



WEST VALE
ACADEMY

School Visits Policy

Approved by:	LGB		
Responsible department:	West Vale Academy		
Last review date:	October 2023	Last reviewed by:	Laura Horsfall- Principal
Last updated:	October 2023	Last updated by:	Laura Horsfall- Principal
Next review due:	September 2024		

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the Principal or other designated member of staff.

Educational visits are a valuable way to supplement and enhance learning and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Principal

The Principal is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC)

Your school should appoint an experienced visits coordinator to take on this role. The EVC role at West Vale Academy is Laura Horsfall.

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- **The EVC, who is also the Principal, will have the authorisation to approve trips.**
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.2 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- All visits must be thoroughly researched beforehand; this must include a pre-visit to the destination by at least one teacher in the organising group.
- **For local visits the party leader must complete a 'Local Visits' risk assessment form and submit it to the Visits Co-Ordinator at least 2 weeks before the visit is due to take place.**
- **The party leader must complete a "Visit Information Form" and submit it to the Principal for approval at least 1 month in advance of the proposed visit.**
- **In the case of residential visits the proposed venue and costs should be discussed with the Principal at least nine months prior to the visit taking place. Risk assessments should be completed at least two months in advance to allow Evolve form to be submitted to Jayne Firth (COO) for authorisation.**
- In the case of residential visits, party leaders should invite parents to an information meeting prior to consent for their child to participate being requested.
- The party leader should arrange for letters detailing the date/cost/ venue/educational implications of the visit to be sent out, with the Principal's approval, in advance of the visit.

- › On the day of the visit, the party leader should ensure that all supervisors are aware of the itinerary, that adequate first aid supplies are available and there is a first aider in attendance. Pupils are registered at regular intervals throughout the day.

3.3 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- › Seek and obtain approval for all educational visits from the Principal
- › Carry out any required risk assessments and work with the trip lead
- › Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- › Look out for the health and safety of themselves and those around them
- › Help manage pupil behaviour and discipline as required while on the visit
- › Share any concerns or worries with the trip lead and others, as appropriate

3.4 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- › Provide all information required, such as emergency contact details and health/medicine information if applicable
- › Sign and return consent forms and any other documentation required in a timely manner
- › Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip
- › All pupils whose parents express a wish that they take part in the visit must be allowed to do so, with the exception that a pupil may be excluded from a school visit if his/her behaviour presents "a significant, unmanageable and unacceptable risk" to the health, safety and welfare of that pupil or others on the trip, including the adult leaders.
- › Pupils whose parents do not wish them to go on a visit must be found suitable accommodation in the academy.
- › Pupils not going on residential visits shall be given the opportunity to take part in relevant day visits.

3.5 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- › Follow the directions of staff and act accordingly
- › Behave appropriately and model good behaviour for pupils
- › Report any concerns to the trip lead or other staff present as soon as possible
- › Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.6 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by Laura Horsfall and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit.

Once the risk assessment has been approved by the Principal, and Jayne Firth COO, where appropriate, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

5. Risk assessment

Every visit must have a risk assessment for the coach, activity and site and this will be completed using Evolve following the link below:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=greatheightsacademytrust

Children with significant individual needs will also require their own risk assessment. Existing risk assessments can be found on the Shared Drive in the risk assessments folder or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Principal and, where appropriate, third party vendors.

Every risk assessment will be approved by the Principal, and a copy taken on the visit and another copy left on Evolve.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These will be prepared by the first aider attending the visit.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time

➤ The trip lead will take regular headcounts and/or rollcalls

Ratios below apply:

➤ The following ratios will be employed:

- Nursery 1 adult to 4 pupils
- Reception 1 adult to 5 pupils Y1 Minimum 1 adult to 6 pupils (for local walking visits – 1:8)
- Y2, Y3 & Y4 1 adult to 8 pupils
- Y5 & Y6 1 adult to 10 pupils

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

Please see agreed providers below:

Travel Xpress Shipley 01274 598833, Lyles Coaches Dewsbury 01924 464771, First– 08450 260099, Yellow Bus Leeds 0113 245 7676, Yelloways Oldham 0845 0450344, Rothwells Heywood 01706 360066, Star Coaches Batley 01924 477111, Stotts Huddersfield 01484 460463
www.stottscocoaches.co.uk, Tetley's Coaches Leeds 0113 2762276, Butler's Buses, Co Cork Air, Lingus Ryan Ai, Brighouse coaches

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

- Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter or on Seesaw if it is a local walk, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will, in the first instance, refer to the emergency activation plan.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times. All pupils taking part in an academy visit which involves the use of academy minibuses, public or hired transport are insured under the Academy Insurance Scheme. In the case of Outdoor Pursuits and Residential Visits, it is essential that the parents be informed in writing of the insurance arrangements. The scope of the insurance cover should be made available to parents on request. In the event of pupils being transported in a private car, the party leader must ensure that the DVLA driver checks have been carried out and vehicles are properly insured to satisfy the Road Traffic Acts including the requirement of booster seats (if necessary)

The cost of any residential visit will not exceed £280. Day visits shall be of a modest cost, working from a maximum base price of £15 per visit with a maximum cost of £20 per academic year plus inflation. Parents will be asked to pay voluntary contributions of the whole amount or will be asked for part of the cost if there are financial difficulties. Schools may use their pupil premium grant funding to contribute towards the costs of educational visits as per their pupil premium action plan. Pupils whose parents cannot afford the visit must be funded. Pupils whose parents will not contribute towards the visit must be funded. If 10% of the children are not funded by voluntary contributions the whole visit must be cancelled and/or reassessed.

10. Residential visits

The Principal will approve all residential trips longer than 24 hours. The duration of residential visits shall not be longer than one academy week

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks
- One adult may be responsible for up to 15 pupils.
- The party must include at least one teacher employed in this academy and the leader of the party must be a teacher

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision

- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

All venues will, until further notice, be within the United Kingdom.

11. Review

This policy will be reviewed annually by *Laura Horsfall* and will be noted by the LGB. At every review, the policy will be shared at a yearly LGB meeting.

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to Laura Horsfall.



SCHOOL TRIPS AND VISITS

THIS GUIDANCE IS FOR ANY ACTIVITY WHERE YOU WILL LEAVE THE SCHOOL PREMISES WITH CHILDREN

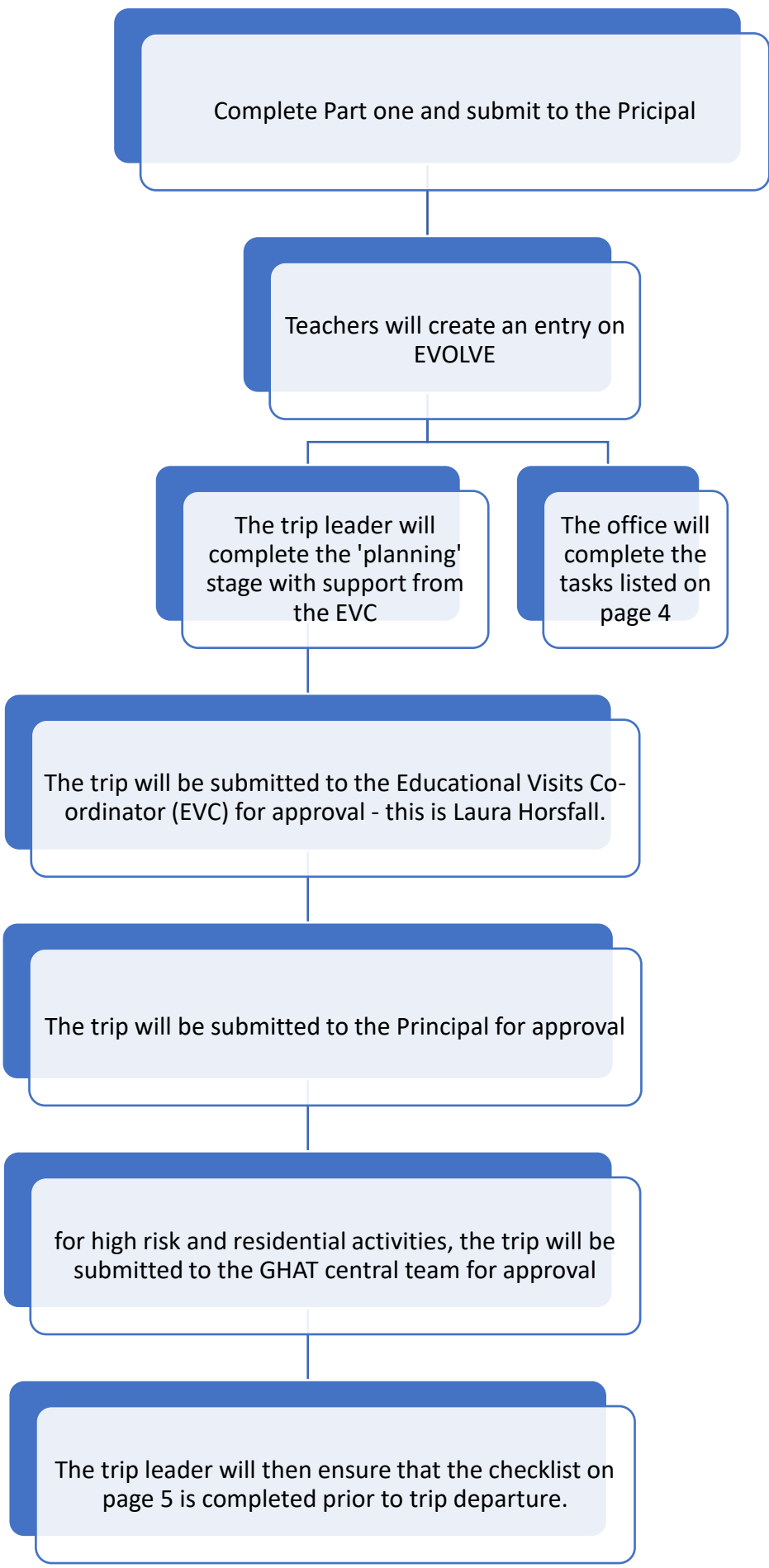
This form needs to be completed by the person who will be the trip leader.

It is the trip leader's responsibility to ensure that, prior to departure, the trip has been authorised by the Principal on EVOLVE.

Notice to be given for trips – we need as much notice as possible if you are planning a school trip.

The following are for guidance only, please speak with the Principal before you complete this form if your proposed trip/visit is in less than 6 weeks.

Type of Trip	Minimum Notice Needed
Day visit. No parental contribution needed.	4 weeks
Day visit. Parental contribution required.	3 months
High Risk Activities – please be aware that this involves all activities which take place in or around water.	6 months
Residential Activities	9 months



**CANNOT DEPART UNTIL THE FULL PROCESS AND AUTHORISATION HAS BEEN COMPLETED ON EVOLVE.
THE TRIP IS UNAPPROVED AND UNINSURED UNTIL THIS HAS BEEN COMPLETED.**

PART ONE	
Trip Leader	
Date of Request	
Proposed Trip Location	
Proposed Date or Dates	
Children or group of children the trip is being arranged for.	
Do any of the children attending have additional needs that will require supervision above the normal ratios? If so, please list the children here.	
Is this trip inclusive for all children in the group, taking into consideration special educational needs, disabilities and medical conditions.	
Are there any other events in the school diary at this time?	
Purpose of visit, including curriculum links	

<p>Staff members/adults/volunteers involved.</p> <p><i>If you do not know at this stage which staff members will staff the trip then please indicate the number of adults needed. Please speak with the EVC if you need guidance on appropriate ratios. You need to make sure one member of staff is first aid trained.</i></p>	
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<p>Approximate Costs</p> <p>Please speak with the office if you need any further guidance on approximate costs.</p>		
Costs of venue (including costs for any adult places)		
<p>Cost of transport</p> <p>A coach costs approximately £500 for a full day trip.</p>		
<p>Cost of supply or overtime (if necessary).</p> <p>Teacher supply = £190 per day</p> <p>TA supply = £110 per day</p>		
Approximate Total Cost		
Cost per child		
<p>Proposed parental contribution</p> <p><i>NB. This cannot be more than the cost per child but if it is less then please indicate which budget will supplement trip costs.</i></p>		
HEADTEACHER		
Authorisation	Approved	
	Declined	
	Approved with amendments (detailed below)	
	Further information needed (detailed below)	
Signed:		Date:

SCHOOL OFFICE		
Letter created and sent to parents with medical needs form.		Date:
Order raised for transport.		Order Number:
Order raised for venue.		Order Number:
Order raised for staff costs.		Order Number:
Transport booked.		Provider:
Venue booked.		Date:
Risk assessment received from venue (if applicable).		Date sent to trip leader:
Staffing arranged		Date:
Lunches ordered from kitchen (if needed)		Date:

PART TWO

Trip Leader Checklist

Planning	
If necessary, send brief details to the office so they can create a letter for parents	
Complete risk assessment (at least 1 months' notice for non-residential trips and at least 2 months' notice for residential)	
Complete risk assessment for individual children where necessary. Review all medical needs forms to ensure all this information is captured.	
Where possible, conduct a site visit of the trip venue	
Ensure you have a risk assessment from the venue (the office will support with this)	
Create itinerary for the day with contact information for the venue and transport provider	
Ensure trip information is uploaded to EVOLVE and submitted for approval, in line with risk assessment submission dates outlined above.	

Prior to Trip Departure	
Print copies of risk assessments and itinerary for the day.	
Allocate children to groups and assign them to a supervising adult. Print a list of these groups and registers for the adults to use throughout the trip. If you have multiple coaches for the trip, then please indicate who will be on each coach. Highlight any necessary information from the medical needs form.	
Ensure that all adults on the trip have a copy of the risk assessments and itinerary for the day.	

Ensure that the adult supervising children with their own individual risk assessment, have read and are familiar with this risk assessment. Where appropriate, share necessary detail with all adults in the group.	
Create a list of all adults on the trip and their contact information including next of kin details and any medical needs you need to be aware of. If you have parent volunteers, the office will collate this information for you.	
Confirm who will be the base contact in school (this will be either the Principal/ Vice Principal or an EVC	

Trip Departure	
<p>Trip Leader to create two copies of a folder with the following information:</p> <ul style="list-style-type: none"> • All risk assessments (general, venue and transport specific and any student specific). • All student lists including information about supervising adults and assigned coaches. • Full itinerary. • Contact details for all supervising adults and copies of the parent volunteer forms detailing any next of kin information. • Copies of medical needs forms <p>A copy of all this information must also be left with the school office.</p>	
First Aid Kit	
Any specific medicines needed	
Emergency contact information cards for adults – collect from the office	
Supplies for dealing with any sickness on the coach	
Packed lunches from the kitchen	

