



Educational Visits Policy

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An academy within:



“Learning together, to be the best we can be”



1. Context

1.1. Heatherwood School believes that educational visits are an integral part of the entitlement of every pupil 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 Heatherwood School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Improved achievement and attainment across a range of curricular subjects. To encourage pupils to be 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 in a range of contexts. i.e. encouraging pupils to become more aware of real-life dangers in day-to-day life.
- Greater sense of personal responsibility.
- Possibilities for genuine teamwork, including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness, and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

1.2. This policy covers all educational visits that occur outside of the school premises including:

- Walks around the locality;
- Visits in and around Doncaster; ■ Visits outside of the Borough; ■ Residential visits.

2. Types of Visit

2.1. The approval process is as follows for each type of visit:

- Category 'A' - Local visits within the school's locality. These are entered onto the 'Exeant' system.
- Category 'B' - Day visits within the UK that do not involve an adventurous activity, are not within London and do not take place in a challenging environment. These are entered onto 'Exeant' for initial approval by the Educational Visits Coordinator -



(EVC) and must then be fully submitted to the EVC for checking at least 14 days in advance, and then forwarded to the Head for approval.

- Category 'C' - Visits that are overseas, residential, within London, take place in a challenging environment and/or involve an adventurous activity are checked by the EVC, approved by the Head.

3. Application and Risk Assessment Procedures

3.1. Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

3.2. In addition to this Educational Visits Policy, Heatherwood School:

3.2.1. References the OEAP National Guidance;

3.2.2. Commissions the use of 'Exeant', the web-based planning, notification, approval, monitoring and communication system for off-site activities.

3.3. All staff are required to plan and execute visits in line with school policy (i.e. this document), and national guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

3.4. Heatherwood School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This is a comprehensive list of steps that a trip leader needs to follow in order to ensure all aspects of the trip is planned safely and in a timely manner. (Appendix 1)

3.5. As part of the online Exeant system, Trip Leaders must complete the following documents which should be attached to the application before approval by the EVC and Headteacher:

- Risk Assessment
- Education Visits Form (Appendix 3)
- Bus seating plan
- A copy of the parental consent letter.

3.6. The Risk Assessment form should list the significant and foreseeable hazards and the appropriate control measures for the following sections:

- Transport
- Safeguarding and Supervision
- Incident/illness
- Environment/weather



- Venue/provider/site
- Activity arrangements
- The group.

3.7. This must list:

- The specific skills of the staff on the trip i.e. trip leaders, drivers, first aiders, gastro feeders, staff trained to administer emergency medication and staff nominated to go to hospital in case of emergency.
- The specific needs of the students in the group i.e. need for suction, emergency medication, gastro-feeding and behaviour support.

3.8. The Educational Visits Form (Appendix 3) should be updated on the morning of the trip listing students and staff present at school and submitted to the Headteacher for approval. This is then left with the office in case of emergency along with the bus seating plan and any relevant route plans.

3.9. It is recommended that a recce visit is made by the Group Leader, and where applicable the EVC, for all educational visits to new venues.

3.10. If an educational visit is taking place at a new venue the Group Leader must ask the provider to complete a Provider Assurance Declaration Form. (PA1 Appendix 3) This is also available as a PDF online:

[https://dmbcwebstolive01.blob.core.windows.net/media/Default/Schools/Documents/Education%20Standards%20and%20Effectiveness/Provider%20Assurance%20Form%20\(PAF\)%20-%20PDF%20Format.pdf](https://dmbcwebstolive01.blob.core.windows.net/media/Default/Schools/Documents/Education%20Standards%20and%20Effectiveness/Provider%20Assurance%20Form%20(PAF)%20-%20PDF%20Format.pdf)

3.11. Outline permission will be granted when all the requirements identified have been considered, the visit can be accommodated within the school timetable, Heatherwood School buses are available (if applicable) and the ethos of the visit is one with which the school wishes to be associated.

3.12. Regularly repeated visits on a rolling program may receive block approval. However, the Educational Visits Form must still be completed, signed by the Headteacher.

3.13. Following each visit the Group Leader will undertake a review. Any incidents or accidents will be reported to the Headteacher and the Trust Chief Executive Officer.

4. Emergency Procedures



- 4.1. The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school that may be needed as a link between the party, the parents, Heatherwood School and Nexus MAT in the event of an emergency.
- 4.2. In the event of any delay (including beyond 3:30 p.m.) or of an incident resulting in harm to any attending participant: pupil, staff member or volunteer, then the school must be contacted as soon as possible to inform the EVC or Headteacher; so that they can decide:
 - A. If the incident is of a less serious nature then the next of kin or parents/carers of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Group Leader will be designated to undertake this task.
 - B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident or a fatality) then the EVC, Headteacher or the home contact must inform the Trust Chief Executive Officer.
 - C. In the event of a party being overdue and without contact by more than 30 minutes, the EVC, Headteacher or the home contact, must investigate the reason and may, where appropriate, need to involve the Trust Chief Executive Officer and the police.

5. Roles and Responsibilities

- 5.1. **Visit leaders** are responsible for the planning of their visits, and for entering these on 'Exeant' (where required). Using the 'Exeant' system, they are to obtain initial approval for a visit from the EVC prior to formally planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.
- 5.2. Group Leader's must have successfully completed training, including training on the Exeant Risk Assessment System.
- 5.3. It is the responsibility of the Group Leader to:
 - Plan and prepare for the visit and assess the risks.
 - Define the roles and responsibilities of other staff and pupils to ensure the effective supervision of what they do.
 - Have overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare.



- 5.4. **The Educational Visits Coordinator (EVC)** is Samantha Lee, 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. Initial approval requests for visits will go through to the EVC via the 'Exeant' system.
- 5.5. At the point of initial approval, the decision is made by the EVC as to whether the visit requires the approval of the Head. When a trip leader has formally applied through the 'Exeant' system, the EVC reviews and approves accordingly. Only then is it passed on to the Headteacher for final approval.
- 5.6. The EVC is the main point of contact for use of the 'Exeant' system and is responsible for the management of the 'Exeant' system with regards granting access to the system for establishment staff. The EVC has the following responsibilities:
- Receive all online Exeant Risk Assessment forms and either paper or electronic copies of the Educational Visits' Form and check all visit details are completed;
 - Ensure the educational visit meets the Trust and school's requirements;
 - Ensure arrangements are in place for the educational objectives of a visit to be inclusive;
 - To be aware of the need for best value;
 - Assess the competence of Group Leaders and accompanying staff;
 - To ensure all trip leaders have had training in the following areas:
 - Use of the Exeant System
 - Understanding of the paperwork required
 - Understanding of how to clamp wheelchairs
 - Administration and storage of medication whilst on trips
 - Emergency Procedures
 - Support the Trust with approval and other decisions regarding category C visits;
 - Ensure the risk assessment meets requirements;
 - To grant outline permission;
 - To check that any further requirements for category C visits have been undertaken;
 - To liaise with the central Trust regarding any category C visits;
 - Organise training and induction for new Group Leaders;
 - To ensure an Annual Record of Visits is maintained;
 - Review systems and monitor practice.
- 5.7. **The Headteacher** has the following responsibilities:



- To grant final permission for a visit when all organisational and planning requirements are completed.
- To ensure Heatherwood School has an emergency procedure in case of a major accident, which has been discussed and reviewed by staff.

5.8. **The Trust** is responsible for the final approval of all visits that are either overseas, residential, take place in a challenging environment and/or involve an adventurous activity. The Local Authority acts in an advisory and consultative role providing guidance where requested.

5.9. **Staff Competence** - We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.
- In deciding whether a member of staff is competent to be a visit leader, the EVC and Head Teacher will take into account the following factors:
 - Relevant experience.
 - Previous relevant training.
 - The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
 - Knowledge of the pupils, the venue, and the activities to be undertaken.

6. Staffing Ratios

6.1. Heatherwood School requires all trips to have adequate and reasonable staffing ratios for the specific needs of the students in a particular group. These will always be in accordance with minimum requirements but will take into consideration things such as disabilities, medication, suctioning, seizures, behaviour issues.

6.2. Generally, this will mean 1:1 ratio for our regular classes (due to their complex needs) but may be less for 6th form groups in accordance with their reduced dependency and complex needs. Any staffing ratios will be agreed by the EVC and Headteacher before trips are approved.

7. Parental Consent



7.1. Trip leaders must obtain parental permission for planned trips of any kind, and should include the following information:

- Dates and times of the trip;
- The purpose, the activities and location of the trip;
- Any specific effects, if any, that the trip has on day-to-day arrangements like lunches and transport;
- Any specific equipment or clothing required for the activities or extreme weather conditions;
- An explanation of costs, including the transportation costs for the use of the school minibuses;
- As part of the detachable signed and dated section of the letter, separate tick box should be included to acknowledge the need for special medical needs, including some or all of:
 - Routine medication to be administered off site,
 - Emergency medication to be administered by trained staff in case of seizures (Eg Buccal Midazolam),
 - The need for emergency suction procedures by trained staff.

7.2. Additional permission may be required for residential trips that have special sleeping, moving and handling or medication procedures.

8. Inclusion

8.1. Heatherwood's fundamental aim is to include all students in LOtC and to provide the best possible education for all its pupils; treating them as an individual and meeting the needs of all taking into account: gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances.

9. Charging / funding for visits

9.1. Monies collected for trips are to be recorded on the 'Trips out of School' form (See Appendix 2) which is then passed on to the office for formal accounting procedures.

9.2. Please refer to the Trust Charges & Remissions Policy for more information.

10. Transport

10.1. Heatherwood School complies with the Education Act 1996 (section 451) and procedures are outlined in the school's Charging Policy.



10.2. Most trips are organised with Heatherwood School owned minibuses. Trips should be planned around availability of these buses and drivers should adhere to the details stated in the Minibus policy. Additional charges for the use of minibus to are to cover the servicing, petrol and maintenance of each minibus. These are charges are based on the approximate distance from school:

- Within the Doncaster area £3.00 per pupil
- Out of area £5.00 per pupil

10.3. These charges should be incurred only if the trip is considered an enrichment enhancement of the curriculum delivery in school. If the trip of site is part of the curriculum coverage provided then the above charges should not apply. For example, trips to deliver part of the 6th form curriculum content for careers, work placements and other course requirements should not be charged for.

10.4. Trips using outsourced contracts will comply with the contracted company's risk assessments but staff should comply with relevant sections of Heatherwood School's Health and Safety, Minibus and Safeguarding policies at all times.

11. Insurance

11.1. Trip Leaders must see the school office team and inform them of the number of students and adults leaving school on an off-site trip. This information is entered on the Annual Travel Policy – Schedule of Visits. This list is our record of trips that occurred so that the EVC can track such off-site visits.



Appendix 1 - HEATHERWOOD EDUCATIONAL VISITS CHECK LIST

Date of Educational Visit:

When planning a trip please complete the following:

PRIOR TO INITIAL APPROVAL: (✓ when complete).

Check the class and school diary/calendar to ensure the trip doesn't clash with any events already scheduled.	
Check the trip doesn't clash with appointments, in school, for pupils (e.g. wheelchair services, orthotics, speech and language, VI, HI etc.)	
Check with your department lead to ensure you will have adequate staffing levels: including drivers and staff to administer feeds/medications as necessary.	
Provisionally book the bus(es)	
Apply to the EVC (Rachel Wilson) for initial approval using the Exeant system; completing all the relevant sections.	

ONCE INITIAL APPROVAL GRANTED: (✓ when complete).

Write letter seeking consent, voluntary contributions and permission to administer medication etc. to parents/carers.	
Complete a comprehensive risk assessment, for the venue, activities to be undertaken and mode of transport. Remember to ensure venues have the Learning Outside of the Classroom (LOtC) Quality Badge or other relevant assurances (where applicable). Also remember to include anything that is specific to individual pupils.	
Ensure insurance is in place.	
Complete Educational Visit's Form - Electronic documents available on the server	
Complete Bus(es) Seating Plan. - Electronic documents available on the server	
Inform the following people of your visit: Office; ensuring this is entered in the school diary and weekly bulletin; Nurse; Deputy Headteacher; Parent Support Advisor	
Cancel pupils' lunches, alter times or order packed lunches.	



Upload all documentation to the Exeant system including Risk Assessments, EVF, Bus Seating Plan, Parental Consent Letter and any other relevant paperwork for the trip.	
Apply to the EVC (Rachel Wilson) for full approval using the Exeant system; completing all the relevant sections.	
DAN WILL THEN SEEK HEADTEACHER APPROVAL – ON THE DAY OF THE VISIT: (✓ when complete).	
Update the Educational Visit's Form and have this signed by the Headteacher	
Leave a copy of this, the bus seating plan and possible road map with the Headteacher, EVC and School Office	

PLEASE REMEMBER ALL TRIPS, USING THE BUS(ES), ARE NOW SUBJECT TO A VOLUNTARY CONTRIBUTION AS FOLLOWS:

- Up to 2 miles radius £1.00 per pupil
- 2-5 miles radius £1.50 per pupil
- 5 miles or over £2.00 per pupil

ANY ADDITIONAL COSTS MUST BE CALCULATED AND ADDED TO THE ABOVE.



Appendix 3 - Heatherwood School Educational Visits Form

To be left in Admin Office and updated as necessary on day of visit

Date of visit:	Destination:	
Educational Aim(s):		
Class/Group:	Pupil Names:	
Group Leader Name and Position:		Group Leader Contact No:
Accompanying Staff Names:		
Designated Driver(s):		
Member of Staff to accompany a pupil to hospital if necessary: Name and Position:		
Departure time: :	Return time:	
No of wheelchairs clamped:	No of wheelchairs folded:	
No of seats for walkers:	No of car seats:	No of seats for staff:
No of packed lunches required:		
Arrangements for pupils remaining in school:		



Visit approved by (name):

Approval signature:

Date approved: