Lexden Springs School
Attend, Aspire, Achieve

EDUCATIONAL VISITS POLICY

DOCUMENT CONTROL

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Revision History

Version	Date	Change Summary	Changed By
1.1	September 2025	Logo changed to most up to date	Ellen Ramsey
1.1	September 2025	Document Control added	Ellen Ramsey
1.1	September 2025	Policy Title Page Created	Ellen Ramsey
1.1	September 2025	Change reference from Senior Leadership Group (SLG) to Senior Leadership Team (SLT) throughout.	Emma Williamson
1.0	January 2018	Initial Policy Release	Emma Williamson

EDUCATIONAL VISITS POLICY

Mission Statement Working together to achieve the best outcome

At Lexden Springs School we are committed to the Health & Safety and Safeguarding of our pupils from harm. All staff have a duty of care. We are committed to school trips both to extend the curriculum and to reinforce social and communication skills, as well as to provide opportunities to practise PSHE skills. Visits are developmental, increasing in complexity and demand as pupils move through the school. In KS3 and upwards, residential visits may be offered.

Essex County Council has formally adopted the Outdoor Education Advisers' Panel's (OEAP's) 'National Guidance' as its own Employer Guidance and principle source of guidance and information regarding good practice for Outdoor Learning, Learning outside the Classroom and Offsite Visits.

Residential Visits

- Staff who accompany pupils on residential trips do so voluntarily and do not receive additional payment or allowances. They are in effect, on duty for 24 hours per day.
- Over time, a variety of opportunities to participate will be offered, but not all pupils will be offered every trip. Wherever possible, trips are year group trips but occasionally there may be opportunities for cross age trips. For these clear events criteria for selection must be agreed by SLT and Governors.
- Visits are evaluated at the end of the year and timing and appropriateness are agreed for the coming year.
- All proposed residential trips must be discussed with the Head Teacher and approved by the governors and the Educational Visits Co-ordinator (EVC).
- Any volunteers accompanying the trip **must** have an Enhanced DBS disclosure.
- A qualified First Aider **must** attend residential trips and an emergency plan should be in place. A full risk assessment and contingency plan **must** be added to EVOLVE, and all staff informed of emergency procedures.
- Staff going on visits must be trained and signed off as competent for all medication they will have to administer.
- All residential trips **must** be discussed with the Head Teacher and Governors.
- All trips **must** be approved by Essex County Council using EVOLVE.
- Only settings approved by Essex County Council can be considered.
- In the case of outdoors and adventurous activity the provider **must** be approved by Essex County Council and hold appropriate qualifications.

Please read "Educational Visits Code of Practice 28 & Educational Visits procedures for Day & Residential visits

PROCEDURE FOR RESIDENTIAL VISITS

1. Funding

- School Funds can sometimes offer support for these. Charges to pupils must be realistic and representative of the real costs.
- Parents must be offered a staggered payment plan, so visits must be planned well in advance.
- Visits must be properly costed, and a costing pro-forma must be completed before a "go ahead" is agreed.
- Afterwards, all receipts and any left-over funds must be handed into the office.
- Funding through outside sponsorship can help with costs and are encouraged.

2. Approval

- Approval must be sought from the Head Teacher, after submission of a costing sheet. Governor's permission must be sought for adventurous and foreign visits.

3. Selection

- Parental wishes are not the only reason for not including a pupil in a trip.
- Parents and pupils should be aware that unsocial behaviour that could cause harm or distress may lead to pupils not being allowed to take part.
- Suitability of the sleeping arrangements and access to facilities also need to be taken into consideration for selection.
- Fair access to trips, so a pupil who has already attended a trip may not be able to attend again if those who have not been before wish to attend.

4. Risk

- The group leader should undertake a pre-visit to a NEW venue before it is confirmed, to assess possible risks. Risk Assessments must be completed.
- EVOLVE Assessment must be completed and approval received, at least 6 weeks before hand.
- The group leader or person in charge must ensure that the group of pupils are adequately staffed. Staff must feel confident with the level of staffing and work together throughout the trip to make sure all pupils are adequately supervised and accounted for at all times.
- Information containing itinerary, names and contacts in the school is available on EVOLVE.
- A member of the party must have current First Aid & Medication Training and take a First Aid Kit on the visit.
- The group leader must ring the school to confirm their arrival.
- The group leader must nominate a member of school staff to be the liaison contact while the group is away. The person will be responsible for relaying messages to parents if necessary.
- The minibus will be checked following school procedures.
- With trips involving boys and girls, we try to include staff members of both sexes.
- Regular checks of pupil numbers must be made when out of school and must be checked back on to transport at the end of each journey.
- Daily regular contact with school will be made via telephone, text or email.

5. Parental Information

- There must be an opportunity for parents to obtain all necessary information about the proposed visit.
- This should give details of itinerary, staff attending and details of any activities with appropriate safety information and emergency contact number.
- The curriculum areas enhanced by the visit should be made clear to parents and learning objectives for activities provided.
- Pupils are not permitted to take mobile phones, tablets or any electrical gadgets on residential trips.

PROCEDURE FOR DAY TRIPS

1.Trips taking place during the school day

- Parental approval for short visits should already have been obtained.
- Check availability of minibus if needed.
- Seek approval from Head teacher/ EVC and notify parents stating curriculum focus for the trip.
- Complete the school pro-forma to request voluntary contributions – please note it should not be assumed that school fund can subsidise trips.
- All visit leaders must complete the EVOLVE process immediately, including risk assessment of venue and management of pupils.
- Governors' permission must be sought for any visit that is
    A. Adventurous
    B. Foreign
- Check pupils are not required for medicals or other appointments!
- Collect any necessary medication from the school nurse and that you have instructions on time to give medication and sign any medication out in the blue book in the medical room.
- Arrange any necessary packed lunches (free or purchased) with the office. At least a week's notice is required.
- If using the minibus school procedure for checks must be followed.
- Regular checks of pupil numbers must be made when out of school and to check pupils back on to transport at the end of the trip.
- Staff must remain attentive to the needs and safety of all pupils at all times particularly around traffic.
- If a pupil becomes lost, the relevant authorities e.g. police, security guards etc must be notified and the school must be phoned.

2.All-day visits

As above with the following additions:

- A letter must be sent to parents.
- Transport coordinator/school office must be informed if pupils will not return in time for normal transport home.
- A teacher or person in charge must ensure that a group of pupils are adequately staffed. Staff must be assigned to individual pupil(s) and feel confident with the level of staffing, as detailed in the risk assessment.
- If the students arrive back after the school day is finished, sufficient staff must agree to stay until everyone is collected.

3.Local Visits – Local Learning Area

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

• Must be recorded on Evolve – under Local Area Visit

• Need verbal approval by EVC/SLT

• Do not require parental consent however ideally, they should be informed if the trip is preplanned

• Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: e.g.

- Silver Witch Park
- Marks Tey Park
- Boxted Park
- Lakelands Park
- Lakelands Community Centre
- Highwoods Park
- Westlands Park
- Ardleigh Park
- Old Heath Rec.
- Richmond Road Park
- Sainsbury's Tollgate
- Aldi Stane Park
- Greggs, Stanway
- CO-OP Stanway
- Stanway Library
- Stanway Youth Club
- Millrace Garden Centre
- Poplar Nurseries
- Perrywood Garden Centre
- Hall Farm
- Yarra Farm
- Holly Lodge
- Kingsland
- Hatfield's coffee shop

'No-go' areas within the Boundaries

- Visits into Colchester City centre (Due to crowded areas)
- Visits near water or the sea
- Any activity that can be described as adventurous.

Operating Procedure for Local Learning Area (The below is simply a generic risk assessment for these routine activities)
The following are potentially significant issues/hazards within our Local Learning Area:
• Road traffic
• Other people
• members of the public
• Animals
• Losing a pupil
• Uneven surfaces and slips, trips, and falls
• Weather conditions
• Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:
• Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office on the EVC lead training competency register.
• The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school during their admissions meeting.
• The staffing will be determined by the needs of the pupils' individual risk assessments, including suitably trained staff for medical needs.

• Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
• Pupils are constantly reminded about road safety and practice standard techniques for road crossings in a group. Road crossing should always take place at a crossing wherever possible.
• If pupils need aids to walk, buggies or wheelchairs they must have the appropriate equipment before going out.
• Where appropriate, pupils and staff are fully briefed on what to do if they become separated.

- Pupils' Therapeutic Plans must have been read and understood by all staff attending the visit.
- IHC plans must always go on all visits for those pupils who have them.

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Before adopting the use of the Local Area Visits module, the scope of a Local Learning Area must be determined by your school and made explicit in your Local Learning Area Policy. The Local Area Visits form **must not** be used for visits that take place outside of school hours or involve adventurous activities.

EVOLVE

Juniper
Essex

What type of form do you want to add?

Visit Form

Local Area Visit

as defined in your visits policy

3.Risk Assessment

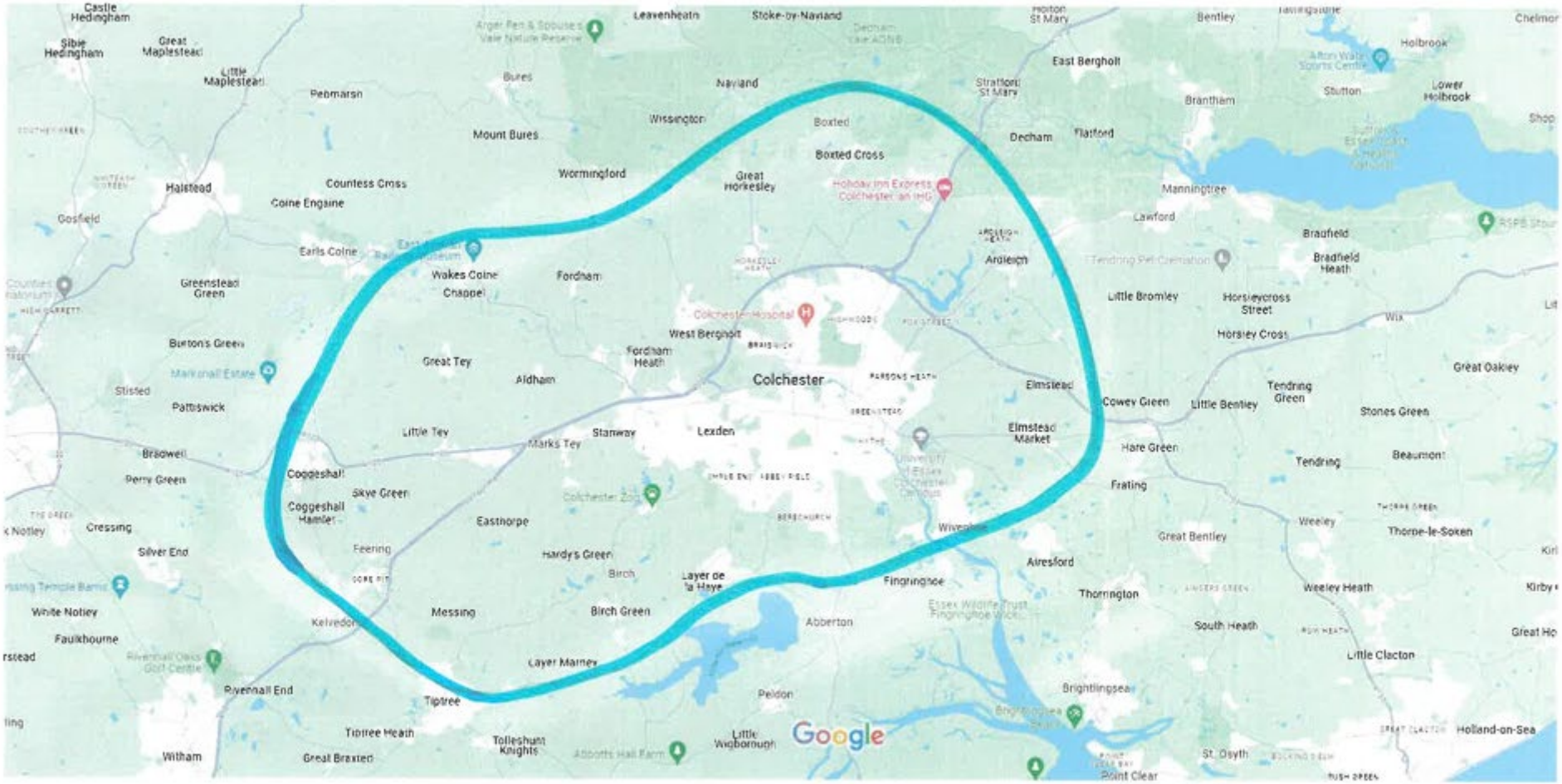
- Visits beyond that included in the Local Area remit must have an approved risk assessment in place prior to commencement and additional risk assessment done for pupils with challenging behaviour. This is completed online using EVOLVE.
- Medical needs that require extra consideration.

- Forms are available on the pool and guidance on completion can be sought from a member of the SLG.
- Members of staff using their own vehicles must have insurance covering business use for the named driver and a copy of insurance/ driving licence and MOT must be kept in Health & Safety filing cabinet and reviewed on a yearly basis. Parent's permission must be obtained before pupils travel in staff cars.
- Please read Mini Bus Risk Assessment.

4.Health & Safety

When out on the Minibus if you break down call RAC and Emergency services if necessary and contact school. If safe to do so staff/pupils to leave the Minibus and wait on embankment making sure pupils do not run into traffic and are supervised at all times. If unsafe to leave the Minibus put Hazard lights on and stay on the Minibus and wait for assistance.
If you are involved in an accident, contact 999, RAC and school giving information on accident and any casualties, if carrying oxygen cylinders open windows and inform emergency services that you are carrying oxygen. If safe to do so remove staff/pupils from the Minibus and find a safe place to wait for assistance, if it is unsafe to do so reassure pupils/staff and put hazard lights on and wait for assistance.
Follow procedures on your risk assessment.
Ensure lead staff carry the Critical Incident Card which has the plan and contact numbers.
Best practice encourages staff to print and carry the EVOLVE risk assessment or to be able to access it online.

Google Maps



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