


Name of Policy	Educational Visits and Trips Policy
School lead	Executive Assistant Head Teacher
Approving body	Head Teacher
Date of approval	May 2024
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Links to other Policies	- Child Protection and Safeguarding Policy - Finance and Procurement Policy - Health and Safety - Transporting pupils
Display/availability	Website
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➤ Context

- We believe 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 The Pilgrim 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.
 - Opportunities for meaning making, creativity, developing learning relationships and practicing 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 in a range of contexts. i.e., encouraging pupils to become more risk aware as opposed to risk averse.
 - 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.
 - Improved awareness and knowledge of the importance and practices of sustainability.
 - Physical skill acquisition and the development of a fit and healthy lifestyle.
 - Opportunity to transfer skills learnt at Pilgrim into unfamiliar environments.

➤ 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, The Pilgrim School:
 - Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
 - Adopts National Guidance www.oeapng.info (as recommended by the LA).
 - Uses EVOLVE, the web-based planning, notification, approval, monitoring, and communication system for off-site activities.
- All staff are required to plan and conduct visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

➤ Types of Visit & Approval

- There are three 'types' of visit:
 - Visits/activities within the 'Local Learning Area' or that are 'Routine visits' which are part of the normal curriculum and take place during the normal school day.
 - These follow the 'School Learning Area' Operating Procedure (Appendix 1).

- Other non-residential visits within the UK do not involve an adventurous activity. E.g., visits to museums, farms, theme parks, theatres, etc.
 - These are entered on EVOLVE by the visit leader and submitted to the EVC for checking.
 - The EVC then submits to the Head for approval.
- Visits that are overseas, residential, or involve an adventurous activity.
 - These follow two. above, but the Head then submits the visit to the Governors/LA for approval.

➤ Roles and responsibilities

- **The Proposer of the trip/ visit leader:**
 - Should obtain outline permission for a visit from the Head Teacher or Executive Assistant Head Teacher prior to planning, and before making any commitments.
 - Will research costings and staff availability prior to entering a request on EVOLVE.
 - Enter the trip on the EVOLVE system and submit to EVC for checking.
 - Drafts letter for parents.
 - Will consult with the specialist administrator once trip has had initial approval.
- Visit leaders have a responsibility for ensuring that their visits will comply with all relevant guidance and requirements and should seek advice from the EVC where necessary.
- **The Specialist Administrator/trip organiser will:**
 - Consult with visit leader.
 - Source tickets and travel for trips.
 - Distribute letters to parents.
 - Coordinate response and update EVOLVE.
 - Set up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.
 - Ensure risk assessments are completed and approved by EVC. Add individual pupil notes where appropriate.
 - Produce Emergency Action card and ensure a member of SLT has emergency contact details for pupils and staff.
 - Ensure there is at least one first aid trained person on each trip.
- **All staff:**
 - Ensure consent for all attending pupils is recorded (written/verbal). Where verbal permission is granted, this must be recorded electronically.
 - Will read the risk assessment before attending a trip.
 - Will report to the Visit Leader as required.
- **The Educational Visits Coordinator (EVC)** is *Bev Lee (Executive Assistant Head Teacher)*, who will support and challenge colleagues with 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. They will ensure that all reasonably practicable steps have been taken to minimize risk.
- **The Head Teacher** is responsible for submitting those that are overseas, residential, or adventurous to the LA for approval.
- **The Governing Body's** role is that of a 'critical friend.' Trips are discussed as part of full governor meetings.
- **The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

➤ Staff

Competence

- We recognize that staff competence is the single most crucial factor in the safe management of visits, and so we support staff in developing their competence in the following ways:
 - Supervision by senior staff on some educational visits.
 - Ensuring staff have read this policy.
 - Supporting with risk assessments and organization.
- In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will consider 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.

➤ Emergency procedures

- **A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**
- The 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.
- When an incident overwhelms the establishment's emergency response capability, or where it involves severe injury or fatality, or where it is likely to attract media attention, then assistance will be sought from the local authority.

➤ Educational Visits Checklist

- The Pilgrim School Educational Visits Checklist (Appendix 3) forms part of the risk management process for visits and off-site activities and may be downloaded from EVOLVE Resources. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES.'

➤ Parental Consent

- Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.
- The school obtains blanket consent on induction for routine activities, e.g., within the School Learning Area or regular locations.
- 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 (via EVOLVE, letters, meetings, etc), so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting online via parentmail or through a traditional paper consent form.

➤ Inclusion

- The school complies with the Equality Act 2010. If a trip is during the normal school day no pupil will be excluded from educational visits.

➤ Charging / funding for visits

- Payments for trips will be made through ParentMail and the specialist Administrator & Finance administrator will liaise to ensure this is done correctly.

- Pupils who receive pupil premium will be offered reduced rates or free places depending on the nature of the trip.

➤ Transport

- Pupils may be transported by school minibus, self-drive van hire or staff cars. All are covered within the transporting pupils risk assessment and policy.
- Where public transport is used this will be added to the trip risk assessment.

➤ Insurance

- The Pilgrim School is covered by the LA insurance for visits.

➤ Appendix 1 – Local Learning Area/Routine visits

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 parental consent.
- Do not normally need additional risk assessments /notes (other than following the Operating Procedure below).
- Should be recorded on EVOLVE if regular.
- Do not need to be recorded on EVOLVE if these are ad-hoc activities.

Boundaries

The boundaries of the School Learning Area are those that are within walking distance to bases in:

- Amber Hill
- Lincoln
- Baumber

Routine visits include but are not restricted to:

- Local towns and parks to each base (Boston/Wragby/Lincoln/Horncastle)
- Regular facilities used for curricular activities (Heckington pavillion/Wragby Sports Hall)
- Post 16 destinations in the local area
- All Pilgrim school bases
- Mainstream settings
- Regular outside learning areas (Snipedales/Freiston Shore)

Operating procedure for local learning area

The following are potentially significant issues/hazards within our School Learning Area and Routine visits and are covered by generic risk assessments:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- 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:

- A member of SLT must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. On some occasions a trip may be one staff member to one pupil only.
- Staff are familiar with the area, including any 'no go areas,' and have practiced appropriate group management techniques.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group and on road safety.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.

- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile/walkie talkie is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g., gloves, goggles)

➤ Appendix 2 – Emergency Procedure

- The school's emergency response to an incident is based on the following key factors:
 - There is always a nominated emergency base contact for any visit (during school hours this is the office).
 - This nominated base contact will either be an experienced member of the senior management team or will be able to always contact an experienced senior manager.
 - 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.
 - 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.
 - The visit leader/s and the base contact/s know to request support from the local authority if an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
 - For visits that take place outside the School Learning Area, the visit leader will carry an LA Emergency 'Card' (see EVOLVE Resources)

Pilgrim School trips

Pilgrim School annual trips
PC1) an adventurous activity
PC2) A cultural visit
PC3) A whole school city
trip/residential
PC4) Educational Visit (spiritual)
PC5) Lincolnshire Show/local visit
PC6) Educational Visit

Administrator to:

- Source tickets and travel for trips.
- Distribute letters to parents.
- Coordinate response and update EVOLVE.
- Set up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.
- Ensure risk assessments are completed and approved by EVC. Add individual pupil notes where appropriate.
- Produce Emergency Action card and ensure a member of SLT.

has emergency contact details for pupils and staff.

- Liaise with the Finance manager with regards to costing and payments
- Ensure there is at least one first aid trained person on each trip.
- Staff the trip and arrange cover in the bases.
- Arrange transport for the trip.
- Follow MVP policies and procedures.

Additional trips proposed by staff members (not one of the schools' annual trips):

Trip planner will conduct administrator tasks, seeking support from specialist administrator as required