



# Educational Trips and Visits Policy

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## Contents

Introduction.....	3
Policy Summary .....	4
Policy Updates.....	4
Part One – General Information for all members of staff.....	5
Categorisation of Visits .....	5
Definitions .....	5
Key Roles and Responsibilities.....	5
The Board of Trustees .....	5
The Principal.....	6
The Deputy Principal .....	6
The Educational Visits Coordinator (EVC) .....	6
The Designated Visit Leader .....	6
All Staff.....	6
Students .....	7
Training.....	7
Part Two – Undertaking a visit led by Lighthouse School Staff .....	7
Proposals .....	7
Calendar of Events .....	7
Evolve Notification .....	8
Finance and Insurance.....	8
Risk Assessment .....	9
Pre-Visit.....	10
Communication to Parents .....	11
Mobile Phones .....	12
First Aid .....	12
Staffing Ratios .....	12
Travel Arrangements and the use of the School Minibus.....	13
Undertaking the Visit .....	14
Part Three – Appendices and Associated Documents:.....	
Appendix 1: Policy Documentation .....	15
Appendix 2: Annual Consent for Visits .....	16 - 17
Appendix 3: Checklists for Visits .....	18 - 19

## Introduction

Lighthouse School aims to offer a broad and balanced range of exciting and stimulating educational visits. These opportunities contribute to students' understanding of the world around them, personal Educational Health Care Plans, and pathways to adulthood.

Lighthouse School recognises the value of off-site visits to students as both an enrichment to their studies, and to their personal and social development. In particular, off-site visits should enable students to undergo experiences not available in the classroom which support students into appropriate destinations. This is a key area of the school's vision, and promotes learning for life.

Lighthouse School feels strongly that allowing students to fully engage and participate with learning outside the classroom benefits students and their development, and aims to embed these into the students' weekly curriculum.

All educational visits will have a purpose and outcomes which will be listed on EVOLVE. Visits should be arranged to enhance and support the planned curriculum. As an open-minded special school, we will likely include visits to all places of worship. These visits will both underpin the differing values and beliefs of other cultures and faiths and allow the students opportunities to explore different cultures and beliefs.

**If the procedures are not followed then the visit will not be authorised and will not take place.** Failure to follow procedure may also lead to disciplinary procedures.

Lighthouse School takes the health and wellbeing of our students and staff seriously and we take all reasonable steps as outlined in the Health & Safety at Work Act 1974.

This policy has been designed in line with DfE Guidance, Health & Safety Executive (HSE) guidance, OEAP National Guidance (<http://oepng.info>) and the Policy Handbook for Educational Visits Leeds (available on Evolve).

EVOLVE is the educational visits notification system used by schools in Leeds and throughout most of the UK. It is an electronic system and has been mandatory for notifiable visit planning since 2010.

## Policy Summary

- Off-site visits should like to curriculum learning and enhance and support student development
- All trips and visits should be planned according to the policy and if they are not, the trip may not be authorised
- Failure to follow procedure may lead to disciplinary procedures

## Policy Updates

The following table lists any variations or updates that have been made to the policy within its agreed timeframe. This must be agreed by the Senior Leadership Team

Update Version	Updated by:	Updated when:	Summary of variance:
V1.1	H Manyanya		

## Part One – General Information for all members of staff

### Categorisation of Visits

Category 1 Regular Curriculum Visits

Category 2 One off visit

Category 3 Adventurous activities (see list on EVOLVE), overnight stays, overseas trips

### Definitions

***In loco parentis*** means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent/carer.

***School trip*** means any educational visit, foreign exchange trip, away-day or residential holiday organised by Lighthouse School which takes students off-site.

***Residential*** means any school trip which includes an overnight stay.

***Activities of an adventurous nature*** include, but are not limited to:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

***Hazard*** means anything that can cause harm

***Risk*** is the possibility that someone will be harmed by the hazard

***Control*** is how to manage the risk and/or hazard

### Key Roles and Responsibilities

#### The Board of Trustees

The board of Trustees has overall responsibility for the implementation of this policy, and for handling complains regarding this policy (under the school's Complaints Policy).

Approval for all category 3 visits and any category 2 visits where the principal deems it necessary will be sought from the Board of Trustees. This will be completed by the designated Trustee for Educational Visits.

The Board of Trustees and the Senior Leadership Team have overall responsibility for ensuring that the policy does not discriminate on any grounds.

### The Principal

The Principal is responsible for the day-to-day implementation and management of this policy and will provide a report to the Board of Trustees annually detailing the visits planned and the results of any review of visits undertaken.

The Principal will approve the use of any offsite providers used regularly or within the school timetable as part of extended curriculum.

### The Deputy Principal

The Deputy Principal is responsible for ensuring that all the visits are planned in accordance with this policy and Leeds City Council's EVOLVE guidance and procedures. They will ensure that all staff are appropriately qualified and trained.

The Deputy Principal is responsible for deciding whether a trip or visit meets the needs of the students and the curriculum, and therefore agreeing that planning will commence. They are responsible for signing off the visits before this is passed to the Principal.

### The Educational Visits Coordinator (EVC)

The EVC will review all risk assessments submitted by the visit leader, assess them for suitability and request that the Deputy Principal and Principal authorise visits via EVOLVE, which completed the approval chain for each visit. They will have appropriate training in OEAP National Guidance and from the Local Authority.

The EVC will advocate on behalf of the students to increase meaningful opportunities for off-site visits, and plan these into the school year. They will quality assure the visits process (alongside Senior Leadership Team) to ensure all visits are of high quality and meet the needs of the students.

### The Designated Visit Leader

The Visit Lead in charge of the trip is *in loco parentis* and has a duty of care to all members of the party. They will act as line manager for all staff on the educational visit, and are responsible for risk management during the visit. This includes listing all medical needs on EVOLVE, signing out medication and providing a register of participants.

A Risk Assessment and site inspection must be completed by the visit lead to ensure that the visit complies with the requirements in the Leeds Policy Handbook for Educational Visits (held on EVOLVE) and the OEAP Website.

### All Staff

Whilst on a school trip or visit, all staff must follow this policy. All staff must meet the requirements of the risk assessment and any control measures that are in place,

ensuring that the students' behaviour matches the ethos of Lighthouse School. If any risks are identified, staff must bring these to the attention of the Designated Visit Lead.

### Students

Students are responsible for following instruction from staff while on educational visits and school trips, and behaving in a manner which matches the ethos of the Lighthouse School.

### Training

All staff will receive training on educational visits and school trips as part of their continuous professional development.

Any staff intending to lead a trip or visit should have first undertaken a visit in which they co-lead with a more experienced member of staff, before leading a trip or visit for the first time. It is staff's responsibility to ensure that they feel adequately able to lead a trip effectively and safely before undertaking this, and to ask for support if they feel they need this.

The Educational Visits Coordinator will ensure they have up to date training and is responsible for ensuring that all staff have adequate knowledge of EVOLVE.

## Part Two – Undertaking a visit led by Lighthouse School Staff

### Proposals

The Designated Visit Leader will submit a proposal to the Deputy Principal before starting and EVOLVE for Category 2 and 3 visits, this will then be taken to the Principal. For Category 1 visits that are to become a regular part of the curriculum, proposals should be submitted to the Deputy Principal before commencement of the course. This may need to be agreed by the Senior Leadership Team.

Where appropriate the Deputy Principal or Principal will meet with the Designated Visit Leader to discuss the visit, and the Principal will brief the Board of Trustees where applicable.

### Calendar of Events

The Educational Visits Coordinator will liaise with the Deputy Principal and the Key Stage Coordinators to ensure that there is a comprehensive list as possible of the visits that are planned for the year included on the school calendar for the beginning of each school year. This should include, as fully as possible, visits that are part of the curriculum.

All visits scheduled to take place outside of term time should be discussed by the Principal with the Board of Trustees.

The calendar should contain details of the students taking part, the time of departure and arrival back at school, and the staff members involved. This will enable other members of staff to plan accordingly. Staffing must be agreed with the Deputy Principal before the trip to ensure that there is cover in place.

The school recognises that there will be times when the visits are arranged at short notice, and these should be added to the school calendar as TBC (to be confirmed) at the point of the proposal being made.

## Evolve Notification

The EVOLVE notification must be submitted fully within the following timescale for each category of visit by the Designated Visit Leader.

Exceptions are possible, but must be cleared by the Principal or Deputy Principal.

Category 1     1 week before the visit

Category 2     2 weeks before the visit

Category 3     8 weeks before the visit

The Educational Visits Coordinator will sign off the visit and pass to the Deputy Principal as required within a timely fashion and before the trip takes place. This will enable the Deputy Principal to pass this to the Principal. For Category 3 visits this must be within 6 weeks of the visit taking place to enable the Local Authority time to authorise the request.

EVOLVE visit notifications will, as a minimum, state:

- The educational purpose of the visit
- The aims and objectives of the visit
- How the visit conforms to the school's curriculum aims
- The names of the staff members undertaking the visit
- The names of the students undertaking the visit
- The departure and arrival times
- The risk assessments being followed as part of the visit

The Risk Assessment, schedule and staffing must be submitted to the Principal with the initial proposal with any category 3 visit.

Visit evaluations should be completed for all visits within 28 days following the visit.

## Finance and Insurance

The school's financial procedures will be followed when arranging educational visits. Under no circumstances should the visit be processed under personal accounts.

For any Category 3 visit the Designated Visit Leader will ensure that the provider holds a licence to undertake the activity with students and a copy of this should be kept with the visit documentation and uploaded to EVOLVE.

The relevant insurance must be in place for the visit. It is the Principal's responsibility to ensure that the Board of Trustees review the insurance for Educational Visits each year in the Finance Committee to ensure that there is the correct coverage in place for the visits that are due to take place.

The Designated Visit Leader should check that the insurance policy covers staff and students with pre-existing medical needs. Parents should be informed of the limits of any insurance cover, where appropriate.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible, and the Crime Number will be recorded and submitted to the Deputy Principal as soon as possible, and at least upon return to school.

Any medical expenses incurred during the visit will be recorded and passed to the Finance Office on return to school.

Reasonable personal expenses incurred during the visit by members of staff should be recorded and receipts kept. These should be claimed for in the usual way through the Finance Office. If possible, these should have been agreed in advance with the Finance Office as they may not be paid back if deemed unnecessary.

## Risk Assessment

Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full. The risk assessments will consider the risk of the visit itself and the students taking part.

Risk Assessments are carried out by the Designated Visit Leader and should be completed well before the visit. The Risk Assessment should be signed off by the EVC and then the Deputy Principal.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on control measures
- Decide on what steps will be taken in an emergency
- Record your findings and implement them
- Review your assessment and update if necessary

The Risk Assessment will be recorded on the form in line with the EVOLVE templates and advice from the Local Authority and uploaded with a unique visit reference to provide a central record on EVOLVE. Any visits that include the use of transport will have a relevant risk assessment completed and listed on EVOLVE.

An itinerary of the visit is produced for each visit. The Designated Visit Leader will appoint a School Contact to be the main point of contact in school, who will be detailed on the risk assessment. This will usually be the Deputy Principal or Educational Visits Coordinator, but may be another suitable member of staff who is available for the duration of the visit.

### Pre-Visit

A pre-visit must be made by the Designated Visit Leader who is to lead a group on a visit, (including residential) to the location even if the location is familiar to them.

The visit should be assessed for suitability of our students with a diagnosis of Autism and associated conditions. Access arrangements for interactions with visit staff should be assessed during the pre-visit and consultation should be undertaken for appropriate physical access if needed.

The Designated Visit Leader must:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit
- Ascertain if it has the Learning Outside the Classroom (LOtC) mark or other quality marks which might suggest the venue is appropriate
- Obtain advice from the site manager regarding evacuation policy/first aid, etc.
- Assess potential areas and levels of risk to record on the Risk Assessment
- Ensure that the venue can cater for the needs of the staff and students in the group and ensure they are fully aware of the levels of need of our students.
- Become familiar with the area before taking a group of pupils there.

If using a provider, research them appropriately:

- Do the values and ethos of the provider match your expectations?
- Is there a clear understanding about the responsibility for supervision from the provider and the school at all times during the visit?
- What are the respective roles of provider staff and your staff? • What provision will be made for our students' special needs?
- How flexible is the programme to meet changing circumstances?

You have a duty of care to ensure that any provider you use meets acceptable standards.

When using external providers and facilities ensure you have read National Guidance from Outdoor Education Advisors' Panel (OEAP – <https://oeapng.info>).

## Communication to Parents

Annual consent forms will be used to gain parental consent for regular curriculum activities and local visits within the school day and listed on individual timetables. This includes visits that take place both on and off-site. Parents/carers will be notified of the trip in advance. If this is a regular activity it will be listed in their timetable, or they will be given notice the day before via student planners, email or Arbor communication. Further information should be made available upon request.

For Category 2 and 3 visits, and for visits that take place outside of the school day, parents should be given appropriate and relevant information to enable them to make an informed decision as to whether their child should participate in the visit. They should be informed by letter, and should have the opportunity to withdraw their child from taking part. They must sign the consent form (s) and provide emergency contact number(s) and all relevant medical details for their child to be involved in the visit. Parents are asked to agree to the student receiving medical treatment, including the administration of a general anaesthetic and to surgical operations in the case of an emergency (in accordance with the recommendation of a qualified medical practitioner).

If parents do not agree to this, the Principal, in consultation with the Board of Trustees, may decide to withdraw the child from the visit – given the additional responsibility this would entail for the Designated Visit Leader.

For Category 3 visits and for some Category 2 visits (as requested by the Principal) parents should be encouraged to attend a briefing meeting where written details of the proposed visit should be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English. This is a legal requirement. Parents need to be aware that the teachers and other staff on the visit will be in loco parentis.

The Designated Visit Leader should ensure that parents can contact their child via the school contact and the group leader in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents should therefore:

- know the destination details
- be aware of the emergency contact arrangements and all the venues the group will visit
- provide contact numbers for day and night use in an emergency
- for Category 3 and some Category 2 visits group leaders should arrange for parents to be told by the school of the group's safe arrival

## Mobile Phones

Students will not be permitted to take their mobile phones on visits, including residential visits, unless stated in their EHCP.

Staff must use school mobile phones, and should not use personal devices whilst on school trips, unless in an emergency.

## First Aid

First Aid should form part of the risk assessment. Before undertaking any off-site activities, the Designated Visit Leader should assess what level of first aid might be needed.

On any kind of visit there must be one member of school staff with an up to date first aid qualification, and all adults in the group should know how to contact emergency services and the location of any first aid equipment.

The Designated Visit Leader should designate responsibility for administering any regular medication to a member of staff (or to themselves), who will hold a copy of medication details for all students involved with the visit.

The minimum first aid provision for a visit is:

- A suitably stocked first aid box or pack.
- A person appointed to be in charge of first aid arrangements.

Other considerations when considering first aid should include:

- The number in the group and the nature of the activity.
- The likely injuries and how effective first aid would be.
- The distance of the nearest hospital.
- First aid should be available and accessible at all times

Arrangements for taking medication and ensuring sufficient supplies should be undertaken. All teachers supervising visits should be aware of a student's medical needs and any emergency medical procedures through a summary sheet. The Designated Visit Leader should discuss the student's individual needs with the parent and any limitations that they may have due to their medical needs.

## Staffing Ratios

There will be sufficient staff to cope in an emergency. All visits will be run with the correct student ratio based on needs of students. The Designated Visit Leader should liaise with the Deputy Principal, Wellbeing staff and Key Stage Coordinators to ensure that staffing ratios are effective.

Details of staff ratio required will be listed on the EVOLVE visit documentation, and any staff or student illness should be reviewed to ensure that there are adequate ratios of staff and that staff with appropriate skills and knowledge of the students are included in the trip.

**If the correct staff ratio is not available or there is not an appropriate visit leader then the trip will not run.**

### Travel Arrangements and the use of the School Minibus

The Site Manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.

The Driver must have a current driving license, D1 class on their driving licence and MIDAS certificate. The relevant form should be completed from the school office along with a copy of their driving licence. As per school policy.

Appropriate driver checks of mini bus will be completed by the Driver and the checklist returned to the school office before departure. Any issues arising during the visit should be reported to the Driver and to the Site Manager upon return. This includes potential risks and damage or defects in the minibus. The Driver and Designated Visit Leader should liaise to ensure that the minibus is safe and suitable for travel following reports of defect or damage to the minibus.

Any possible fines incurred while driving will be paid by whoever was driving the minibus at the time the offence was committed.

Any potential risks, defects or damage identified, will be reported to the site manager upon return to the school.

The school mini bus will only be used by the Lighthouse School and the Lighthouse Trust. The minibus will carry strictly one person per seat and seat belts must be worn at all times. Staff should ensure that students are maintaining safe behaviours whilst using transport.

It is only in exceptional circumstances that students should be transported in a member of staff's private vehicle. In this case the member of staff should hold a current driving licence and insurance for work purposes. They should complete the relevant EVOLVE form and provide a copy of their licence and insurance document for school.

For transport booked with a private hire firm, the Designated Visit Leader should ensure that they have the relevant insurance. The Finance Office will assign designated providers deemed as meeting the correct criteria.

## Undertaking the Visit

Before leaving, the Designated Visit Leader should confirm contact numbers for themselves and for the School Contact are correct and ensure that all members of staff on the visit have this information.

The Designated Visit Leader will inform the office of the names of the students included on the visit before leaving.

The visit should commence in accordance with the itinerary and activities planned. Any deviation should be considered by the Designated Visit Leader in relation to the risk assessment and alterations made accordingly. This must be recorded and be considered under the evaluation and review procedures.

Any accidents or near misses should be reported in the correct forms at school upon return.

Any accident that results in a student or member of staff having to go to hospital must be telephoned to the School Contact immediately. The School Contact will inform the Principal who will liaise with the Board of Trustees. The Designated Visit Leader will follow advice and actions given by local healthcare workers or the police. Full written records of the incident will be kept and will be given to the Educational Visits Coordinator.

The Educational Visits Coordinator will pass information on to the insurance provider as necessary.

Any media enquiries will be passed on to the Principal, who will inform the Board of Trustees. If the Principal is not available this will be delegated to the Deputy Principal.

Should the visit be delayed in returning, the Designated Visit Leader should inform the School Contact, who will support in ensuring that the school office have contacted all parents via Arbor SMS.

The Designated Visit Leader should plan for the potential cancellation of the visit.

Upon return, the Designated Visit Leader should ensure that there is an evaluation of the visit and this is returned to the Educational Visits Coordinator.

## Part Three – Appendices and Associated Documents

### Appendix 1

Policy Documentation

OEAP Website for Educational Visit Co-ordinators - <https://oeapng.info/evc/>

LCC Policy Handbook for Educational Visits

## Appendix 2

### Annual Consent for Visits



#### **ANNUAL CONSENT FORM FOR LOCAL, NON-ADVENTUROUS SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES - ADMINISTRATION OF MEDICATION AND EMERGENCY MEDICAL TREATMENT**

Please complete the attached consent/medical form below if you are happy for your child:

- To take part in local out of school visits and other activities **not** classed as adventurous, that take place off the school premises during the school day (such activities/visits are part of Lighthouse School's curriculum)
- and
- To be given, in the event of serious accident, injury or illness, first aid or urgent medical treatment during any school trip or activity.

#### **Please note the following important information before signing this form**

The visits and activities covered by this consent include:

- All local school visits which take place during the school day. These may include trips to local supermarkets, parks, cafes and restaurants, shops, museums, libraries, places of worship, local businesses, woodland areas and other local schools.
- The school will send you information about other visits/activities that are classed as adventurous and/or that require increased travel time out of the local area before it takes place and ask you to confirm you have read the details and wish your child to be included in the visit/activity by returning a simple consent/ reply slip together with any voluntary contribution or payment as appropriate.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Please complete and return the consent form below.

**ANNUAL CONSENT FORM FOR NON-ADVENTUROUS AND LOCAL SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES**

<b>Name of Student:</b>	<b>Date of Birth:</b>
<b>Year Group:</b>	

I agree to my child attending local, non-adventurous educational visits and activities during the academic year.

I agree to my child receiving first aid from Lighthouse School first aid trained staff.

**I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities.**

I undertake to inform the school of any changes to the above during the academic year.

<b>Signed (Person with Parental Responsibility):</b>
<b>Full Name (Printed in capitals):</b>
<b>Date:</b>

## Appendix 3

### Checklist for Visits

#### *Category 3 Visits*

Action	By Whom	Timescale	Completed by
Risk assessments & pre-visit done in advance	Visit leader	8 weeks in advance	
Signed off by Trustees		6 weeks in advance	
Trip added to Admin Calendar	Visit Leader	6 weeks in advance	
Minibus booked in mini bus calendar or transport request made through reception	Visit Leader	6 weeks In advance	
Evolve completed by group leaders	Visit leader	4 weeks in advance	
Trip costed by Finance Team and parental contribution agreed	Finance	4 Weeks in advance	
Letter Created and approved by ES	Visit leader	4 weeks in advance	
Consent form created and shared to collaborate with admin	Visit Leader	4 weeks in advance	
Letters out to parents with consent form	Reception	4 weeks in advance	
Petty Cash request to Finance / List of staff names for drivers checks (if using staff cars)	Visit Leader	4 weeks in advance	
Confirmation of places	Visit Leader/ reception to communicate to parents	3 weeks in advance	
Book/Cancel lunches with reception	Visit Leader to notify Reception	3 weeks in advance	
Parent pay to be set up	Reception	2 weeks in advance	
Order form to be filled in and sent to finance for Bus, trip, and PP students, petty cash requests etc.	Visit leader/reception		
Payment to venue	Finance	1 week in advance	
Brief staff	Visit Leader	1-2 days in advance	
Educarer to plan Medication/medical needs	Amelia	1-2 days in advance	
Make sure phones are charged and ready to be Collected	Visit Leader	1-2 days in advance	
Morning Briefing with all staff	Visit Leader	Same day	

Category 1 & 2 visits

Action	By Whom	Timescale	Completed by
Risk assessments & pre-visit done in advance	Visit leader	4 weeks in advance	
Trip added to Admin Calendar	Visit Leader	4 weeks in advance	
Minibus booked in mini bus calendar or transport request made through reception	Visit Leader	4 weeks in advance	
Evolve completed by group leaders	Visit leader	4 weeks in advance	
Trip costed by Finance Team and parental contribution agreed (if required)	Finance	4 Weeks in advance	
Letter Created and approved by ES (if required)	Visit leader	4 weeks in advance	
Consent form created and shared to collaborate with admin (if required)	Visit Leader	4 weeks in advance	
Letters out to parents with consent form (if required)	Reception	4 weeks in advance	
Petty Cash request to Finance / List of staff names for drivers checks (if using staff cars) (if required)	Visit Leader	4 weeks in advance	
Confirmation of places	Visit Leader/ reception to communicate to parents	1 week in advance	
Book/Cancel lunches with reception	Visit Leader to notify Reception	2 weeks in advance	
Parent pay to be set up (if required)	Reception	2 weeks in advance	
Order form to be filled in and sent to finance for Bus, trip, and PP students, petty cash requests etc. (if required)	Visit leader/reception		
Payment to venue (if required)	Finance	1 week in advance	
Brief staff	Visit Leader	1-2 days in advance	
Educarer to plan Medication/medical needs	Amelia	1-2 days in advance	
Make sure phones are charged and ready to be Collected	Visit Leader	1-2 days in advance	
Morning Briefing with all staff	Visit Leader	Same day	