

**GLEBE PRIMARY SCHOOL  
UNITED LEARNING ACADEMY**

**Educational Visits Management Plan  
2024-2025**

**Updated: Autumn 2024  
New Review: Summer 2025**

Approved by the Local Governing Board on 9<sup>th</sup> July 2024



Signed by: Mr. James Dempster  
Position: Chair of the Local Governing Body

Glebe Primary School provides many opportunities for its children to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. These encompass residential activities, environmental studies, sports, physical and cultural activities, business visits and adventurous activities.

The value of off-site educational visits is well recognised by the Governing Body and fully supported throughout the School. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures for Glebe Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- United Learning's Educational Visits Policy.
- OEAP National Guidance
- Departmental advice on health & safety for schools, regularly updated. See: <http://www.education.gov.uk/aboutdfe/advice/f00191759/departamental-advice-on-health-and-safety-for-schools/key-points>
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

### **Systems**

The school uses EVOLVE, an online system, which is a Standard Level Agreement (SLA) purchased via WSCC. This enables the school to have a system for thoroughly risk assessing and planning trips, with a qualified OEAP representative in WSCC approving trips which are more involved e.g. residential overnight trips. We also adhere to the United Learning Educational Visits Policy (available in our website).

### **Roles and responsibilities (See Appendix 1)**

The Governing body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

The Headteacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of EVOLVE/ an Internal Permission/Cover Arrangements/Checklist form.

The Educational Visits Co-Ordinator (EVC) ensures that all off-site activities follow the correct procedures. The EVC will approve the group leader for every visit and monitor the written risk assessments and **Off Site Visit** forms to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. *(It is important to consider the continuing professional development needs of staff engaged in these activities. Resources will need to be made available.)*
- ensure that Disclosure and Barring Scheme disclosures are in place where necessary
- arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- keep records of incidents, accidents and "near misses"
- review and regularly monitor policies and procedures
- liaise with the EVOLVE Outdoor Education Adviser where necessary to ensure the proposed visit complies with the correct OEAP national guidance.

The group leader is responsible.

This will take account of:

- Generic hazards
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management processes.

The group leader is responsible for identifying the purpose and outcomes for the visit and for following the guidance below when planning an off site visit:

**All off site visits other than residential, overseas or adventurous**

- Complete the Off Site Visit form (see Appendix 2) – submit a copy to the EVC at least two weeks before the visit.
- Complete the EVOLVE on-line form and submit to the EVC at least **one week** before the planned visit.
- All relevant risk assessments to be attached to Evolve

**Residential, overseas or adventurous visits**

- Consult Headteacher at least **three months** before planned visit
- Complete the Evolve on-line form and submit to the EVC at least **six weeks** before the planned visit.
- All relevant risk assessments to be attached to EVOLVE.
- Ensure the EVC and Headteacher have approved the visit on EVOLVE at least four weeks before the planned visit

**Risk Assessments are needed for ALL off-site visits (RAOS1)**

A robust risk management process is necessary for all off site activities and visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form.

The Group Leader will take account of:

- Generic risks
- Event specific risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, transport etc
- On-going risks identified as a result of changing circumstances - for example -an over-busy lunch area, rain, rising water levels, etc. It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity to suit changed circumstances

Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour.

**Guidance Notes for LOfC Activities and Off-Site Educational Visits**

To ensure good practice and compliance with the necessary regulations it is expected that:

- All group leaders will familiarise themselves with the published advice and guidance. Further information is available from the Evolve website. Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is available through EVOLVE.
- In order to plan LOfC activities and visits the EVC and team leaders should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned ahead. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

- Off Site Visit Form: This form is completed for all visits and is used to achieve any necessary cover arrangements
- On-line Evolve form: The school requires that an EVOLVE Visit form must be completed for all residential visits, visits abroad, visits out of county and or for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before becoming financially committed. Residential visits need the Governing Board's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should avoid duplicate of cover being provided by a tour operator, or external provider.

The On-line Evolve form must also be completed for **all off site visits** (as agreed by Governors).





- Parental Consent Forms: These are populated from the Arbour communication system and sent out to parents and carers prior to school trips taking place. Each consent form is bespoke to the type of trip planned.
- Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit.
- The OE2 form provides information on what the school expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOTC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.
- On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near hit' or where an incident took place. If such a form was completed at the venue, there is still a need to place such an occurrence on the record at the 'home' establishment: United Learning accident recording system.
- In addition it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOLVE visit form. This can inform future visits and may be a useful check on the value of the risk assessments undertaken.
- Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see [www.hse.gov.uk/aala](http://www.hse.gov.uk/aala)). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.
- Providers that hold a Council for Learning Outside the Classroom (LOtC) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

**Roles and Responsibilities of staff with respect to offsite visits**  
**Appendix 1**

<b>Governors:</b>	Will note the policy and its contents. Consider giving approval for residential, hazardous and overseas visits and minute it. Will act as adult supervisors on visits from time to time
<b>Headteacher:</b>	Will ensure the policy is reviewed as necessary. Will ensure the policy is followed. Will decide which visits take place. Will ensure that suitable visits do take place Approve offsite visits (not residential, hazardous or overseas)
<b>Educational Visits Co-ordinator:</b>	Will have detailed knowledge of procedures and laws relating to visits. Will be named and known to staff Will approve Group Leaders Will keep him/herself updated and trained on visits developments. Approve offsite visits (not residential, hazardous or overseas)
<b>Group Leaders:</b>	Will identify the purpose of the visit Will only arrange visits when they have read and understood the policy Will complete and submit the Offsite visit from Visit, Risk Assessments and Evolve forms as required Will be prepared to stop a visit if appropriate Will ensure adequate personal and protective equipment is available Will ensure that they are aware of medical and other relevant needs of adults and children in the party and share such information with helpers. Will complete an evaluation form after the visit, where necessary
<b>Staff:</b>	Will read the policy and confirm they have understood it before accompanying a visit. Will at all times follow instructions from the Group Leader.
<b>Volunteers:</b>	Will be briefed as appropriate. Will have a clearly defined staff member to whom they report. When required, will have their responsibilities clearly defined. Will be expected to treat their own children as all the other children.
<b>Children:</b>	Will know the purpose of the visit. Will be expected to know the importance of listening to safety and other instructions Will know the risks and ideally contribute ideas for addressing them.
<b>Admin Staff:</b>	The Admin team will arrange transport ensuring WSCC guidance is complied with. Will ensure that DBS checks are carried out when appropriate Will ensure insurance arrangements are in place.

**(Appendix 2)**  
**Glebe Primary School off site visit form**

A copy of this form is to be submitted to the EVC: **six weeks** before the visit for residential, hazardous or overseas visit; three **weeks** before the visit for all other off site activities.

Visit venue and staffing	
Venue:	
Venue telephone contact number:	Date of visit:
Visit Leader:	Leader contact mobile phone number:
Year group:	
No. of pupils attending:	M =      F =
Details of pupils with medical conditions and other special needs:	
Names of staff attending:	
Staff member/s with responsibility for First Aid:	
Names of adult volunteers attending:	
Has pre-visit been undertaken (give date and name of person):	
Main purpose and intended outcomes of visit:	
Travel arrangements	
Travel method:	
Travel company:	
<i>If a private car is to be used (staff or parent/carer) the <b>Private Car Form</b> should be completed (on an annual basis) and submitted to the EVC</i>	
Emergency contact	
Name of senior member of staff (not on visit) who will be emergency contact:	
Mobile number:	
Risk assessment	
Specific risk assessment for this visit completed and attached: Yes/No	
Administration	
Suggested parental contribution:	Date checked on school diary: Yes/No
Chartwell staff have been advised to provide FSM packed lunches: Yes/No	
Parents advised to cancel FSM lunches.	
Evaluation (after visit)	
How well were the intended outcomes met?	
   	
Other comments:	

**Residential visit (without swimming)  
Medical questionnaire**

**Child's name** .....

**Home address** .....

**Home telephone no** .....

**Two contact Mobile nos** ..... .....

**Name & Address of Doctor** .....

**Tel no** .....

**Has your child had any of the following? (Please circle as appropriate)**

Any recent contact with contagious disease or infection	Yes	No	Allergy to any drugs or medication	Yes	No
Heart condition	Yes	No	Any food allergies	Yes	No
Asthma or bronchitis (Your child will need an inhaler if asthmatic)	Yes	No	Any other environmental allergies e.g materials, animals or insects	Yes	No
Fits, fainting or blackouts	Yes	No	Severe headaches	Yes	No
Travel sickness	Yes	No	Diabetes	Yes	No
Other illness or disability	Yes	No	Special dietary needs eg vegetarian	Yes	No

**If the answer to any of these questions is YES please give details on a separate sheet, firmly attached.**

**Immunisation Status**

Has your child received vaccination against Tetanus in the last 5 years?    Yes    No

**Current medical treatments**

Is your child receiving medical treatment of any kind from your family doctor /hospital?    Yes    No

Has your child been given specific medical advice to follow in emergencies?        Yes/    No

If the answer to either of these questions is YES please give details including dosage of any medicines/tablets.

**Treatment for minor ailments:**

If a child has a headache or other minor ailment we would like to administer an appropriate paracetamol based medicine to lower temperature or reduce discomfort.

If a child is bitten by an insect or stung by a nettle we would like to administer antihistamine cream or liquid medicine to reduce swelling and discomfort. The dosage given will be in line with manufacturer instructions and all medication given will be recorded and copied to parents/carers on return from the trip.

**Please indicate below if you give permission for these medicines to be applied to your child should the need arise.**

I consent to any emergency medical treatment.                      YES / NO

I consent to an appropriate paracetamol based medicine or antihistamine cream/liquid medicine being given to my child if needed. The dosage given will be in line with manufacturer instructions and all medication given will be recorded and copied to parents/carers on return from the trip.        YES / NO

Signed.....

Relationship to child .....

**RESIDENTIAL VISIT (with swimming)  
MEDICAL QUESTIONNAIRE**

**Child's name** .....

**Home address** .....

**Home telephone no** .....

**Two contact Mobile nos** ..... .....

**Name & Address of Doctor** .....

**Tel no** .....

**Has your child had any of the following? (Please circle as appropriate)**

Any recent contact with contagious disease or infection	Yes	No	Allergy to any drugs or medication	Yes	No
Heart condition	Yes	No	Any food allergies	Yes	No
Asthma or bronchitis (Your child will need an inhaler if asthmatic)	Yes	No	Any other environmental allergies e.g materials, animals or insects	Yes	No
Fits, fainting or blackouts	Yes	No	Severe headaches	Yes	No
Travel sickness	Yes	No	Diabetes	Yes	No
Other illness or disability	Yes	No	Special dietary needs eg vegetarian	Yes	No

**If the answer to any of these questions is YES please give details on a separate sheet, firmly attached.**

**Immunisation Status**

Has your child received vaccination against Tetanus in the last 5 years?    Yes      No

**Current medical treatments**

Is your child receiving medical treatment of any kind from your family doctor or hospital? Yes    No

Has your child been given specific medical advice to follow in emergencies?    Yes              No

If the answer to either of these questions is YES please give details including dosage of any medicines/tablets, on a separate sheet, firmly attached.

**Swimming ability**

Is your child able to swim 25 metres or more?	Yes	No
Is your child unable to swim 25 metres but confident in water?	Yes	No
Is your child unable to swim?	Yes	No

**Treatment for minor ailments:**

If a child has a headache or other minor ailment we would like to administer an appropriate paracetamol based medicine to lower temperature or reduce discomfort. The dosage given will be in line with manufacturer instructions and all medication given will be recorded and copied to parents/carers on return from the trip.

If a child is bitten by an insect or stung by a nettle we would like to administer antihistamine cream or liquid medicine to reduce swelling and discomfort. The dosage given will be in line with manufacturer instructions and all medication given will be recorded and copied to parents/carers on return from the trip.

**Please indicate below if you give permission for these medicines to be applied to your child should the need arise.**



I consent to any emergency medical treatment.

YES / NO

I consent to an appropriate paracetamol based medicine or antihistamine cream/liquid medicine being given to my child if needed. YES / NO

Signed.....

Relationship to child .....



## Glebe Primary School Risk Assessment/Management

<b>Risk management for:</b> Church Visit – St Michaels		
<b>Persons at risk:</b> staff, pupils, volunteers, members of the public		
<b>Completed by:</b> Clem Lewis		<b>Year 1:</b> Church Visit (30 mins per class)
	<b>Date:</b>	<b>Review:</b> notes to be added at the bottom in green
<b>Activity/hazard</b>	<b>Action to minimise risk</b>	
<ul style="list-style-type: none"> <li>Physical injury from vehicle</li> <li>Behaviour of pupils</li> <li>Crossing roads</li> <li>Stranger danger</li> <li>Medical needs</li> <li>First Aid</li> <li>Fire</li> </ul>	<ul style="list-style-type: none"> <li>No toilets available for trip. Children to go before we leave. Trip to last 30 minutes in total for each class</li> <li>Healthy KS1 Ratio of 1:6 (4 adults needed for each trip). See form A</li> <li>Key individuals in this year group require 1:1 support.</li> <li>Monkey Puzzle: DRSM – with TS</li> <li>Chestnut – PP with JM</li> <li>Beech - none</li> <li>All adults to wear high visibility jackets when escorting children off site</li> <li>All children to wear high-visibility jackets</li> <li>Ensure children understand safety rules before visit, adults to be briefed about safety expectations and to ensure children stay with them at all times. All key children above to receive one on one briefing before the trip and to know who their key adult is. Use 'now, next' materials with them.</li> <li>The children must walk along the pavement away from the kerb in an orderly manner in pairs if possible, allowing other pedestrians to pass</li> <li>Exact route to be established before visit. Only one road crossing at corner of Albert road and church lane – visible from all roads</li> <li>Where possible the crossing of roads should be kept to a minimum. Crossing points decided upon considering visibility and traffic speed see above. Each group will move away from kerb and allow room for members of the public to pass easily</li> <li>Everyone should be aware of the danger of crossing driveways as drivers may not notice children.</li> <li>Cross road at safe crossing point away from parked cars, corners and junctions. Use Pelican or Zebra crossing if possible (even if it means a slightly longer journey) corner of Albert Road – see above. Two adults in middle of road</li> <li>The whole group should be at the junction when the crossing is begun. Two adults will enter the road when it is safe to do so and should stop any traffic which then approaches. The adults should face the oncoming traffic and the children should pass in an orderly line between the backs of the adults. The adults remain in the road until the children are on the pavement. Trip leader to decide on their trip who will take on this role for each trip. Only 1 crossing.</li> <li>Remember you are not empowered to stop traffic in order to cross. If any driver stops to allow the group to cross it is vital that you check that other traffic is aware of what is happening and has stopped before you step into the road</li> <li>Adults to ensure that children remain with them at all times.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Leaders should complete regular head counts to ensure children are present and safe beginning, arrival at church, before leaving and back at school</li> <li>• Remind children about stranger danger and ensure that children know they must remain with designated adult at all times</li> <li>• Designated adult to ensure children are looking where they are going at all times, hold hands with children who are unsteady on their feet</li> <li>• Children to WALK across road with designated adult</li> <li>• Trip leader to be vigilant for faeces and trip hazards</li> <li>• All pupils with medical needs are detailed on our FORM A. First aid box will be taken to the church with designated adult</li> <li>• First aid kit to be taken</li> <li>• Injury log to be completed where necessary</li> <li>• In event of a fire at the church, staff to evacuate children to safe area – graveyard. Group leader to undertake a register</li> </ul>
<b>Evaluation after visit</b>	

### **Sample lead Teacher Itinerary for a trip**

#### **Itinerary for Southwick Square Trip**

Items needed: First aid kit, individual medical kits, camera (photos and film), clipboards, paper and pencils

**8.30-8.45 am** – register, toilet and hand washing completed

**8:45 - 9:00am** – class risk assessment talk. Key individuals spoken to by 1:1 adult using ‘now,next’ strategy

**9:00 am** – leave school site (see risk assessment for route). Head count

- Hattie’s class – Group 1
- Lottie’s class – Group 2
- Flo’s class – Group 3

**9:15-9:45 am** – Order for shop visits

Sandwich shop, Greengrocer, Butcher

*All take photos and videos of the street*

**9:45 am** –Head count and head groups back across The Green

**10.00 am** – arrive back at school for later break