



Malmesbury C of E Primary School

Company Number 08483768

“Growing together in wisdom and love; discovering life in all its fullness”

Learning Outside the Classroom (LOTC)/ Educational Visits Policy

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Learning Outside the Classroom / Educational Visits Policy

1. Introduction

Our school considers it vital that we maintain a broad and balanced curriculum. This includes ensuring that all pupils have opportunity to experience first-hand and have chance to take part in educational activities outside the classroom. The aim of this policy is to sustain and promote a broad range of off-site educational visits whilst ensuring safe management practices and effective supervision.

We believe that educational visits outside of school, including residential opportunities, encourage cooperation, team work and the application of problem solving skills and develop independence and self-confidence. We therefore ensure that they are built into our curriculum and are designed to support, enrich and extend opportunities for teaching and learning.

This policy and procedures are formulated in conjunction with the advice, guidance and support provided by the Wiltshire Council Learning Outside the Classroom Service

2. Context relative to employer's policies and national guidance

The school subscribes to the Wiltshire Council Learning Outside the Classroom Service which has adopted OEAP National Guidance as the foundation of its work. As part of this agreement the school accepts the recommendations and expert guidance provided by the Learning Outside the Classroom Safety Adviser as good practice.

This policy should be considered in the context of the following school policies and national guidance;

- Child protection and safeguarding policy
- SEND policy
- Code of Conduct for Teaching and Support Staff in Academies
- Code of Conduct for Work Experience and Volunteers
- Charging and Remissions
- First Aid and Administration of Medicines
- Health and Safety
- Behaviour and Discipline

3. Clarification of roles and responsibilities

(For further information see [OEAP NG 3.1b Establishment roles and their inter-dependence](#))

Governors

The Governing Body has a strategic role to set the vision, rationale and principles for the provision of high quality LOTC experiences. Where the Governing Body is the employer, it also has a legal role to ensure the health, safety and well-being of the employees and pupils of the school. To enable this to happen the Governors delegate authority and hold to account the Headteacher for oversight of educational

visits to ensure that the educational experiences are of a high quality, that they offer best value and that health and safety and financial regulations are adhered to.

The Governing Body will:

- Be fully aware of an employer's responsibilities under health and safety law.
- Ensure that formally adopted guidance from the Wiltshire Council LOTC Service is adhered to.
- Ensure that there are robust systems to support the implementation of the guidance including the effective use of the Wiltshire Council EVOLVE system.
- Challenge, in order to be clear about, how outdoor learning and visits lead to a wide range of outcomes for children and young people and contribute towards school effectiveness.
- Ensure that there is an establishment visits/outdoor learning policy and procedures – including emergency procedures – and it supports the principles of inclusion.
- Ensure that they are informed and involved in an effective process for authorising and approving educational visits.
- Ensure there is a trained EVC who meets the employer's requirements, with a sufficient time allowance to fulfil the role and training to support the planning and delivery of visits and outdoor learning.
- Ensure there are monitoring procedures in place, activity is evaluated, good practice is shared and any issues are followed up to comply with statutory and employer's requirements.

Headteacher

The Headteacher is responsible for ensuring that the educational experiences provided are of a high quality, that they offer best value and that they comply with health & safety and financial regulations. The Headteacher must also **authorise all educational visits** via the Wiltshire Council EVOLVE system **before they can leave the site**.

The Headteacher will also:

- Ensure that the protocols and procedures for the planning, management and delivery of LOTC experiences are consistent with the school policy and adopted guidance and recommendations.
- Be aware that the appointment of an Educational Visits Coordinator (EVC) is critical to the implementation of this guidance. The EVC should be appropriately competent to their role (see below) and should be allowed sufficient time to fulfil the role, including attendance at OEAP accredited training. Heads/Managers may choose to designate themselves as EVC.

- Assure the **competency, experience and confidence** of the Visit Leader to effectively supervise each educational visit.
- Ensure that the Governing Body are regularly informed about the delivery of visits and outdoor learning and their contribution towards school effectiveness.
- Have access to expert advice the Wiltshire Council LOTC Safety Adviser.

Education Visits Coordinator (EVC)

The school recognises that an effective EVC role is a management function within school and is critical to the success of the planning, management and monitoring educational visits and outdoor learning. When appointing an EVC careful consideration is given to experience of the post holder in practical outdoor learning and visit leadership together with a status within school that enables guiding of the working practices of their colleagues. Sufficient time is given to enable the post holder to fulfil the role and to attend OEAP-accredited EVC training and update/ revalidation as required.

The EVC at Malmesbury CE Primary School is Steve Heal and the Deputy EVC is Emma Grayson. The role of the EVC in our school is to;

- Promote educational visits and take a lead in policy development.
- Liaise with staff, offering advice and support regarding educational visits
- Advise on the arrangements for visits, including staff to pupil ratios.
- Ensure that authorised and approved visits are added to the school calendar.
- Approve the letter to be sent to parents.
- Ensure that there are updated Charging and Remissions Policy and Educational Visits Policy and Procedures.
- Liaise with the Headteacher and Governing Body as requested.
- Assess and approve the competency, experience and confidence of staff and volunteers involved in each educational visit, ensuring appropriate checks are in place to effectively supervise each visit.
- Confirm the insurance policy covers the planned activities.
- Ensure visit plans and submission are completed accurately and in good time to allow for scrutiny, authorisation and approval via the Wiltshire Council EVOLVE system.
- Ensure records are kept and checks are made on staff qualifications and driving details (car insurance with business use if transporting pupils in own cars). See **Appendix 2**.

- Attend relevant EVC training.
- Organise Visit Leader and EVOLVE system training for staff as required.

Visit Leader

The Visit Leader who must be an employee of the school, has overall responsibility for the planning, management, supervision and conduct of the visit and shall have regard to the health and safety of the group. The Visit Leader is responsible for ensuring that each visit is carefully planned and a submission is prepared using the EVOLVE system which includes a visit specific risk-assessment.

All Visit Leaders will have a working knowledge of basic first aid and be competent to use the first aid materials carried with the group. They will also know how to access qualified first aid support as required. The school believes it is good practice for at least one member of the Supervision Team to hold a first aid qualification and that this level of qualification will be determined by the risk assessment process and the advice of the LOTC Safety Adviser, where appropriate.

The Visit Leader will work with the Deputy EVC to:

- Produce the EVOLVE submission for the trip.
- Ensure there are clear educational aims for the visit.
- Take overall responsibility for the organisation, supervision and conduct of the visit and have an up to date knowledge of the Educational Visits Policy and Procedures.
- Provide sufficient notice and ask the EVC for permission to organise the visit in terms of educational value, cover requirements and the school calendar. In the case higher risk visits that require additional scrutiny and approval from the Wiltshire Council LOTC Safety Adviser, ideally this should be a minimum of **8 weeks prior to the start of the visit.**
- Research the visit costs and seek best value, confirming any costs being passed onto pupils.
- Draft the letter to parents and informed consent forms as required and pass to the EVC for approval.
- Check parental consent forms, medical and behaviour concerns of pupils attending the visit.
- If the visit is oversubscribed, then agree with the Headteacher and EVC selection criteria to be used e.g. behaviour of pupils; attendance; eligibility for other visits; random selection.
- Complete a comprehensive risk assessment using the agreed template, share with the EVC/Deputy EVC and upload to the EVOLVE submission. The Visit Leader must have sufficient competence, experience and confidence to

assess risks as they change throughout the visit and make decisions to stop activities if the risks become unacceptable. Where appropriate, the Visit Leader will endeavour to involve the Supervising Team and the pupils in the risk assessment process so that all involved can appreciate the risks involved and are aware of the control measures in place.

- As part of the risk assessment, the Visit Leader must determine the appropriate first aid requirements relative to the nature of the activity, the needs of the group and the extent to which the group will be isolated from support of the emergency services.
- Consider whether any pupil participating in the visit may need a permission letter from their doctor in order to be covered by the insurance policy. A clear risk assessment must be made for any named pupil with known behavioural or medical issues.
- Ensure parents, accompanying staff and pupils are kept fully informed of visit arrangements and itinerary (and in the case of residential and overseas visits hold an information evening for parents and a separate meeting for pupils and staff).
- Ensure that all accompanying staff have a clear understanding of accident/emergency procedures – provide them with a visit information pack include: itinerary, register of pupils, all emergency contact details and procedures.
- Ensure that all accompanying staff are fully briefed and clear about their specific duties, responsibilities and act in the same way as a careful parent ‘in loco parentis’. For overseas visits hold a staff briefing to make clear expectations of supervision at each point of the visit using the itinerary.
- Ensure that **no one on the trip consumes alcohol** (including staff, supervising adults and / or pupils).
- Ensure adequate first aid has been considered and that first aid kits and individual pupils’ medical kits have been taken along as appropriate. Inform all staff on the visit should be aware of who is responsible for first aid.
- Carry copies of all supporting documentation on the visit, e.g. itinerary, consent forms, emergency contacts, special medical and/or dietary requirements and ensure that copies of the details are left with the school office and with the emergency contacts where the visit is outside school hours, residential or overseas.
- Take a charged mobile phone on the visit.
- Report any accidents and incidents that occur during the visits in accordance with the school health and safety policy.

- Ensure they understand child protection and safeguarding issues.
- For overseas visits, ensure that all pupils have the correct travel documents to be able to enter the country being visited and to be able to re-enter the UK. Pupils who hold non EU passports must have full residency stamps or visas that allow them re-entry on their own passports not their parents.
- Complete an evaluation of the visit on EVOLVE.

Supervising Team

According to the supervision requirements of each visit, the Visit Leader will assemble a team of supervising adults to help manage the conduct and health, safety and well-being of the whole group. This team can include both employed staff of the school and volunteer adults.

Staff on school-led visits act as employees of the school, whether the visit takes place within normal school hours or outside those hours. They must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent/carer would do in the same circumstances. Staff and all other adults assisting the Visit Leader must consent and agree that the Visit Leader has full authority to reasonably direct their supervision of the pupils.

Members of the supervising team will be sufficiently briefed as to their roles and responsibilities throughout the visit so that they are able to support the Visit Leader effectively. This will include contributing to the planning and preparation for the educational visits, the organisation of risk management and specific individual responsibilities, especially if the visit involves an extended day or residential experience. This briefing should empower them to intervene appropriately with the group or an individual young person for safety or behaviour management purposes.

Additional members of staff and other adults taking part in educational visits will:

- Assist the Visit leader to ensure the health, safety, welfare, pastoral care and supervision of the pupils on the visit.
- Be clear about their roles and responsibilities whilst taking part in a visit.
- Ensure they understand child protection and safeguarding issues.
- Take care of their own Health and Safety and that of others on educational visits.
- Bring to the Visit Leader's attention any deficiencies in the arrangements that may create hazards.
- When abroad, staff should abide by all laws and be aware that there may be local customs that should be considered.

Pupils

All pupils participating in educational visits will:

- Follow the school behaviour policy as this still applies during an educational visit.

- Understand that they have a responsibility to avoid unnecessary risks.
- Follow the instructions of the Visit Leader and other members of the Supervision Team.
- Behave sensibly at all times, keeping to any agreed visit code of conduct.
- Inform a member of staff if they become aware of any significant hazards or if there is anything that they are concerned about.

Parents, Carers and Guardians

Parents, carers and guardians of pupils involved in the educational visit should:

- Understand that they have an important role in deciding whether any educational visit or activity is suitable for their son/daughter.
- Inform the Visit Leader about any medical, psychological or physical condition relevant to the visit.
- Provide an emergency contact number on which they will be available at all times.
- Sign the consent form.
- Be responsible for ensuring that their son/daughter has the correct travel documentation for overseas visits and re-entry into the UK.

Wiltshire Council LOTC Safety Adviser

As part of the Wiltshire Council LOTC Service, the school has access to technical advice, guidance and expertise from the Learning Outside the Classroom Safety Adviser. This advice, guidance and expertise is used to help inform the planning, management and delivery of the LOTC activities and to ensure that they offer safe, high quality learning experiences.

Those submissions that involve higher risk activities are subject to further scrutiny and are Approved by the Learning Outside the Classroom Safety Adviser via the EVOLVE system. These include;

- ✓ overseas visits
- ✓ residential visits
- ✓ adventurous activities (see **Appendix 1** for list of typical activities)
- ✓ activities in, on or around open water or the sea

A minimum of 28 days' notice is required to allow sufficient time for feedback and amendments to be made prior to the departure.

4. Procedural requirements

Supervision Ratios

Visit Leaders must ensure that young people are supervised in accordance with the principles of 'effective supervision' requiring them to take account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including behavioural, medical, emotional and educational needs).
- The competence, experience and confidence of the Supervising Team.

Therefore the arrangements for supervision including staff/pupil ratios, must take into account the nature of a group and the individuals in it and each visit must be considered on a case by case basis.

Ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/ pupil ratios for a particular age group or activity, although as a starting point, the school requires Visit Leader to use the following supervision ratios as a minimum requirement for non-hazardous activities;

Primary School pupils

Nature of activity	Year group	Ratio	Additional guidance
Day visit in the UK	FS2 , Y1-Y3	1:6	Minimum of 2 accompanying adults
	Y4 – Y6	1:15	
Residential visit in the UK	FS2, Y1 -Y3	1:6	Minimum of 2 accompanying adults (with a mixed gender group, male and female staff should be present)
	Y4-Y6	1:10	
Camping in the UK	FS2, Y1 – Y3	1:6	Minimum of 2 accompanying adults (with a mixed gender group, male and female staff should be present)
	Y4 – Y6	1:10	
Overseas visit	FS2, Y1 – Y3	1:6	Minimum of 2 accompanying adults (with a mixed gender group, male and female staff should be present)
	Y4 – Y6	1:10	

These ratios are the minimum and risk assessment planning should ensure that there are sufficient leaders and supervisors to cope effectively with an emergency.

Parents as members of the Supervising Team

If any of the Supervision Team are also parents of pupils taking part, the potential exists for parental instincts to compromise the group management of the visit, particularly if there is a serious incident where leaders may be distracted by the needs of their own child. This should be covered in any risk assessment and management decisions and unless it is part of an agreed plan, situations where the leadership role gives direct responsibility for their own child should be avoided.

Ratios may need to be revised to meet this situation.

Parent helpers must be risk assessed prior to supporting visits, to determine whether a DBS check is required. Non-DBS checked parents must be supervised by a

member of staff at all times and must not help with any intimate care. Parent helpers will be required to read the school's Safeguarding Policy and Staff Behaviour Policy and agree to adhere to these before helping on a visit.

Parents or guardians providing care or medical support during an educational visit

If any young person attending the visit is to be accompanied by their parent or guardian in a one to one caring / medical needs capacity, this adult cannot be included in the ratio of supervising adults appropriate for the visit.

Supervising Adventurous Activities

These ratios above are for pastoral support purposes and do not include activity technical instructors. Where Visit Leaders are also acting as technical instructors, the numbers of adults needed should be reviewed. The ratio of leaders and adult supervisors to pupils and young people for specific outdoor activities varies according to the activity to be undertaken. Full details of leader/pupil ratios are given in the Guidance Notes in EVOLVE.

Where an adventurous activity is provided by an external provider, the technical instructors cannot be included in the supervision ratio and the expectation is that the technical instructors will be supported by the school Supervision Team to provide pastoral support to the group.

Consumption of alcohol or other substances likely to impair judgement in relation to duty of care

No one participating in an educational visit should consume alcohol or other substances likely to impair their judgement.

"if a teacher consumes alcohol whilst responsible for pupils in his / her care, the impaired judgment of the teacher poses a risk to the pupils' safety and is therefore in breach of Teachers Standards and that this role of responsibility is not negated by the fact that a member of staff may not have been specifically appointed to be on duty at the time".

All staff and adult volunteers involved in the supervision and management of the educational visit must be made aware of this policy statement, the expectations of Governors and must agree to comply with this condition before they can be accepted as part of the Supervision Team.

If a member of staff consumes alcohol during an educational visit, this represents a breach in the statutory frameworks set out in teachers' professional duties and responsibilities by the National College of Teachers and Lecturers Professional Conduct Panel and may therefore lead to formal disciplinary action.

If a volunteer adult then consumes alcohol during an educational visit, they will immediately be removed from the Supervision Team by the Visit Leader and will not be allowed to continue to work with the group.

If a pupil then consumes alcohol, they will immediately be removed from the visit, returned to school and will face further disciplinary action.

Booking of transport (see 4.5a Transport – general considerations)
The Visit Leader should ensure that coaches and buses are hired from a reputable company; that operators have the appropriate Public Service Vehicle (PSV) Operators' Licence and that operators have adequate procedures in place to deal

with emergencies such as vehicle breakdown. (Visit Leaders should ensure parents understand that seating and seat belt regulations abroad are not necessarily the same as in the UK). If a group member requires a wheelchair, the Visit Leader should ensure that the transport has appropriate access and securing facilities.

The driver must be trained to meet required competencies and not be responsible for supervising children whilst engaged in driving. The Visit Leader should familiarise themselves with guidance for group supervision on transport. Further details are available from [OEAP NG 4.5a Transport – general considerations](#)

Malmesbury C of E Primary School will use either coach operators or privately-owned vehicles to transport pupils. Self-drive minibuses will not be used. If the school requires staff or volunteers to transport pupils in their own vehicles, they will complete a 'Consent to Drive on School Business' form (see **Appendix 2**) before the trip takes place. Malmesbury C of E Primary School insures with Marsh PLC to provide comprehensive insurance cover for volunteer drivers transporting pupils on school business.

Registration of Pupils

All pupils taking part in trips must be registered on the school's attendance system (sims.net) using code 'V' (Educational visit or activity). If a pupil is sent home during the trip, the school admin officer must be informed and the appropriate correction made to the register. The Visit Leader should maintain an up to date list of pupils and staff taking part in the trip.

Managing medication

Pre-existing medication needs

There is an expectation that pupils with medical needs will be fully included in activities and visits. Individual risk assessments will be undertaken where necessary and reasonable adjustments should be made to enable individuals to participate, unless evidence from a clinician states otherwise. A copy of any health care plans and emergency procedures should accompany the pupil.

Parents will be asked to provide written details of medical conditions and dietary requirements and of any medication required (including instructions on dosage/times), and for their permission for staff to administer medication, or for their child to administer their own if this is appropriate.

Arrangements will be made for taking sufficient supplies of any necessary medicines on visits, and for ensuring that they are safely labelled, transported, stored (refrigerated if necessary), controlled and administered, and that records are kept of their use.

All staff supervising visits should be made aware of individuals' medical needs and any medical emergency procedures. All adults accompanying the trip will be issued with a pack containing details of each individual's needs. All staff must ensure they protect individuals' confidentiality and ensure that personal information is securely disposed of when it is no longer needed.

If appropriate, a member of the staff team should be trained in administering medication, and should take responsibility for this. It is illegal to give a medicine which has been prescribed for one person to another. In the event of a medical emergency, supervising staff will follow instruction from the emergency services and this instruction will take priority over the terms of this policy.

The school does not retain supplies of salbutamol inhalers for asthma, or adrenaline auto-injector devices such as epi-pens. In such situations, the administration of any medication, whether prescribed for the individual or not, will be directed by the emergency services.

Conditions occurring during a residential visit

Prior to the trip, parents must be asked for their permission to administer any medication for minor ailments, including non-prescription medicines. Such ailments could include sunburn, heat rash, insect bites, period pains, headaches, athlete's foot, indigestion, sore throats, colds and coughs, cuts and grazes or muscle stiffness. Parents must be asked to specify any allergies to common non-prescription and prescription treatments, and to indicate if there are any which they do not want administered to their child.

Care should be taken with all medication to observe the recommended dosage appropriate to age. If a condition arises which requires medication which had not been anticipated, parental permission should be obtained, and a doctor's prescription may be necessary.

For trips abroad, the Visit Leader must ensure that any medication required is legally able to be taken into the destination country. Medicines taken abroad must be properly labelled, and prescription medicines should be accompanied by a copy of the prescription. In some countries, it is possible to purchase medicines over the counter which would require a prescription in the UK. These should not be used unless prescribed by a qualified medical practitioner

Supply cover

The preferred staff to accompany any trip will be those staff who usually work with the pupils going on the trip, which reduces or eliminates the need for supply cover. Where other staff are needed to accompany the trip (e.g. to provide behaviour management or first aid skills), they will be replaced in school by suitable qualified staff. Part time staff who are required to attend trips which last longer than their contracted day will be permitted to claim a full day's pay as a maximum. However the school does not pay hours in excess of a normal school day or allowances for overnight stays.

Managing finance

School trips will be costed to take account of direct costs (transport, entry fees and accommodation) excluding VAT, and indirect costs (staff salaries and administration costs) and rounded up or down to achieve a practical figure. Overall the school will not make a profit on school trips.

Payment for school trips which are part of the curriculum are voluntary, although if insufficient contributions are received then a trip may not be able to go ahead. For residential trips which are optional, no child who wishes to take part will be excluded on financial grounds and the school will endeavour to work with the parent/carer to access financial assistance.

5. Monitoring of planning, management and delivery of LOTC and educational visits.

The Governing Body has a statutory responsibility to monitor the work of employees of the school and the implementation of policy and guidance that they issue.

The Governors have delegated the responsibility for regularly monitoring of the planning, management and delivery of LOTC and educational visits to the Headteacher, who will work in partnership with the EVC, Visit Leaders and other staff of the school to ensure that this policy is implemented correctly.

The school has a commitment to good practice in the planning, management and monitoring of LOTC and educational visits and, as part of that commitment, uses the Wiltshire Council EVOLVE system to plan, record, authorise and evaluate all educational visits.

When monitoring the success of LOTC and educational visits, the Headteacher will ensure that;

- All Educational visits and off site activities are carried out safely and effectively and in line with school policy and procedures.
- Relevant policies and procedures are reviewed and updated to remain current and in line with good practice.
- Staff have easy access to the policy and to any advice, guidance and support they require.
- Staff have access to relevant training that supports the implementation of this policy and guidance e.g. Educational Visit Coordinator (EVC) training, Visit Leader training.
- The school continues to have access to expert advice, support and guidance from the Wiltshire Council LOTC Safety Adviser.
- The school appoints, trains and revalidates the EVC in accordance with this policy and guidance
- Provide regular updates and reports to the Governing Body, celebrating success and highlighting any issues that require additional consideration or improvement.

6. Induction, training and expectations of staff

As part of the induction and training of new staff, the school will ensure that they become familiar with the policy, protocol and procedures associated with the planning, management and delivery of LOTC and educational visits. This will be done via the staff handbook, resources available on the staff secure area of the school website (www.malmesburyprimaryschool.co.uk) and induction training sessions with the EVC.

The EVC will work with new staff to assess their competency and experience to lead educational visits.

- Staff identified as requiring practical training and experience as assistant leaders are given the opportunity to work within an apprenticeship model alongside more experienced Visit Leaders and that this opportunity is monitored and evaluated against agreed criteria through the staff appraisal process.
- Access to OEAP Accredited Visit Leader training
- Support and access to training to allow staff to gain First Aid qualifications.
- For highly experienced Visit Leaders, there will be an expectation that they mentor less experienced members of staff on trips to ensure sustainability. This will be achieved through the staff appraisal process.

7. Risk management and risk-benefit assessment

The Management of Health and Safety at Work Regulations, require that risk assessments be undertaken for each of the hazards identified, such that suitable and sufficient control measures can be put in place to minimise the dangers for pupils and staff.

The Governing Body has responsibility and a legal duty to ensure that trips and visits are conducted in such a way that participants and staff are not subjected to unacceptable levels of risk to health and safety. This responsibility is delegated by the governing body to the Headteacher, relevant members of SLT and the EVC, who will ensure relevant training is given to trip leaders and relevant staff regarding all procedures and protocols.

For further information see;

[OEAP NG 4.3c Risk Management Overview](#)

8. Assessing venues and providers

Where possible, all venues for trips are visited prior to the trip taking place by the Visit Leader. Visit Leaders will endeavour to work with Providers who hold a Learning Outside the Classroom Quality Badge as this provides credible assurances of health and safety management systems and the quality provision. Where preferred Providers do not hold the Quality Badge, assurances will be gained through the completion of a Wiltshire Council LOTC Service Provider Statement and subsequent vetting from the Wiltshire Council LOTC Service.

For further information see;

[OEAP NG 4.4h Using external providers and facilities](#)

9. Management and use of volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure certificate will be obtained and

they will undergo induction and training in their role and responsibilities as detailed in the guidance and local procedures.

Volunteer helpers will be provided with guidance in advance of the trip (see **Appendix 3**).

For further information see;

[OEAP NG 3.2g Vetting and Disclosure and Barring Service \(DBS\) Checks](#)

10. Emergency procedures and incident reporting

The Head Teacher and Deputy Head Teacher will together provide 24/7 cover at base. In the event that one of these people is accompanying the trip, the role will be shared with another member of the Senior Leadership Team.

The Headteacher will liaise with the visit leader and, if necessary, the EVC, to manage the situation. The Head Teacher will manage all communications concerning the incident, liaising with the Chair of Governors, emergency services, the LA and other advisors as necessary. Other members of staff should not give interviews, comment on social media or engage in any other unapproved communication. The emergency contact(s) should have 24/7 access to all details of the visit, including medical and next-of-kin information for staff and young people. This will be achieved by remote access to the school's SIMS database or through direct presence on the school site.

All incidents which meet the threshold for reporting to governors and the HSE will be reported through the normal arrangements.

All trips will have a nominated emergency contact at school, who will be provided with full details of the visit, including medical and next-of-kin information for staff and pupils. The nominated contact person will be contactable throughout the full duration of the trip, including throughout the night for residential trips. The nominated contact will be the EVC and/or a member of the school's Senior Leadership Team. In an emergency the nominated contact will direct the deployment of the school's Critical Incident Plan, including management of media enquires where applicable. The nominated contact will also ensure that all reportable incidents are managed in a compliant manner, including RIDDOR reporting where required.

The school does not retain supplies of salbutamol inhalers for asthma, or adrenaline auto-injector devices such as epi-pens. In such situations, the administration of any medication, whether prescribed for the individual or not, will be directed by the emergency services.

For further information see;

[OEAP NG 4.1a Off Site Visit Emergencies – The Employer's Role](#)

[OEAP NG 4.1b Off Site Visit Emergencies – The Establishment's Role](#)

[OEAP NG 4.1f Establishment Management Emergency Action Card](#)

11. Behaviour

All pupils and staff who participate in trips and visits that are organised in the confines of this policy are governed by the same rules as regards to conduct and

behaviour as those staff and pupils who remain in school. As such, any behavioural incidents must be logged and consequences sought through the appropriate senior member of staff

12. Inclusion and entitlement

All Educational Visits must have clearly identified aims and objectives and have an approved competent Visit Leader who is a member of staff. Well planned visits lead to successful visits. Staff will set appropriate learning challenges, responding to pupils' diverse learning needs. Provision, with well-planned reasonable adjustments will be made to support pupils, enabling them to participate effectively in all educational visits. Educational Visits are an integral part of the curriculum. All pupils are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational need or disability. In cases where the family financial circumstances prevent a pupil participating in a curriculum visit the Charging and Remission Policy is to be followed.

For further information see;

[OEAP NG 3.2e Inclusion](#)

[OEAP NG 3.2c Charging for school activities](#)

13. Insurance

Malmesbury C of E Primary School insures through the EFA's Risk Protection Arrangement which includes travel cover for school visits both in the UK and abroad. If planning an educational visit which includes a hazardous activity, please check with the School Business Manager and EVC as additional insurance cover may be required.

14. Finance

Charges for educational visits including charges for transport, requests for voluntary contributions and remission of charges are made in line with the school's Charging and Remissions Policy and guidance and requirements of the DfE advice "Charging for School Activities 2014".

For further information see;

[OEAP NG 3.2c Charging for school activities](#)

Appendix 1

Higher risk / adventurous activities which require LA Approval

The following activities should be tagged as “Adventurous” in EVOLVE and will therefore be scrutinised and approved by the Learning Outside the Classroom Safety Adviser.

- Airborne activities
- Angling and fishing
- Archery
- Armed services
- Beach and coastal visits
- Camping
- Caving
- Climbing
- Conservation activities
- Cycling and mountain biking
- Extreme/alternative sports and activities (including motorsports and karting, mountain boarding, power-kiting, skateboarding, parkour, coasteering, Gorge walking, BMX biking, Quad biking, Zorbing/ sphering)
- Farm and zoo visits
- Fieldwork
- Horse riding and pony trekking
- Mountain and fell walking
- Orienteering
- Snow sports - including skiing, tobogganing and snowboarding
- Sponsored walks and night walking
- Visitor attractions and theme parks
- Water based activities overview
- Canoeing and kayaking
- Improvised raft building
- Sailing
- Theme Parks
- Open water swimming
- Windsurfing



Appendix 2

Malmesbury C of E Primary School: Consent to Drive on School Business (Employees, Governors and Volunteers)

Dear		Please supply the following original documents. <i>Office staff to record date seen.</i>	
<p>Use of private cars for transporting pupils</p> <p>I am grateful for your offer of assistance with transporting children. As I am sure you will appreciate it is important from the point of safety, the school and yourself, that the position with regard to the use of private vehicles in this context is clear. School business means transporting pupils for any activity which is school related i.e. taking pupils to match fixtures etc.</p> <p>Malmesbury C of E Primary School insures employees, governors and volunteers using their own vehicle to transport our pupils and adults on school-related business (eg: transporting pupils to off site visits for school). All such drivers must hold a licence to drive the vehicle and not be disqualified from holding or obtaining such a licence. In order to ensure safeguarding, proof of the vehicle's roadworthiness must be supplied. Proof that the vehicle is properly taxed is required, along with a valid MOT certificate for all vehicles in excess of 3 years old. Please supply original documents.</p> <p>This Occasional Business Use Motor Scheme Policy is provided by Marsh PLC and underwritten by Royal & Sun Alliance Insurance PLC (No 93972). The policy number is RNN743094/S14W1163 and the current certificate of insurance may be viewed at the school on request to the School Business Manager.</p> <p>When transporting pupils, seat belts or other restraint must be fitted and worn at all times. The law says that all children up to 135cm tall (around 4'5"), or the age of 12, whichever comes first, in the front or rear seats in cars must travel in the correct child restraint for their weight / age. It is the driver's responsibility to comply with requirement. Please see detailed requirements overleaf. It is also a requirement that hand held mobile phones must not be used when driving on school business.</p> <p>I would be grateful if you would sign and return this form indicating that you have read and understood the requirements detailed above. A copy of this form will be kept on file and reviewed on an annual basis. My thanks for your offer of assistance.</p> <p>Yours sincerely</p>  Steve Heal (Head Teacher)		Driving Licence:	
		MOT Certificate (if applicable)	
		For office use only	
		Vehicle registration number:	
		www.vehicleenquiry.service.gov.uk/viewvehicle	
		Date taxed and insured status confirmed:	
Name:			
Position:			
Date:			
Consent obtained from parents of child passengers:			
Signed:			
I HAVE READ AND UNDERSTOOD THE INFORMATION AND INSTRUCTIONS CONTAINED IN THE ABOVE, AND AGREE TO COMPLY WITH THEM. I UNDERTAKE TO INFORM THE SCHOOL OF ANY CHANGE IN CIRCUMSTANCES, WHICH MIGHT PROHIBIT MY TRANSPORTING OF PUPILS.			
Name (please print):		Signed:	
IMPORTANT ALL staff and volunteers (including parents/guardians) who will be driving pupils on school business and activities MUST sign and return this form BEFORE transporting pupils.			

Seat belt/child restraint wearing requirements

Occupant	Front Seat	Rear Seat	Who is Responsible

Driver	Seat belt must be worn if fitted		Driver
Child under 3 years of age	<p>Correct child restraint must be used.</p> <p>It is illegal to carry a child in a rearward-facing child seat in the front if there is an active front passenger airbag.</p>	<p>Correct child restraint must be used.</p> <p>In a licensed taxi or licensed hire car, if a child car seat is not available, the child may travel unrestrained in the rear. This is the only exception for children under 3 years.</p>	Driver
Child from 3rd birthday up to 135cms in height (or 12th birthday whichever they reach first)	Children must use the correct child restraint.	<p>Children must use the correct restraint, where seat belts are fitted.</p> <p>Must use adult belt in a rear seat if;</p> <ul style="list-style-type: none"> • correct child restraint not available; • in a taxi/licensed hire car; • for a short distance in an unexpected necessity; • if two occupied child restraints prevent fitting a third. 	Driver
Children over 1.35 metres tall, or who are 12 or 13 years old	The adult seat belt MUST be worn if available.	The adult seat belt MUST be worn if available.	Driver
Passengers over 14 years old	Seat belt must be worn if fitted	Seat belt must be worn if fitted	Passenger

The school may be able to lend you a suitable child seat if you do not have one.
Please ask at the School Office

Appendix 3

Malmesbury C of E Primary School



Guidance for Volunteer Helpers on School Trips

Thank you for volunteering to help on a school trip. We are very grateful. The purpose of this document is to give you a brief guide as to how to conduct yourself. Following this guidance will help ensure children's safety and will also ensure that you are not placed in a difficult position. In all circumstances the golden rule is 'if in doubt, ask'. Please refer any queries to the class teacher.

Safeguarding

All trip helpers should have and read the school's child protection policy. The school aims to staff all trips with adults who have undertaken a full DBS check in school; however where this is not possible then a parent or carer may be invited to help on the trip under the direct supervision of another DBS-cleared adult.

Risk Assessment

All trips and outings must be risk assessed and the assessment approved by the headteacher before they take place. Copies of the risk assessment should be handed to all adults on the trip. Please familiarise yourself with your copy.

Confidentiality

Please be aware that you are in a position of trust. You will see and hear other people's children interacting with each other. If something you see or hear concerns you, please bring this to the attention of the class teacher. Children should not be discussed with anyone else, or outside of school.

Photography and Video

The school's policy is that children may only be photographed or filmed using school devices. Please do not take pictures of children on personal phones or other devices.

Following from this, please do not post on social media any images or text from or about your time with the children.

When taking images we should be mindful of maintaining the children's dignity and of how a photograph might be misinterpreted.

The school has a well structured policy on behaviour and discipline. If children do not do as they are asked, or if you have any concerns about their behaviour, please discuss these with the class teacher. By law, only school employees may discipline a child.

All pupils have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Physical Contact

It is crucial that we only touch students in ways which are appropriate to our professional or agreed role and responsibilities.

Please refrain from any contact which might be misinterpreted in a negative way, but do not feel unable to touch children, for example to comfort them. We should use our judgment to comfort or reassure a child in an age-appropriate way whilst maintaining clear boundaries.

In an emergency school staff may restrain a pupil in order to prevent the pupil from harming themselves or from causing harm to others or to property. However any pupils who need restraining on a regular or predictable basis will have care plans in place and staff should act in accordance with these plans. Only staff with appropriate training should restrain such pupils.

Medical Conditions

Each trip will have a trained first aider present. Please refer any medical concerns to this person.

Toilets

When taking children to the toilet, adults should check that there are no members of the public in the toilet before children enter. Adults should then wait outside the toilet while children are inside. If members of the public attempt to enter the toilets while children are inside, please politely ask them to wait and explain the situation. If a child is in difficulty or refuses to come out of the toilets, staff may enter but should do so in a pair.

Again, many thanks for your willingness to help. Please do ask if this guidance raises any questions or concerns for you.

Mr S. Heal, Headteacher
Document updated: January 2024

15. Policy adoption

Signed Steve Heal
(Headteacher):



Date: 9th January 2024

Signed Laurence
Mussett (Chair of
Governors):



Date: 9th January 2024