



THE
KEYSTONE
ACADEMY

Educational Visits Policy



Approved by:

DfE

Date: June 2022

Ali Bellaby -
Headteacher

12th September 2023

30th August 2024

Last reviewed:

Steve Gray - August 2024

Next review due by:

August 2025

Contents

1	Introduction
2	Aims
3	Residential Activities
4	External Visit Coordinator
5	How visits are authorised
6	Planning a visit or activity
7	Visit plan
8	Risk assessments
9	Transport
10	Communication with parents / carers
11	Further health and safety considerations
Appendix	Visit leader's checklist

1. **INTRODUCTION**

Off-site visits and activities are arranged by or on behalf of the academy and would normally take place outside the academy grounds. The Local Support (LSB) and teaching staff believe that off-site activities supplement and enrich the curriculum of the academy by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, ensuring the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils (including those with disabilities).

2. **AIMS**

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils
- Provide a wider range of experiences for our pupils than could be provided on the academy site alone
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments

3. **RESIDENTIAL ACTIVITIES**

Residential visits enable children to take part in a wider range of outdoor and adventurous activities. Residential visits must only be undertaken with the endorsement of the Local Support Board.

4. **EXTERNAL VISIT COORDINATOR (EVC)**

The Headteacher will ensure that the academy has a trained External Visit Coordinator (EVC). The EVC will be involved in the planning and management of all off-site visits.

The EVC will:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices
- Support the LSB in any decision on approval
- Assign competent staff to lead and help with trips
- Verify that all accompanying adults have been DBS checked
- Make sure that all consent and medical forms are obtained
- Keep records of visits and provide after-visit evaluation to aid future visits.

The academy's trained EVC is: **Steve Gray (Assistant Headteacher)**

5. HOW VISITS ARE AUTHORISED

Staff proposing to arrange an off-site activity must seek and obtain the pre-approval from the Assistant Headteacher working in the member of staff's key stage or phase. The availability of the minibus, cover for staff and curriculum coverage should be discussed in the pre-approval meeting with Assistant Headteachers.

Next, staff will need to complete the 'Visit Leader's Checklist' (see Appendix 1) and seek approval from the EVC and Headteacher before any commitment is made on behalf of the academy. The LSB's approval must also be sought with regard to overseas visits.

6. PLANNING A VISIT OR AN ACTIVITY

The visit leader must ensure that the visit or activity is planned in advance and within submission time to ensure approval is granted for educational activities off site:

- Request (including planning documents) for a local visit must be submitted with a minimum of 14 days' notice.
- Request (including planning documents) for a residential or adventurous activity must be submitted with a minimum of 1 months' notice

If appropriate planning documentation, including risk assessments are not received, the visit will not be approved.

Any decision to approve off site educational activities will be at the discretion of the EVC or Headteacher.

7. VISIT PLAN

The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities
- Individual student risk assessment(s) where applicable
- Curriculum objectives
- Supervision/pupil ratios
- Itinerary
- Supervisory details
- Emergency contact details

8. RISK ASSESSMENTS

All relevant risk assessments are to be carried out by the visit leader and approved by the EVC before any proposed visit or activity takes place. Existing risk assessments should be checked to ensure that they are still suitable and sufficient by the visit leader and the EVC. Where appropriate, some pupils will have a risk assessment completed as part of their supportive plan within the Academy.

9. **TRANSPORT**

Risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that are reputable and have their own risk assessments completed. If using a self-drive minibus whether owned, leased or hired, drivers must have received training (if larger than 9 seats).

If using their own vehicle, staff must ensure that they have provided evidence to the academy that:

- The car is taxed and has a valid MOT
- A copy of their driving licence is provided
- An annual DVLA drivers check is completed
- Fully comprehensive and business use motor insurance is in place

Staff should only use their own vehicles as a last resort.

10. **COMMUNICATION WITH PARENTS / CARERS**

During the admission process, parents/carers will be asked to sign a blanket permission slip to allow pupils to attend local learning outside the classroom and off-site activities. However, if the planned activities are outside school hours, beyond Shropshire or involve increased risk (such as near water), further permission from parents must be obtained.

11. **FURTHER HEALTH AND SAFETY CONSIDERATIONS**

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the visit leader and provided with an emergency telephone number. This will normally be the academy landline number, but where an activity extends beyond the normal academy day, the telephone number of a designated emergency contact should be provided, normally the Headteacher or Deputy Headteacher.

The academy office must be provided with a list of everyone, pupils and adults, travelling with the group, together with a copy of the itinerary for the activity (hard copy or emailed). The safety of the group(s), especially the pupils, is of paramount importance.

During the activity, the visit leader must take whatever steps are necessary to ensure safety. This involves taking note of any information provided by medical questionnaires and ensuring that pupils are safe, well and supervised at all times. (Medical questionnaires are held within the Home – School Agreement and parents are asked to inform the school if any changes are required. The Keystone Academy also asks parents to update these as part of the Annual Review process).

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the visit leader should discuss with the Headteacher measures to put in place to enable the pupil to take part, especially if the activities

form part of the curriculum. An example of these measures could be an Individual Safety Plan supporting extra supervision.

APPENDIX 1

Visit Leaders Check List

Activity / Task	Checked?
Complete cover request form detailing date and cover required for trip and submit to EVC	
Once approved, log visit on Keystone Educational Visits log by EVC and AHT	
Complete a detailed risk assessment and agreed by EVC	
Check any relevant risk assessments and share with visit supervisors <ul style="list-style-type: none"> • generic • personalised • External (outside provider/bus company etc) 	
Any required new risk assessments to be completed and shared with visit supervisors	
List of supervisors compiled <ul style="list-style-type: none"> • To be taken on visit • Shared with EVC & office manager 	
List of attendees compiled <ul style="list-style-type: none"> • All attendee names to be recorded • Shared with EVC & office manager (and recorded in IT signing in / out system) 	
Itinerary to be completed <ul style="list-style-type: none"> • To capture each stage of the trip • Times and dates to be consecutive • Shared with EVC & office manager • Itinerary and visit information communicated with parent and permission collected where necessary 	
Emergency planning <ul style="list-style-type: none"> • Emergency contact numbers to be recorded for the visit • Key contact at school for trips during school day (main office, EVC, SLT) • Key contact for trips out of school hours (EVC, SLT, Headteacher) • Emergency contacts for pupils taken on the trip • Student medical information to be included for visit lead and group leaders • Qualified first aiders to be identified 	

The visit must be submitted within the specified time – **14 days** for local visit, **1 month** for residential or adventurous activities.