



AVANTI MEADOWS

PRIMARY SCHOOL

*"Look deep into nature and you will understand
everything better"*
- Albert Einstein

Educational Visits Policy

Member of Staff responsible: Cimone Brown
Date policy Ratified: April 2021
To be reviewed: April 2023

The Avanti Schools Trust Ethos Statement

Avanti Schools Trust schools prepare pupils and students for their respective life-journeys by promoting: Educational excellence; Character formation and Spiritual insight.

Emphasis on independent thought and personal choice fans every learner's innate and emerging passion for learning. This personalised approach provides tailor-made learning paths for all, ensuring their long-term progress and fulfilment; it is supported by a mentorship and academic support system delivered in close partnership with parents.

Avanti Schools Trust schools work collaboratively with the wider community, especially partner organisations, to prepare students to take their places as responsible British citizens. The schools promote holistic, responsible lifestyles through a vegetarian diet, a curriculum that integrates yoga and meditation and a built environment that actively fosters environmental concern. By drawing on the teachings of Krishna Chaitanya, Avanti Schools Trust schools embrace a universal, inclusive approach to spirituality, aimed at rekindling a personal, loving and spontaneous relationship with the divine (Krishna).

Educational Excellence

Our Schools motivate and enable all pupils to become reflective, articulate and independent thinkers, laying solid foundations for their future learning, vocation and self-fulfilment. Their broad and challenging curriculums focus on core skills and subjects, and are distinctive in their values-based approach to the humanities and their emphasis on the artistic and spiritual realms.

Character Formation

Our Schools acknowledge that personal virtue, responsibility and a wholesome sense of identity underpin success in all endeavours, material and spiritual. They nurture conduct consistent with the universal virtues of humility, respect, integrity, courage, empathy, gratitude and self-restraint.

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Avanti Meadows a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at Avanti Meadows is to ensure that all visits are Safe, Educational and Enjoyable!

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Avanti Meadows:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff to be particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are three 'types' of visit:

1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.

These follow the 'School Learning Area' Operating Procedure- all staff to use the Event Specific Notes.

2. Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc.

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking and approval by the head of School.

3. Visits that are overseas, residential, or involve an adventurous activity.

These follow point 2 above, but the Head then submits the visit to the LA for approval. The Head of School will also share all plans and risk assessments for the residential with the Trust to ensure compliance. A member of SLT will always attend all Year 6 residential visits.

School sleepovers (on site only):

Any school facility used for sleeping must be equipped with an automatic fire alarm system with smoke detectors and manual call points. This includes school halls and classrooms that will only occasionally be used for sleeping. There will be a meeting with parents to inform of the plan so they feel comfortable and well informed.

During the sleepover the Head of EVC must accompany the lead teacher. There must also be one first aider on site due to Health and Safety and Fire Marshalls. The Head of School will also share all plans and risk assessments for the school sleepover with the Trust to ensure compliance.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE at least **14 days** prior to the visit. They should obtain outline permission for a visit from the Head of School or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. All risk assessments must be seen by the Head of School three weeks before the visit to check all risks are actioned.

All teachers in the year group must carry out the risk assessments together.

The visit leader is responsible for ensuring a risk assessment is carried out and that a risk assessment signed by the EVC/Head of School at least three weeks in advance of the visit. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed. The visit leader will share information with all staff involved in the visit.

The visit leader is responsible for ensuring the Emergency Card, mobile phone, first aid kit and pupil medication are taken on the visit.

It is the leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be informed to inform the Head of School, EVC and parents.

After the visit, leaders must ensure they inform the EVC and Head of School of how the trip went and fill in an evaluation sheet and placed in the folder in the Main Office.

The Educational Visits Coordinator (EVC) is Cimone Brown, who will support and challenge colleagues over visits and learning outside the classroom. The EVC is the first point of contact for advice, on visit related matters and will check final visit plans on EVOLVE. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head of School has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the LA for approval.

The Core Leadership Team will approve the Educational Visits policy and will ensure it is reviewed bi-annually. They will also approve residential visits.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (Emergency card- visit leader -see Appendix 1). The card is located in the Main Office. All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Appendix 2 is an Emergency card for the establishment, which is also located in the Main Office.

Food

At Avanti Meadows, our school ethos states, '**we promote a vegetarian diet.**' Therefore, packed lunches on educational visits must not consist of meat, egg or fish and will be provided for all pupils by the school. This is for all participants of the trip (teachers, children and parent volunteers).

Food should not be shared with other children due to health and safety and allergies. Children are not allowed to bring any food or drinks on educational visits, apart from that provided by the school.

Supervision

The teacher who leads the trip must not have his or her own group of children. It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children should be used:

Reception	1:4
Key Stage One	1:6
Key Stage Two	1:8
Children who need support (I.e. children with Special Educational Needs)	1:1

Group Leader/teacher

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, it is good practice for the group leader to:

- The class teacher must have a clear understanding of pupils in their class. In particular those with any special educational needs, medical needs or disabilities;
- allocate supervisory responsibility to each adult for named pupils;
- ensure that each adult knows which pupils they are responsible for;
- ensure that each pupil knows which adult is responsible for them;
- ensure that all adults understand that they are responsible to the group leader for the supervision of the pupils assigned to them;
- ensure that all adults and pupils are aware of the expected standards of behaviour;
- ensure copies of care plans are carried in case of an emergency
- ensure all adult supervising the group adhere to the bullet points below (expectations)

Our expectations are for each adult supervising (parents and staff) a group to:

- carry a list/register of all group members, including volunteers and the teacher is to leave a copy in the school office (Ensure group lists are collated from parents after the trip)
- directly supervise the pupils at all times – especially when they are amongst members of the public and may not be easily identified;
- ensure all children wear a high-vis jacket so they can be easily spotted
- regularly check that their entire group is present/the class teacher will ensure the entire group is present;
- have a clear plan of the activity to be undertaken and its educational objectives;
- have the means to contact the group leader/other supervisors if needing help;
- have prior knowledge of the venue – shared by the group leader (all teachers must have made an exploratory visit to assess risk);
- anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- be competent to exercise appropriate control of the group, and to ensure that pupils abide by the agreed standards of behaviour;
- clearly understand the emergency procedures and be able to carry them out;
- have appropriate access to First Aid;

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

Additional support:

Parent helpers are welcome on educational visits and will attend a briefing with the teacher before the visit. This will include, going through the trip risk assessment and expectations. Parent helpers who assist on trips will not be alone with children. Parents must be guided by school staff at all times. All parent volunteers to be given an 'Educational Visits' information leaflet to ensure what they roles and responsibilities are during any visit.

Mobile phones and social network

- Under no circumstances should any adult use their personal mobile phone to take photographs or make phone calls.
- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'.
- The Lead teacher and class teachers will have the phones switched on to communicate with the school/parent helpers in case of any emergency
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Head of School.
- If a parent helper needs to make an emergency phone call, they should speak to the Lead teacher who will support.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit. All injuries/first aid treatment will be logged in the accident book immediately on return to school.

Trips for the Early Years must have at least one qualified Paediatric First Aider.

For adventurous activities, there should be at least one trained first-aider in the group and the school will ensure that the centre has adequate first-aiders and first-aid resources.

Children who require prescribed medicine on an educational visit

Specific children may require prescribed medication whilst on a school trip. These medicines including dosage will be recorded on the parent consent form (medicines) which have been signed by parents during the meeting with the school welfare officer. The welfare officer, will inform the class teacher of the medicine to be carried, dosage, times to be taken. The teacher/TA will fill out the medicine log at the time of dosage and return to welfare officer with the medication, once back on the school site. Medicines which are not prescribed are not permitted on school trips and will not be administered.

COVID

Decisions on whether children can attend school educational visits will be based on the school's COVID risk assessment and guided by the DfE and local authority. Should children/adult need additional PPE (e.g. face masks), then these will be supplied by school. Expectations such as social distancing will be shared if needed.

Parental Consent

Parents should be given information about the purpose and details of the visit at least three weeks in advance. Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all visits. The visits must include sufficient information, which must be made available to parents- via letters, meetings, etc., so that consent is given on a 'fully informed' basis.

Weather and terrain

Leads must check the local weather forecast to:

- inform decisions on appropriate clothing;
- be aware of whether water activities might be in areas prone to flash floods, high winds etc.;
- be aware of whether trekking or climbing at altitude might be subject to dramatic changes of weather; potential for fallen trees, avalanches etc.
- seek local knowledge of potential hazards, e.g. tides; rivers/streams prone to sudden increases in flow; difficult terrain; crossing points for road, rail or water; unstable cliffs.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At Avanti Meadows we will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. A meeting with class teacher, SENDCo and parent will take place to ensure the child's needs are met and that all aspects of the trip are safe. The risk assessment which references their child's needs will be shared with the child's parent.

As a school we ensure all children with special educational needs have full accessibility to educational visits. Staff must risk assess the visit to ensure all children are safe and that there are appropriate actions in place.

Managing behaviour, illness and injury

- We have high expectations of all pupils on trips, this is the same high expectation we have whilst in school. It is important that all pupils understand the expectations which must be shared before leaving the site and during the visit.
- Any concerns regarding pupil behaviour must be shared immediately with the class teacher/group leader. Groupings may need to be adjusted to ensure the safety of all pupils and staff.
- If a child is unwell whilst on the school trip, the class teacher will inform the school office of the illness and await instructions for the parents to collect. A first aider will monitor the child's condition until the parents arrive.
- If a child becomes seriously ill whilst on a school trip, the emergency services will be called. The school will be informed who then contact parents. A member of staff will accompany the child to hospital and stay with them until parents arrive. The school office will share next of kin details, GP details with the teacher to communicate to the emergency services.
- If a child has an injury which requires first aid, they will be treated by a member of staff and the injury logged once back at school. A child may be treated by a first aider attached to the place of visit e.g. museum first aider.

Farm/Animal Visits

All teachers will visit the farm as part of the risk assessment process before the trip commences to check:

- eating areas are separate from those where there is any contact with animals;
- there are adequate clean and well-maintained washing facilities;
- there is clear information for visitors on the risks and the precautions to take.
- there is adequate trained adult supervision wherever children can come into contact with animals and need to wash their hands;
- there are facilities so all children wash their hands thoroughly immediately after touching animals and before any eating or drinking;
- there are facilities available so shoes are cleaned and then hands are washed on leaving the farm.
- Parents must be made aware of the animals children will/may come into contact with in case of allergies

During the trip, staff must ensure that pupils do not;

- place their faces against the animals;
- put their hands in their own mouths after touching or feeding the animals;
- eat or drink while going round the farm;
- eat or drink until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);
- touch animal droppings - if they do then wash and dry hands;
- ride on tractors or other machines;
- play in the farm area, or in other areas that are out of bounds such as grain storage tanks, slurry pits etc.

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to EVOLVE National Library: '*Preventing or controlling ill health from animal contact at visitor attractions-Advice to Teachers*' and associated documents. Refer to: Farming & Countryside Education: www.face-online.org.uk

'Farm Visits' in National Guidance www.oepng.info

Charging/funding for visits

Day Trips

There will be NO charge in for some local trips, however for trips, which are further afield will incur a charge which is a voluntary contribution.

Residential Trips

For residential trips which are not essential to the National Curriculum, a charge will be levied for board and lodgings, if you require financial support please speak to the school office.

Travelling on public transport (including coaches)

When travelling on via public transport the leader must contact a member of staff at the station to inform them that they are on a school trip and ask to escort them to the correct platform and to inform them of their destination. Leaders must ensure all children and staff are on the public transport and board once it is safe. Once the children have boarded the transport they must be seated wherever possible, all staff and volunteers to give priority to the children.

If at any point whilst using the transport, a group of children are left behind with an adult- the rest of the staff and children on board must get off at the next station and wait until the leader arrives. The leader must inform the school and TFL/intalink immediately or whenever possible.

Group leaders should ensure that:

- transport by road has seat belts and that the pupils wear them;
- there is adequate supervision at all times when travelling;
- on coaches, supervisors are reserved seats that allow them to supervise properly
- pupils are supervised when boarding and leaving;
- standards of behaviour are met, and in particular that drivers are not distracted
- pupils are occupied on long journeys – this will help the journey pass quickly;
- evacuation procedures are clearly understood by everyone,
- if travelling on a coach, luggage is securely stored and emergency exits are kept clear;
- if travelling on a coach, there are adequate rest stops for drivers;
- head counts are carried out when the group is getting off or onto transport.

Use of staff cars to transport pupils – Refer to the LA’s guidance document. At Avanti Meadows we as a school do not use our private cars to transport pupils.

Insurance

Employer’s Liability Insurance is a statutory requirement and Hertfordshire holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. Hertfordshire also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer’s staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

Cover for Cancellation under the Disruption section of the Policy commences as soon as the trip is booked until the time of reaching home on the last day of the trip- if trips are more than one day. However, bus/coach companies will have their own company insurance.



AVANTI MEADOWS
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Emergency Card (Visit Leader) (Appendix 1)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** and request the help of the Emergency Response Team.

Hertfordshire Emergency Contact:

To activate support from Hertfordshire, the following telephone numbers should be used: Monday – Friday 08.30-17.30, Saturday 09.00-16.00: 01438 737261 All other times: 0800 547547

Ask for the Emergency Response Team

Be prepared to give:

- Your name and Establishment/Group
- Phone number & back up phone numbers
- Exact Location
- Nature of Incident
- Number in the Group

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment Avanti Meadows Primary School	xxx	
Hertfordshire Emergency Call Centre (for initial contact during an emergency only)	01438 737261 0800 547547 (after 5.30pm and on Sundays)	

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact	xxx	
Head of Establishment / Chair of Governing Body (optional) Cimone Brown (Head of School)	xxx (School contact)	xxx

Executive Principal Deborah Walters	020 8551 9489 (School contact)	xxx (Mobile)
Other/EVC Cimone Brown (EVC)	xxx (School contact)	xxx (Mobile)



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EMERGENCY CARD (HOME CONTACTS)

Emergency Card (Home Contacts) (Appendix 2)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

It is the responsibility of the Visit Leader to contact the LA. However, circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Hertfordshire on 01438 737261 or 0800 547547 (after 5.30pm and on Sundays) and state that you require immediate assistance from the Emergency Response Team.

Give brief details of the incident.

- Your details will be taken;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment- (Cimone Brown)	xx	

Executive Principal of Establishment- (Deborah Walters)	xx	
HERTFORDSHIRE Emergency Call Centre (for initial contact during an emergency only)		-
Chair of SSC (optional)		