared with students, but school mobile phone numbers may be shared.

Charges

Charges may be made for 'optional extra activities' as follows:

- Education provided outside of school time that is not part of the national curriculum, syllabus for a public examination a student is studying for, or part of religious education.
- Transport that is not taking a student to school or other premises where the student is being provided with education.
- Board and lodgings on a residential visit.

Participation in 'optional extra activities' is based on parental choice and their willingness to meet these charges. Charges must not exceed the cost of providing the optional extra activity, divided equally by the number of students. Therefore, it must not include an element of subsidy for other students.

Schools may ask for voluntary contributions, making clear where these are necessary for the activity to go ahead and that they are under no obligation to contribute, and that no child will be excluded if they are unwilling or unable to pay.

Appendix 1: Trip Costing Form

Trip Costing Form

To be completed electronically and emailed to finance

Budget Summary		Summary of Expenses		Trip Details	
Total Expenses		Activity	£0.00	Trip Location	
£0.00		Travel	£0.00	Date of Trip	
Total Actual Income		Accommodation	£0.00	Number of Students	
£0.00		Food&Drink	£0.00	Number of Staff	
Balance		Cover	£0.00		
£0.00		Other	£0.00		
		Total	£0.00		

Expenses

Description	Category	Quantity	Unit Cost	Total Amount
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
			Total Expenses	£0.00

Income / Funding

Description	Quantity	Unit Cost	Total Amount	Budget Holder Signature if applicable
			£0.00	
			£0.00	
			£0.00	
			£0.00	
			£0.00	
			£0.00	
			£0.00	
		Total Income	£0.00	