

# Educational Visits Policy

Northgate Primary School



Approved by: Northgate Governing Body

Last reviewed on: March 2025

Next review due by: March 2026

## **1 Introduction**

- 1.1 Northgate Primary School provides many opportunities for its children and young people to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential trips, environmental studies, cultural visits, sports, physical and business adventurous activities.
- 1.2 The value of LOtC 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. Learning Outside the Classroom must be well managed, information communicated and responsibilities recognised as with any other learning that takes place within the school.
- 1.3 This document outlines the specific policies and procedures for Northgate Primary School. It supplements and follows the advice and guidance contained within the following significant publications:
  - West Sussex County Council's Regulations and Guidance for Educational Visits and Off Site Activities, West Sussex County Council's Learning out of the Classroom Guidance 2021 and National Guidance.
  - Departmental advice on health & safety for schools, regularly updated. See: <http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-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>

## **2 Roles and Responsibilities**

- 2.1 The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All LOtC and 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.
- 2.2 The Head Teacher is delegated by the Governing Body to approve all LOtC and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of both EVOLVE and internal permission / checklist forms.
- 2.3 The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. The person with these responsibilities will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:
  - Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers;

- 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; (*see Appendix 1*)
- Keep records and make reports of incidents, accidents and 'near hits';
- Review and regularly monitor policies and procedures;
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

2.4 The Visits Leader is responsible for identifying the purpose and outcomes for the visit and following the checklist published in the Local Authority guidance. A robust risk management process is necessary for all LOtC and visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available on <http://www.westsussexvisits.org>).

This will take account of:

- Generic hazards as published in this document and the West Sussex County Council's Regulations and Guidance for Educational Visits and Off Site Activities and the West Sussex County Council's Adventurous Activities Guidance 2021-2024.
- 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.

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

### **3 Guidance Notes for Off-Site Educational Visits**

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

3.1 All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website ([www.westsussexvisits.org](http://www.westsussexvisits.org)).

Training for staff and Visit Leaders will be arranged by the school 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 also available through the Outdoor Education Adviser.

- 3.2 In order to plan LOtC the Head 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.
- 3.3 Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. (*see Appendix 2*)
- 3.4 Full completion of the Teacher Checklist (*see Appendix 3*). This internal form is used to achieve any necessary cover arrangements.
- 3.5 An EVOLVE visit form must be completed for all residential visits, visits abroad, visits out of county and for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, one month in advance of the visit date and before becoming financially committed. These types of off-site visits also need the Governing Body's approval.

Additionally, at Northgate Primary School we expect an EVOLVE visit form to be completed for all off-site events, including those outside normal school hours. The form will need to be submitted for the approval of the Head Teacher two weeks in advance of the visit date and before becoming financially committed. These types of visits do not require the Governing Body's approval.

School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should check to see if such cover is already being provided by a tour operator, or external provider.

- 3.6 The OE2 form provides information on what WSCC 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.
- 3.7 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 a need to place such an occurrence on the record at the 'home' establishment.

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 EVOVE visit form.

- 3.8 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.

- 3.9 Providers that hold a LOtC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

**Appendix 1** (in conjunction with Emergency Plan February 2020 in which further links and appendices can be viewed)

**Section 4: Off-site emergencies – activation**

The Visit Leader will immediately inform the designated emergency contact person (or head of establishment) of any off-site activity emergency that occurs.

**Initial action by the designated emergency contact person (or head of establishment)**

1. Maintain a written record of your communications and actions using this pro forma and a logbook.
2. Offer reassurance and support. Be aware that all involved in the incident (those at the site, your establishment and you) may be suffering from emotional stress or may panic.
3. Find out what has happened. Obtain as clear a picture as you can. Who informed you of the incident? Try to authenticate the caller. (It could be a child, parent, carer, member of the public or staff, emergency services or West Sussex County council.)

<b>Initial contact</b>	
Name:	
Telephone number:	
Additional telephone numbers:	
Where are they now, where are they going?	
Notes:	

4. Record the details of the off-site activity/visit during which the incident occurred:

<b>Details of off-site activity/visit</b>	
Location and nature of visit:	
Name of person in charge of visit:	
Telephone number(s):	
Number of staff on the visit:	
Number of children on the visit:	
Number of other people present:	

5. Record the details of the incident:

<b>Details of incident</b>	
Date and time of incident:	
Location of incident:	
What has happened?	
People affected (including names, injuries, where they are/will be taken to):	
Emergency services involved and advice they have given:	
Names and locations of hospitals involved:	
Arrangements for children not directly involved in the incident:	
Name of person in charge of your group at the incident (include telephone numbers):	

6. Discuss with the person in charge of the group what action needs to be taken and by whom. Enter this information into your logbook.

7. Contact West Sussex County council for support

**In hours**  
8.00am–6.00pm Mon-Fri:  
**01243 642104**

Give:

- Your name
- Your telephone number
- Where you are calling from
- Details of what has happened and where
- Details of those involved

**Out of hours**  
6.00pm – 8.00am weekdays  
and all weekend:  
**02031 622286**

Give:

- Your name
- Your telephone number
- Where you are calling from
- Details of what has happened and where
- Details of those involved

**Note:** These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

8. Depending on the scale of the incident, consider assembling a Resilience and Emergencies Team to assist with the response.

To provide appropriate support to educational establishments, WSCC has defined the term 'serious emergency' as...

'Emergencies where children, young people, or staff have suffered a traumatic event, life-threatening injuries or are in danger whilst in the care of the establishment, whether on or off-site.'

### ***Section 5: Off-site emergencies – roles and responsibilities***

#### **Action list for the emergency contact (or head of establishment)**

<b>Communication</b>	<b>Tick</b>
Inform school staff as appropriate, depending on the time and scale of the incident.	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support if required.	
Line to be used for incoming calls only: <b>01293 526737</b>	
Line to be used for outgoing calls only: <b>01293 526737 or SSC number 01293 582300 or Nursery 01293 582301</b>	
Consult with the emergency services/West Sussex County Council regarding informing parents/carers of injured and non-injured children. Ensure parents/carers of any injured children are immediately informed of what has happened and where their son/daughter is. Record what their plans are, e.g. to travel to their son/daughter, any assistance they need and any means of communications with them. In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform the next-of-kin of any staff who have been involved.	
Inform parents/carers of any other children on the visit but not directly involved in the incident. Decide which parents/carers should be informed and by whom and contact them as appropriate. Wherever possible, parents/carers should first hear of the incident from the educational establishment (or from the person in charge of the group), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/carers/next-of-kin are informed.	
Inform the chair of governors/senior manager, if applicable.	
During office hours, call the West Sussex County Council emergency contact: <b>01243 642104</b> Outside office hours, call West Sussex County Council's emergency helpline: <b>02031 622286</b>	
Support from other organisations may be required (please see <a href="#">section 8</a> ). Contact details are available in <a href="#">Appendix 3</a> . Examples of support include: <ul style="list-style-type: none"> <li>• Assistance at the educational establishment by the WSCC Area Support Team or the WSCC Travelling Team at the site of the incident.</li> <li>• Help with arranging transport between the incident location and the educational establishment.</li> <li>• Help with media management, including press statements and interview briefing.</li> </ul>	
If the visit is abroad, and the incident results in any medical or other expense, the Council's travel insurer's or appropriate tour	

operator's emergency helplines, should be informed as soon as possible. (Collaboration with any applicable tour operator's emergency response plan will be important.) The emergency helplines can also provide general assistance such as political evacuation, local instability, liaison with embassies, loss of luggage, airport assistance and so on.	
Inform children and staff at school and their parents/carers. Remember that information given must be limited until the facts are clear and all involved parents/carers/next of kin are informed. In the event of a tragic incident, seek support from the WSCC Educational Psychology Service about the best way to inform children and to support them afterwards. Staff, children and parents/carers should be asked to avoid talking to the media.	
Consider implementing Recovery Team – See <a href="#">Section 7</a> .	

<b>Media management</b>	<b>Tick</b>
Introduce, if necessary, controls on school entrances and telephones.	
Designate a senior member of staff as primary liaison person.	
Liaise with WSCC's Communications staff as early as possible, and work with them to prepare a press statement, to be agreed by the Duty Director, and the head of establishment before release.	

<b>Resources</b>	<b>Tick</b>
Refer to your establishment's plan of buildings and pre-designated rooms/spaces for incident response centre, family and friend's reception area, quiet area, media – if appropriate - and so on.	
Arrange a quiet space to receive parents/carers of the children involved as they arrive at the school and ensure someone is there to meet and greet them.	

<b>Reporting of accidents</b>	<b>Tick</b>
Tell the staff involved to prepare a written log noting events, decisions and times. Inform local authority health and safety staff (During office hours, call 01243 642104, outside office hours, call 01444 411738) who will advise on reporting procedures. Any serious injury or fatality must be reported immediately to the Health and Safety Team who will notify the Health and Safety Executive. Staff may wish to submit draft reports to trade union legal officers.	

**Section 6: Activity Card for off-site Leader in Charge**

(To be taken on visit with other information)

 <p><b>Emergency Contact Numbers</b> Give your name and telephone number, where you are calling from and details of what has happened and where, &amp; details of those involved. <b>Emergency services</b> (including Mountain rescue)</p>
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 <p><b>Trip Emergency Contact Numbers</b> Give your name and telephone number, where you are calling from and details of what has happened and where, &amp; details of those involved. <b>In hours (8.00am – 6.00pm Mon-Fri)</b> ..... <b>Out of hours</b></p>
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UK: 999  
 Europe: 112  
**For support from WSCC:**  
 In hours (8am-6pm Mon-Fri)  
**+44 (0) 1243 642104**  
 Out of hours:  
**+44 02031 622286**

.....  
**Alternative contact**  
 .....

<b>Immediate action in an emergency</b>	<b>Tick</b>
Assess the situation and take immediate action to ensure the safety of children and staff.	
Establish if anyone is injured and how.	
Call the emergency services if necessary.	
Be aware that you and others may be suffering from emotional distress.	

<b>Next steps</b>	<b>Tick</b>
Give clear details of what has happened and who is involved.	
Discuss with the emergency contact person (or head of establishment) who should inform parents/carers and next-of-kin of children and staff. The police will inform next of kin if there have been fatalities.	
The emergency contact person (or head of establishment) should contact West Sussex County Council if further help is required – if they are unavailable you may have to do this. During office hours, call them on: <b>01243 642104</b> Outside office hours call: <b>02031 622286</b>	
Avoid speaking to the media – if necessary direct them to West Sussex County Council’s communications staff. During office hours, call them on: <b>01243 642104</b> Outside office hours call: <b>02031 622286</b>	
Staff and children should be told to avoid talking to the media or spreading what has happened unnecessarily (particularly via use of social media – consider confiscation of devices).	
Make notes of what has happened, any phone calls made and your actions.	
Keep in contact with the emergency contact person (or head of establishment).	

***For further information including Section 7: Post incident welfare, stand-down and recovery and Section 8: Support and assistance - please view the full document.***

**Appendix 2** (please note this is for external visits only, In House consent is recorded through ScoPay).

**Parental Consent Form and Emergency Contact**

*Trip name/ Year group*

I wish my son/daughter (full name in capitals)	
Class	
Date of Birth	

*to be allowed to take part in the above mentioned school journey and, having read the information provided, agree to his/her taking part in any or all of the activities described.*

*I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed. Any serious or repeated failure to observe these guidelines could result in my child being sent home at my expense.*

*I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during or out of the journey.*

*(Note: School Journey Insurance is automatically arranged through West Sussex County Council, though claims arising from a pre-existing condition are exempt)*

**Please advise the school of any changes to the medical information already provided.**

**Please tick:**

- My child has no illness, allergy or physical disability**
- I consent to any emergency medical treatment necessary during the course of the visit.**

My child has the following illness, allergy or physical disability which necessitates the following medical treatment	
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Doctors Name	
Doctors Address	
Doctors Telephone Number	

Parent/Carer Signed.....

Name.....

- I enclose £
- I have paid £

Date.....

Emergency contact number for the duration of the trip

.....

### **Appendix 3**

#### **Trip Check list**

Trip location:

Suggested Trip date:

Year/ Class:

Signed by Head Teacher:

#### **To complete BEFORE TRIP:**

<b>Information/Task to complete</b>	<b>Who to complete</b>	<b>Tick when complete</b>
Get suggested trip date signed off by AH	Class Teacher	
Give Amy trip dates/ information for trip to book (i.e. number of children, coach etc.)	Class Teacher	
Book trip – notify teachers when booked/ if date needs to change	Amy Watson	
Letter to be sent home to parents at least 4 weeks in advance. AH/PT to check letter	Class Teachers/Amy Watson	
Organise parent volunteers if needed	Class Teacher	
Organise school staff for trip	Class Teacher Speak to Becca Risby-Tester if you need to borrow staff from other year groups to ensure there is cover	
Pre-visit trip site (if appropriate)	Class Teacher	
School meals ordered if needed	Amy Watson	
Tucasi (ScoPay) payment system be set up/Trip payments collected	Amy Watson	
Date added to school diary	Class Teacher	
Collect consent forms/chase any non-returns	Class Teacher	
Risk assessment	Class Teacher	
Put children in to groups Ensure adequate adults for crossing roads if needed	Class Teacher	
EVOLVE to be completed at least 4 weeks prior to trip	Class Teacher Checked by PT and AH	

Brief parent volunteers with details of the day, learning and expectations	Class Teacher	
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**To complete DAY OF THE TRIP:**

<b>Information/Task to complete</b>	<b>Who to complete</b>	<b>Tick when complete</b>
Educational Visit Contact Sheet to be fully complete and handed to office	Class Teacher	
First aid bags collected and given to all staff	Class Teacher	
Collect lunches if ordered from kitchen	Class Teacher	
Ensure any medicines/asthma inhalers/epi-pens are collected and taken on all off-site trips and returned correctly	Class Teacher	

**To complete AFTER TRIP**

<b>Information/Task to complete</b>	<b>Who to complete</b>	<b>Tick when complete</b>
Complete Evaluation on Evolve	Class Teacher	