



Educational Visits Policy



Educational Visits Policy

Addendum to the Policy:

In light of the current Covid pandemic all school trips are cancelled, with the exception of:

- Forest School
- Challenger Troop
- 6th Form Life Skills

Body of the Policy

Lead Educational Visits Coordinator – Dan Zaccheo, Deputy Principal

Educational Visits Coordinator Amin Support – Emma Parish

Policy and Guidance for Educational visits:

Management:

All schools to have an Educational Visits Coordinator (EVC). This role is fulfilled at Meadowfield School by the Deputy Principal, Mr D Zaccheo.

Procedure:

- Approval for day trips and visits has been delegated to the EVC by the Principal, Jill Palmer.
- Approval for residential and adventurous activities is shared by the governors, the EVC, the leadership group and the local authority.

Educational Visits – an overview at Meadowfield

At Meadowfield School we acknowledge that visits off-site enhance and enrich or pupils' education and can be amongst the most powerful and meaningful learning experiences. We encourage Class Teachers and Teaching Assistants to lead trips off-site whether that is to visit castles or zoos to enhance a history topic or a study about habitats. We encourage class teams to turn class based activities such as use of money into real life experiences such as supermarket visits or buying tickets to travel by train or bus. We have observed that many of our pupils' greatest strides in developing confidence, self-esteem and independence have happened during Duke of Edinburgh, Challenger Troop or Forest school.

We also provide regular opportunities for our pupils to expand their life experience through PE enrichment activities, which for many students will broaden their horizons and future life choices. Other off-site opportunities have included residential work experience placements at Foxes Hotel in Somerset, The Kent Mountain Centre in Snowdonia, fishing trips, one night residential visits to Kench Hill or HMS Cavalier to mention just a few. The Education Visits offered at Meadowfield is a corner stone of our broader educational offer and enriches the lives and learning of our pupils.

We acknowledge that while off site visits offer a truly enriching and memorable learning experience we recognise that from an organisational perspective there are risks associated with all trips and we have a duty to thoroughly plan each visit and conceive risk reduction measures appropriate for the pupil group, their destination and surrounding environment and the mode of travel chosen.

This is done in a bespoke way on a case by case basis taking into account the venue to be visited, the mode of transport to get there, the pupils who are attending accounting for emotional and medical needs and also the staff who are attending in support of those pupils.

- Do the staff have the right skills and experience to be supporting those pupils?
- Do staff possess the correct training such as medical interventions, first aid, etc?
- Are staff aware of individual risk assessments associated with certain pupils attending?
- Do they have the relationship and rapport with the high risk pupils necessary to ensure a safe experience for all.

In addition to risk reduction, there are issues regarding cost as well as the educational focus of each proposed visit. These are also assessed on individual merit and approved accordingly.

There are processes in place to ensure all of these concerns are addressed, costs covered and educational objectives are justifiable and safety measures in place before trips are agreed and processed.

We use the KCC Educational visits software package 'Evolve' to apply, track and approve our educational visits. All visits are applied for this way and therefore all trips with all of their attendant planning is stored securely online for review in the future. KCC recommends that adventurous or residential trips need logging on Evolve, however we manage all trips through this process as it ensures all aspects of trip planning are adhered to.

The process for trip planning is as follows:-

1. All trips require a named trip leader, in most cases this is the class teacher. This person is responsible for planning the trip and completing the various aspects of trip application. The trip leader will receive guidance and support from the lead EVC and EVC admin support. It is the trip leader who writes and signs the risk assessments. The list of responsibilities are outlined further below.
2. Trip leader is then to seek signed agreement in principle from their Head of Department prior to organising a trip or visit.
3. If there is a cost incurred in the trip such as ticket costs for entry into a tourist attraction or theatre event for example, a Cost Approval Sheet must be completed in advance of any other trip planning. The cost and method of funding must be approved by the Leadership Group prior to further planning taking place.
4. If there is no cost or if costs have been approved, an Evolve application must be completed. The Evolve application must include the following:-
 - A travel risk assessment
 - A risk assessment for the venue and the planned activities
 - A table outlining which members of staff are responsible for the supervision of which pupils
 - All behaviour support plans for the children attending
 - All health care plans for the children attending
 - All individual risk assessments for those pupils who have them
 - A lesson plan
 - An itinerary
5. EVC admin assistant will review the application and advise on any amendments or additions as required.

6. When complete the application will be submitted to Lead DSL for approval. Further amendments may be needed which is why two weeks is required, if there are issues with parent permissions, staffing, transport or costing at this stage they can take several days to rectify.

For any trip that is not routine and is not in the local area there must also be parental permission.

All trips that are taking place over lunch time, the kitchen staff must be informed 1 week in advance in order to ensure all children who receive free school meals have a packed lunch on the day of the proposed trip. The request to the kitchen staff must take place after the trip has been approved.

The Evolve application must be complete no later than 2 weeks prior to the date of the visit.

If the visit involves adventurous activities the Evolve application must be complete within 6 weeks of proposed departure.

If the proposed trip is a residential visit it must first be approved by Governors. This should be sought 6 months prior to the proposed departure. The subsequent Evolve application must be submitted no later than 6 weeks prior to departure.

Where staff have supported in residential visits and have effectively been on duty from early in the morning to late into the evening, time off in lieu can be negotiated on a case by case basis. There is not a 'cover all' policy statement regarding time off in lieu for supporting trips as there are a great many variables to consider such as waking nights, number of nights away, did the trip take place over a weekend/ bank holiday etc.

First Aid

If a trip is taking place to a venue with supported activities (eg outdoor centre, Challenger Troop) or a council run leisure site (eg swimming pool or soft play) it is desirable but not essential that there is a member of staff with a first aid qualification and a fully stocked first aid kit. If the trip is not supported by an external provider or is not within a protective environment it is essential that one member of the staff team attending trip is first aid trained and a fully stocked first aid kit is packed and brought on the visit. In the event that pupils are in a semi remote environment where paramedics would be delayed in the event of an emergency such as the North Downs or Bedgebury Forest (eg Duke of Edinburgh practice or expedition). It is essential that a member of staff has a two day outdoor first aid qualification and has access to an expedition ready first aid kit.

Medication and Personal Care

If pupils attending a trip are due to have routine medication during a trip it is essential that all medication is taken on the trip, there is at least one member of staff trained to administer the medication and all recording forms are brought to the trip to record when medications were administered. This is carried out in collaboration with Di Simms, the Medication Coordinator to ensure all communication is shared in terms of forms being taken off site and returned as well as the removal and return of medications themselves. It is also essential that all pupils who carry some form of emergency medication (eg Buccalam or Salbutamol for epilepsy or asthma) are also brought with class teams during trips as required, and similarly a member of staff trained to administer the medication must be assigned to the trip in the event of an emergency.

Supplies must also be packed and taken on trip to manage personal care as appropriate including wipes, rubber gloves, plastic aprons. If pupils attending trip have physical disabilities trip leaders need to consider the appropriateness of the facilities that are available and consider bringing mobile hoists as required.

Wellbeing Support Plans and Individual Risk Assessments.

All Wellbeing Support Plans and Individual Risk Assessments are provided in the trip pack.

It is essential that not only is the information within these documents uploaded onto Evolve but all members of the trips are familiar with the content and sign to all risk assessments. If a risk assessment relates to risky behaviour relating to specific environments (eg open spaces or deep water) consideration should be given to this at the planning stage of any given trip and not just 'managed' when off site. We need to consider the appropriateness of certain environments in respect of certain children's needs.

If a pupil has potential for displaying certain challenging behaviour that can be 'turned round' with access to certain motivators or other such 'active interventions' these must be brought on educational visits to equip staff to reduce risk as necessary and when required.

Supervision

'Active supervision requires focused attention and intentional observation of children at all times. Educators position themselves so that they can observe all of the children: watching, counting, and listening at all times. They also use their knowledge of each child's development and abilities to anticipate what he/she will do, then get involved and redirect them when necessary. This constant vigilance helps children learn safely.'

Ensure all pupils are assigned a member of staff who has individual responsibility for that child. Even if much of the visit is conducted as a whole group it is essential that there is a named person for each pupil. Without this individual responsibility it becomes possible that a child is overlooked by everyone and all staff assume someone else has taken account of them. Again regular head counts must be taken and staff must make regular visual contact of pupils and be vigilant at all transitions such as alighting from vehicles, entering venues etc. Active supervision is vital at all times.

Role of the Trip Leader

- To plan all aspects of the visit, such as staffing, medication, timings of the day, itinerary etc
- To complete a lesson plan for the visit.
- To complete a bespoke risk assessment specific for the group that will be attending and specific to the location and the activities that are taking place. Risk assessments for activities delivered and managed by outside providers do not need to be added if the provider is a KCC vetted provider. Seek further information from the EVC if the provider is not vetted.
- To complete a risk assessment for travel, again this must be bespoke to the group going, the mode of transport chosen and the route taken. All staff attending the trip must sign all risk assessments to confirm they have read and understood the content.
- To complete a previsit where necessary
- To ensure all medication, medication sheets, equipment for personal care as appropriate are all packed and brought.
- To bring all emergency contact details for the children attending.
- To upload BSP and individual risk assessments as appropriate.
- To bring all health care plans
- Ensure vehicles are booked if needed.

- Ensure a first aid kit appropriate to the destination and activity is brought as necessary.
- To organise free packed lunches with the kitchen staff as required.
- To ensure that amongst the staff team attending the trip is an appropriately first aid trained person and someone training to administer medications or feeding plans as required including emergency medications.
- To ensure staff are attending are familiar with the risk assessments and the medical and emotional needs of the pupils attending and where necessary ensure there are staff familiar to the pupils to offer emotional support if needed should problems arise during the visit.
- To bring motivators and objects that act as 'active strategies' if appropriate and required.
- Complete a Register on the day of the trip/activity, a copy of which is left with the EVC Admin Support Officer.
- Sign out a mobile telephone.

Role of the EVC Team

- To quality check Evolve applications and ensure all information is provided.
- To vet all trip applications to ensure the educational rationale is pertinent and worth-while.
- To check staff ratios and team skills are correct for the group they are supporting.
- To provide support and information as required during the planning process.
- To suggest recommendations and amendments to Evolve applications and the information provided within to ensure trips are correctly planned.
- To authorise visits as appropriate.
- To provide a comprehensive Trip/Activity Pack containing all the vital pupil and risk information, see Appendix 1.
- To provide support and training to all staff on the Evolve system, see Appendix 2.

Maximising an Educational Visit

At Meadowfield we acknowledge that the education that takes place before and after a visit is as important as the visit itself.

Class teams and trip leaders will plan where necessary and appropriate pre and post trip activities and discussions to extend pupil learning and ensure the benefits enjoyed by the visit itself continue beyond the return to the school gates. It is essential therefore that staff teams take evidence photos, not just as a record of the visit but to also share with pupils and use as the basis for future discussions and activities.

Where necessary and appropriate pupils should be included in the planning stage of an educational visit. If public transport is needed for instance, they should be encouraged through

structured activities to plan the route considering timings and cost. If the destination is a booked event, the pupils themselves should be encouraged to consider appropriate arrival times and be included in the planning of the itinerary. Prior to a visit consider devising activities in advance to encourage pupils to consider what they will learn from the trip, what they might see, what questions might they have. Encourage pupils to share their concerns about a pending trip, or what aspects they are most excited about and why. Consider collecting all questions and comments pertaining to a trip and addressing them all on your return. Were anxieties and fear justified? Or was the train journey for instance fun. Be creative and extend learning where possible.

Staff teams are encouraged to include parents where practical and possible in details about educational visits so the discussions and reflections can continue at home.

 School Policy Approved by Leadership Team	
Policy Adopted	Date: September 2020
Policy Approved	Date: September 2020
Next Review	Date: September 2021

Appendix 1 – Check List for a Comprehensive Trip Pack

Trip Check List

Name of Trip: _____

Date of Trip: _____

Trip Organisers: _____

APPROVED



	N/A or ✓
EVOLVE Notification signed by HOD	
Copy of Evolve Form	
Register	
Kitchen Advised	
Copy of Trip Letter	
Trip Letter uploaded on to Evolve	
Trip Letter sent home	
Trip Letter sent via Parentmail	
Wristbands Printed & put in pack	
Signed Trip Consent	
Parent Consents (SIMS print)	
Site or Activity Consents	
Lesson Plan/Itinerary	
Medical Consents	
Medical Information (SIMS Print)	
Medication Class Lists (T Drive)	
Individual Healthcare Plans	
Behaviour Support Plans	
Toileting Plans	
Emergency Contact Details	
Next of Kin Details (Staff – Residential Only)	
Emergency Contact Details (JP & DZ – Residential Only)	
Risk Assessments:	
	Mini Bus
	Trip Site
	Pupil
	Supervision
Cost Sheet	
Copy of Cost Sheet to Finance Office (if cost involved)	
Copy of Letter to Finance Office (if cost involved)	
Copy of Register to Finance Office (if cost involved)	
Blank Safeguarding Form	

Blank First Aid Form	
Booked Minibus	
Entered on Diary including staff names	

Appendix 2

What is the procedure when a cost is involved

- Ensure you have a lesson plan in place and you know the dates you wish to visit.
- Complete curriculum link and aims and objectives on the cost sheet. This can be obtained from the School Office. **The number of pupils and staff must be accurate, otherwise the costs agreed are incorrect and the school occurs additional costs.**
- Once complete hand to Emma Parrish (EVC Support) who will ensure all relevant sections are complete. The completed form passes to the Business Manager (Nicola Jones) for approval.
- Once approved, the Visit Leader can enter the Visit on the Evolve System and submit to Dan Zacheo (EVC) and Emma Parrish (EVC Support) for approval.
- Once approved on the Evolve System, letters that have been authorized by either Jill Palmer (Principal) or Lisa Candy (Deputy Head) will be sent home to parents/carers.
- Consents and payments should be handed into the School Office.

Please note: Without a completed cost sheet no trip/tickets can be booked.

Please Note: PPE is free to pupils BUT, P.E enrichment for secondary pupils will require a contribution from the Parent/Carer.



Responsibility of EVC Support

When a new visit has been submitted, it is the duty of the EVC support to ensure all the required fields have been completed appropriately for approval and ensure that the Assistant Principal for that Key Stage has signed the Approval Sheet.

Once the visit has been approved by the EVC (Dan Zacheo), EVC Support (Emma Parrish) can prepare letters to be sent home to Parents/Carers for information and consent. Please email ALL the details you wish to be included in the letter and the EVC Support will provide a trip pack for the visit leader with the following information:

- Medical Information
- Parental Consents
- Current Individual Healthcare Plans
- Any Behavioural Support plans
- Emergency Contact Details
- Signed and Dated Consents
- Register: Including staff and pupils
- Blank Safeguarding Concerns form
- Blank First Aid / Accident form
- Risk Assessments
- Lesson plan / Itinerary
- Mobile Phone
- Vehicle registration, check list & vehicle keys (if required)

Should you require any further guidance, please speak to Emma Parrish (EVC Support).



EVOLVE

The Complete Evolve Trip Guide



We Are All Special Here

Evolve trips – Risk Assessments

Want to go on a trip?

- Who's Responsibility is it?
- Which sections do I need to complete?

- **EVC** (Dan Zachea) - Trips Approver
- **EVC (support)** (Emma Parrish) - Administrator of Evolve System.

To add a new visit log onto Evolve all sections must be completed in full, failure to complete could delay authorization.

- All new trips added to Evolve will be authorized by the Assistant Principal of the appropriate Key Stage prior to Emma Parrish preparing a trip pack and EVC authorization.



When adding a new visit to the Evolve system, Only the Visit Leader is to complete the Evolve System and must be present on the day of the visit. The H.O.D must be notified of any planned visits by the Visit Leader.

Add Name (title) i.e. Secondary Swimming Term 3 & Class when possible.

Department: Primary, Secondary or 6th form.

Type: Answer yes/no to all tick boxes.

Purpose: Determine the purpose of the visit from the drop down box provided.

Dates: Please complete this section accurately, enter every date you intend on visiting the venue. Please note: your visit will need to be re-entered on the system if dates are incorrect or missing. After approval has been given amendment's cannot be made.

Venue: Add the name and address of venue.

Travel Arrangements: Enter mode of transport.

Staffing: Add Leader name, contact number and all accompanying staff. Please note: This will reflect the staff cover that is provided to replace staff on visits.

First Aid Provision: Using the drop down box please specify how first aid is going to be managed.

Select a member of staff who is first aid trained to accompany you on your visit.

School Emergency Contact: Include two contacts, one being a member of leadership.

Attendees: Enter accurately as approval, packs, letters and consents will reflect the information provided.

Attendees by age range: Add number of pupils and current year group.

Programme / Itinerary

- Click 'yes' for adding itinerary

Upload lesson plan or itinerary to this section, as this is a **required** field for approval.

Risk Management

In this section please add:

Environmental Risk Assessment, that is specific to the venue and the pupils attending and their medical needs and personal care

Minibus / Travel Arrangements
Risk assessment to include minutes/hours travelling time, location and pupil specific needs.

Behavioural Support Plans

Pupil supervisions

Visit Times

Add departure time

Return to school time

Incorrect times could result in a free school lunch not being provided and transport arrangements not being met.



On the day of your Educational Visit the Visit Leader is responsible for collecting the Visit Pack with allocated mobile phone.

Please complete the register, this **MUST** be left in the Office.

Anyone carrying Medication, will need to collect a **"Red Bag"** from Di Simms.

Please return all trip packs, mobile phones and minibus keys on your return to the office.

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Policy Approved	Date: Awaiting Approval
Next Review	Date: September 2021