



HERITAGE HOUSE SCHOOL

EDUCATIONAL VISITS POLICY

Approved by: [Headteacher]

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This policy is based on Buckinghamshire Council Educational Visits Guidance, adapted for our school community.

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1. Aims and Purpose of Educational Visits:

We believe that educational visits facilitate community engagement which is an important aspect of school life as it fosters a sense of belonging and creates impactful partnerships.

Appropriately planned visits related to learners individual Education Health and Care Plan (EHCP) outcomes provide opportunities for community engagement and so form a key part of what make Heritage House School a supportive and effective learning environment.

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises, Learning Outside the Classroom – LOtC Activities off site and/or out of school hours are arranged in order to support learners in achieving their individual outcomes identified in their EHCPs. The range of activities is outlined on the school website, where appropriate, along with the criteria by which learners are able to access them and the methods by which parents will be notified and asked for their consent.

Activities are made available to learners in the school by invitation, generally by class or phase.

The benefits to learners 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
- 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. Learners 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 in a range of contexts, i.e. encouraging learners to become more risk aware as opposed to risk averse
- 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.

2. Application

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.

In addition to this Educational Visits Policy, Heritage House School:

1. Adopts the Local Authority's (LA) document: 'Buckinghamshire Requirements and Guidance' in EVOLVE resources (all staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA)
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and carry out visits in line with school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

3. Types of Visits and Approval

There are different types of activities and visits that are offered at Heritage House School:

- **Visits/activities within the ‘School Learning Area’ that are part of the normal curriculum and take place during the normal school day**, e.g. visits to the café, horticulture area, building zone, salon, flat. These might also be out of hours clubs, e.g. swimming, games club. These follow the ‘School Learning Area’ Operating Procedure (Appendix 1).
- **Visits/activities outside the ‘School Learning Area’ that take place during the normal school day**. These are entered on EVOLVE and submitted to the Educational visits co-ordinator (EVC) for checking. The EVC then submits to the Head for approval.
- **Visits that are residential or involve an adventurous activity**. As above, but the Head authorizes and then submits to the LA for approval.

4. Roles and Responsibilities

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

The Educational Visits Coordinator (EVC) (Peter Hardwick) will support, mentor 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 Head. In the EVC’s absence, the Head will assume this role. Members of the admin team support the EVC to set up and manage the staff accounts on EVOLVE, and upload generic school documents.

The Headteacher has the responsibility for authorizing all visits, and for submitting all residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body’s role is that of a critical friend. Individual governors may request read-only access to EVOLVE. They will ensure visits and activities are carried out safely and effectively and in line with school’s policy and procedures. Governors will receive an annual report of all educational visits and ensure visits are age appropriate, accessible to all and value for money. Governors attend educational visits when possible as part of their monitoring role.

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

- Out of hours clubs (swimming, games club)
- School teams

- Local visits (village halls, libraries, shops, woodlands, places of worship, farms, etc.)
- Day visits for particular classes/ phases
- Whole school activities
- Residentials

It is not anticipated that overseas activities will take place.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve adventurous activity.

5. 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 ready to be a visit leader, the Head 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 learner, the venue, and the activities to be undertaken.

6. Emergency Procedures

The school has an emergency plan in place to deal with a serious incident during a visit (see Appendix 2). All staff on visits are familiar with this plan.

The school will appoint a member of the Senior Leadership Team (Headteacher, Deputy Head or School Business Manager) as the emergency contact for each visit. All major incidents should immediately be reported to this person, especially those involving injury.

A Learning in the Community attendance form is completed for each visit detailing the learners and accompanying adults on the visit. The school's admin team has access to the emergency contacts, including home contact details of parents/guardians and next-of-kin as appropriate.

Group leaders and accompanying staff must ensure they have read and understood the health care plans, risk assessments and stress reduction supports of all learners attending, prior to the visit.

The Group Leaders will take with them a school mobile phone and a copy of the Buckinghamshire Serious Incident Procedure.

All incidents and accidents occurring on a visit will be reported back through the school systems. The school will have emergency funding available to support the Group Leader in an emergency.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

7. Media Attention

Any enquiry from the media must be referred to the emergency school contact who must seek assistance from the local authority where necessary.

8. Approval Procedure and Consent

Before a visit is advertised to parents and carers the EVC or headteacher must approve the initial plan. They will also approve the completed plan and risk assessments for the visit before it takes place.

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 learners. All payments for the visit will be made through the school's accounts.

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

For out of hours clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities. Parents will be given the timetable for the activities that learners are involved in or will be informed by letter or phone call if an activity is planned or has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. The school has a standard model letter, which should be used for this purpose.

Specific (i.e. one-off) parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents, so that consent is given on a fully informed basis.

9. Risk Assessments

These are completed by the Group Leader and entered as attachments on the EVOLVE management information system.

The Group leader and accompanying staff must read risk assessments prior to visits.

10.The Expectations of Learners and Parents

The school has a clear code of conduct for school visits based on the schools' 'Relationships Policy' formally known as 'Behaviour for Learning Policy'. Learners have individual risk assessments in place in relation to individual needs. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a learner prior to and during the visits if such conduct is not deemed safe.

11.Inclusion

All learners at Heritage House school have special educational needs and every learner has an EHCP. We comply with the Equality Act 2010.

Please also refer to our SEND policy and Accessibility Plan

Health care plans and Medications

All students who have a health care plan or epilepsy care plan will be noted on an EV risk management form before approval of any educational visit. This allows the approver to check how the learner will be safely supported on the trip. This document is specific to individual needs and identifies the responsible persons who will be overseeing any medications on trips.

12.Charging/funding for visits

Please refer to Charging and remissions policy

13.Transport

Heritage House School has a 9-seater minibus for 8 passengers and a driver. School employs a minibus driver who has (qualification/ test undertaken) An additional 4 other members of staff have also taken this test.

Staff do not use their own personal vehicles to transport learners.

We follow Bucks Requirements and Guidance which reflects National Guidance.

14.Insurance

We follow Bucks Requirements and Guidance

Appendix 1 – School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require additional parental consent
- do not normally need additional risk assessments / notes if learners remain on the school site (other than following the Operating Procedure below)
- do not need to be recorded on EVOLVE if these are planned curriculum opportunities taking place on the school site.

Boundaries

The boundaries of the School Learning Area include the school site only.

Operating Procedure

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

- Vehicles
- Members of the public/animals
- Losing a learner
- Uneven surfaces and slips, trips, and 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 or Deputy must give verbal approval before a group leaves
- A current list of staff approved to lead in this setting is maintained by the EVC and office.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school. Parents are always informed when a local off site visit is planned
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any no go areas, and have practised appropriate group management techniques.
- Learners have been trained and have practised standard techniques for road crossings in a group.
- Learners are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in buddy pairs as a minimum.
- Learner's clothing and footwear is checked for appropriateness prior to leaving the classroom

- Staff are aware of any relevant learner medical information and ensure that any required medication is available.
- A list of learners attending the EV and their emergency contact details (i.e parental consent forms) is made available by the EV administrator. It is stored centrally so that it can be accessed by the whole admin team. The Group Leader will sign learners out using a Learning in the Community attendance form. The EVC will update the school calendar so that the whole admin team have access. For visits which are planned to return after normal school hours this list must be left with the Headteacher or Deputy Headteacher. The visit leader must have contact details for the Headteacher or Deputy Headteacher.
- A school mobile phone is taken with each group and the office have a note of the number.
- An emergency first aid kit is taken and appropriate personal protective equipment is taken when needed.

Appendix 2 – Emergency Procedure

The school'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 main office/ LEAF office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times (Head, Deputy Head or School Business Manager).
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority 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
6. For visits that take place outside the School Learning Area, the visit leader will carry an Emergency Action Card which sets out the procedure that the visit leader must follow.

Emergency Action Card

This Action Card covers the following incident scenarios:

- 'Generic' emergency procedures (coach crash, fire, bomb threats, terrorism);
- Death or serious injury of a pupil/adult while on/at a school journey;
- Outbreak of an infectious disease which will curtail the school journey.
- Incident/emergency on a school trip including overseas;

Initial Actions:

- 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);
- In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader;

Keep a log using the Incident Record Sheet to note down:

- Full and further details of the incident such as what has happened, the exact location of the emergency, and any casualties;
- all actions taken and conversations held;
- any decisions that have been made;

Contact the Buckinghamshire Council Duty Resilience Officer on 07738 501318 or +447738 501318 if abroad, and provide the following information:

- your name;
- the name of your school /party;
- the nature of the emergency;
- the complete telephone number which we can call you on (including national /area codes etc) and any other contact numbers that can be used.

Subsequent Actions:

- You should not make any public statements about the incident without the prior agreement of the School and the Council.

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 the hospital;
- Obtain necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how the injured may travel home, and case histories including x-rays;
- Retain receipts for all expenditures connected with the incident.