



Walter Halls Trips & Visits Policy

Reviewed: September 2023 Next Review: September 2024

Walter Halls Policy for outdoor learning, off-site visits and learning outside the classroom

Updated Autumn Term 2023 Review date Autumn Term 2024

At Walter Halls we follow the National Guidance (OEAPNG: <http://oeapng.info>) and adhere to the recommendations in the Nottingham City Council Trips and Visits Policy and Guidance. Staff should also have reference to the following documents and guidelines as an extension of this policy:

- The Nottingham City Council Offsite/Educational Visits Policy
- The Visit Leader Checklist
- Management Board and Governor Checklist
- National Guidance on Staffing and Supervision Guidance
- Group Management Guidance for Staff
- Guidance for staff: Transport in Private Cars.
- EVC Checklist
- Emergency Plan
- OEAPNG: <http://oeapng.info>

1. Introduction

- This policy applies to all staff, volunteers and pupils at Walter Halls School attending any off-site visits or educational experiences. It includes residential (overnight stays), adventurous activities and outdoor learning which may be within school. It also includes guidance for any external visitor leading an activity in the school grounds that is additional to the normal timetabled activities e.g. an archery leader.
- Walter Halls School believes in the benefits for all pupils in learning outside the classroom. We believe that trips, visits, outdoor learning and residential experiences enhance pupil knowledge and understanding; increase pupil engagement; make learning come alive and also helps young people to make sense of learning in a real-world context.
- At Walter Halls we are committed to trying to ensure that all pupils regardless of background or educational needs are able to access trips and visits.

2. Clarification of roles

National Guidance outlines the normal responsibilities of various roles including:

Roles: Member of a Management Board or Governing Body

Outdoor learning and off-site visits can have a profound effect on children and young people and their well-being; positively influencing behaviour and relationships, developing self-confidence and raising achievement. In an educational setting, 'real' experiences make learning more engaging, relevant, enjoyable and memorable and should be integral to the Establishment's work. The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the Employer. It is critical that you understand who the Employer is in your setting (refer to document 1c "Status, Remit and Rationale").

Employers have duties to ensure:

- So far as is reasonably practicable the health, safety and welfare of all employees and others who may be harmed by their activities.
- That arrangements for supporting pupils with medical conditions conform to Section 100 of the Children and Families Act 2014.

In addition, Local Authorities have a duty of care for the health and safety of all young people for whom they are responsible under the Children Act 2004.

As a member of a management board or school governing body you should seek to enable and ensure high quality visits and outdoor learning through support and challenge as a '**critical friend**'. You should make sure that:

If the management board/governing body is the direct Employer of Establishment staff you are fully aware of the Employer's responsibilities under health and safety law.

There is an Establishment Visits/outdoor learning policy and procedures – including emergency procedures.

There are formal notification and approval procedures for Visits, and you are clear about your role in these.

You refer to documents Management Board and Governor Check List and Establishment self-evaluation form. Governors in a school setting are also advised to refer to Learning Outside and Off-site visits: self-evaluation using the Ofsted framework.

Roles: Headteacher

At Walter Halls the Headteacher line manages the EVC Co-ordinator and is in overall responsibility of safeguarding in school. In regard to trips and visits the Head:

- Approves all trips and visits before they are booked. Staff will email a request to the Head who will email back approval in principle.
- Ensures that all of the policy and paperwork are up to date in conjunction with the EVC Co-ordinator.
- Ensures that governors and stakeholders (via communication such as the web and newsletters) are informed of trip schedules, overviews and procedures.
- Ensures that staff are appropriately trained and understand the expectations and guidelines in conjunction with the EVC co-ordinator.
- Signs off trips and visits after they are submitted and approved by the EVC on the electronic EVOLVE system.

Roles: Educational Visits Coordinator (EVC)

At Walter Halls the EVC is the Office Manager who is also responsible for overseeing any payments, overseeing the annual trip schedule across school, researching projects and opportunities, transport maintenance and commissioning, Health and Safety and First Aid which all complement the role of EVC. At Walter Halls the EVC:

- Be a champion for all aspects of visits and outdoor learning. Will research trips and venues and pass on any opportunities to staff.
- Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards Establishment effectiveness. At Walter Halls the EVC will ensure there is an annual trip overview and that every year group from 1-6 has a trip out or a visitor in each half term.
- Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable Visits/outdoor learning.
- Mentor leaders and aspirant leaders, supporting their ongoing development and training and sample monitor their activity to identify any further training needs which will be discussed with the Head.
- Ensure that planning complies with your Employer's requirements and that the arrangements are ready for approval within agreed timescales.

- Support your Head/Manager and Governors/Trustees in approval decisions so that all those with responsibility have the competence to fulfil their roles. Ensure that activity is evaluated against its aims for learning and development, that good practice is shared and any issues are followed up and comply with statutory and Employer's requirements. See documents. The EVC will with the Headteacher complete the "Establishment self-evaluation form" on an annual basis. Keep the Senior Leadership Team and Governors/Trustees informed about the Visits/outdoor learning taking place and their contribution to establishment effectiveness.

Roles: Visit Leader

- Carry out a pre-trip visit, or ensure that another member of staff on the trip has carried out a visit or ensure that enough information is available to ensure a safe and well-planned trip can take place.
- Request approval for the trip via email from the Headteacher.
- Use the visit leader checklist ensuring that all actions are completed and the checklist is uploaded as part of the planning and risk assessment paperwork on EVOLVE.
- Complete a risk assessment using the online EVOLVE system. Ensure that all aspects of safety are considered with regard to transport, movement on to and off of transport to and from the venue, the safety and practical environment at the venue, toileting or changing arrangements, pupils with behavioural or additional needs and 'what if' plan B scenarios relevant to the venue e.g. What if it rains? What if the bus is late? What if the mini train is not running? Etc.
- Organise groupings for children with different staff ensuring that no volunteers are at any point left alone with a group and that children are distributed in appropriate ratios for the venue.
- Complete a timetable of activities.
- Ensure the children have received information on the day and a safety and expectations briefing.
- Ensure that parents are informed in a timely manner. Please aim for 2-4 weeks' notice plus the trip plan and schedule should be in year group newsletters each half term.
- Ensure that the kitchen have notice of a minimum of 2-4 weeks for packed lunches.
- Ensure that the office have at least half a terms notice to book transport if required (note – the best deals for summer trips should be booked in Autumn or Spring).
- Where there are concerns around behaviour or SEN the trip leader should discuss these with the Deputy Head and Assistant SENCo at least two weeks in advance so that all efforts can be made to ensure that the child accesses the trip. It is Walter Halls policy that we work from the assumption that everyone can and should go. On rare occasions when a child cannot go due to concerns around safety the decision will be made by the Head or the Deputy and communicated to parents by the Head or the Deputy.

3. Procedural requirements

Risk assessment

Staff must complete the appropriate risk assessment and upload this onto EVOLVE. Please note that for overnight or residential stays there are additional forms required by NCC (Nottingham City Council) which the provider may need to sign off so please plan ahead for this e.g. an EV4 form.

Risk Assessments must include and consider:

- Numbers and ratios
- Environment and any potential hazards in the environment
- Activities undertaken and any potential risks to these activities and staff leading those activities
- Safety certificates and risk assessments from the venue e.g. if the children were at a trampoline centre do they have their own risk assessment? This must be obtained and included.
- Children with additional needs or behavioural support must be named using initials and a plan put in place for support and anticipation of need. Also, pre-trip preparation for these pupils should be noted down and emergency plans in case of any issues related to their needs.
- Qualified staff e.g. for activities and delivering first aid.
- General medical needs e.g. inhalers, EPI pens. Any children with medical needs must be named, plans and training if necessary to administer medicine or to avoid illness e.g. allergy.
- Children's clothing.
- What if? Plan B and emergency planning. For example, change of plans due to weather, what to do if someone is lost, what to do if someone is ill or travel sick etc.
- Toileting, sleeping and changing arrangements
- Organisation and grouping.
- Advice, expectations and information for children in a pre-trip briefing.

The risk assessment must be shared and read by all staff on the trip in advance. The staff should also have medical information and behavioural or inclusion support information and strategies. Staff should also have information on the timetable of events, registration and informing the office, what to do if a pupil is late, where to place any pupils not attending the trip and a reminder to inform the office about where that child is going for the day. Any parent volunteers should be given a safety and expectations briefing which includes a reminder that they are responsible for all of the children in the group (not just their own) and that they will not be left with any children on their own etc.

Staff are reminded that the risk assessment should be ongoing and continuous throughout the trip with any unexpected situations evaluated for risk and decisions made accordingly. On most occasions staff should consult with the visit leader but in some circumstances time and location may mean that any staff member will be expected to evaluate and act according to keep children safe.

Approval of staff to lead activities and visits.

The trip leader should email the headteacher to seek approval for the trip and their wish to lead it. Generally, any teacher or TA in school can be a trip leader as long as they have up to date information and training on the policy, procedure and expectations for trips and visits in school.

Evaluation of external providers.

Following a trip, the EVC will ask staff to complete a brief evaluation and review for future planning. This will also include a reflection and lessons learned section.

Parental communication and consent

At Walter Halls parents have signed to agree that their child can go on a variety of local trips and visits without any consent having to be granted each time. However, we expect staff to still notify parents of any local trips in a timely fashion via letter and school comms. The places that have been pre-agreed to

are listed below. For these places please send a letter informing of intention to go with the date, times, items needed and info re lunch.

Arboretum	The Albert Hall	Bellvue Care Home (community work)	Bestwood Country Park	Capital radio	Local Circus
Colwick Park Nottingham Caves	Nottingham Castle Nottingham Academy	Gedling Country Park Local primary schools	Holme Pierre Pont Local shops, cafes/restaurants		Local Sports Venues Nottingham city centre (e.g architecture walk)
Nottingham Play House & Theatre	Nottingham train station (to look at architecture)	Nottingham Ice Arena	Nottingham Contemporary Arts Centre and other museums.		Nottingham County & Forest Football Grounds
Fire Station	QMC / hospital (First Aid Training)	Nottingham University	Rushcliffe Country Park		Sneinton Windmill and Science Centre
St Anne's Allotments	Stonebridge City Farm	The Arts Centre	The Theatre Royal		Use of local bus/ tram network
Woodthorpe Park	Victoria Park	Valley Centre / The Chase	University parks & grounds		Wild Cats Arena
Canalside walks	Riverside Walks (Trent Bridge)	Local Libraries	Local secondary schools		Local Garden Centres

For other non-local trips or adventurous activities or residential then consent must be obtained in a timely fashion. Consent is needed to visit local places of worship.

All letters must be checked by a senior leader and the office staff (Belinda or Alex) before going out to parents.

Information about participants' medical conditions, special needs, behaviour etc.

Trip leaders and all staff must have knowledge of the needs of all pupils and the strategies needed to support and include them on the trip. Provision and planning should be made to the pupil's specific needs and there must be a specific risk assessment for pupils with additional or behavioural needs. They must be named (initials) on the risk assessment.

Stall must make sure they have all of the relevant medical information and that a first aider attends the trip with appropriate supplies. There may be a need for more than one first aider e.g. if you are in a large venue and the group is split into smaller groups.

In accordance with GDPR policy and guidelines every effort must be made to ensure that confidential medical records are kept securely and brought back in to school to be shredded after use.

Prior notification and approval of visit plans.

Visits are approved through the NCC EVOLVE online system by the EVC and then the Head. Staff will be received emailed approval from EVOLVE.

Some visits such as residential visits or some adventurous activities must be approved by the NCC advisor. This can be done through EVOLVE but staff should allow a greater period of time and complete the paperwork slightly earlier for such a trip. Please allow 4 weeks from the information being uploaded to EVOLVE.

'Checking out' and 'checking in' before, during and after a visit.

Staff must complete a register electronically before leaving. They should also take a paper register with them of all children on the trip.

Any children in school but not attending the trip should be sent to another pre-arranged class with appropriate work and the office must be notified that this is the case.

A copy of the paper register with the children taken on the trip ticked and the location of any who are in but not going and their location should be handed in to the office prior to departure.

Whilst on the trip staff should have mobile phones and should check in with school as appropriate. Staff should always check in to let school know they are on their way back and on residential trips we ask the visit leader to give daily updates to school which can be passed on to parents. Staff should always inform school of any delays or behavioural / safeguarding or emergency medical issues as soon as they can.

Toileting

Staff should be mindful of supervision of children when using public toilets. A member of staff should be outside the toilets and should have checked that there is only one exit to the facilities before the children go in. For boys in KS1 or EY using open public toilets it is preferable that where there are no male staff teachers either ensure the toilets are empty or send the boys in to use the female toilets where they can be carefully supervised.

Emergencies

Staff should follow the guidance on the emergency plan. Copies should be taken on the trip and this is copied below:

Visit Leader Emergency Action and Planning Card

Emergency Procedure:

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

- REMAIN CALM - Assess the situation.
- Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - accounted for
 - safe
 - adequately supervised
 - briefed to ensure that they understand what to do to remain safe.
- Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
- Call emergency services as appropriate.
- Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
 - Preserve life
 - Prevent the condition worsening
 - Promote recovery

Essential First Aid:

- casualties need to be able to breathe – if they are unconscious this means being put into a safe airway position
- you need to try to find and stop any serious external bleeding
- you need to protect the casualty from the environment - keep them warm
- Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Please complete:

Visit Leader Telephone Number:

School/Establishment: Walter Halls

Head/Senior Leader Contact (can be contacted out of hour too):

School Number: 01159150045

Once the immediate situation is contained:

Inform the school and the Head / senior leader:

- Who you are and what your role is within the group
- What number can you be called back on?
- What is the nature of the emergency?
- How many casualties there are and their status and location
- The total number of people in your party
- Your current location
- Whether you are staying where you are or moving – if you are moving where to?
- What time did the accident/incident happen?

Normally, the senior leader will contact the pupil's parents and inform them of the situation.

Liaise with, and take advice from, emergency services if they have attended the scene.

Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.

Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.

Control communications - prevent group members from using phones or going online unsupervised or until approval is given.

Keep a written log of all actions taken, conversations held and a timescale.

Refer all media, parental or other enquiries to school and the senior team.

Inform the Foreign Office Consular Assistance Team if abroad.

4. Induction, training, apprenticeship, succession planning

- Induction requirements.
 - All new staff will receive training on trips and visits from the EVC and their phase leader.
 - New staff will be asked to read the policy.
 - New staff will be offered support on the completion of risk assessments and planning a trip from their phase leader or the EVC.
- Training requirements
 - The EVC attends training and update training through NCC.
 - There is an annual update refresher training staff meeting for all staff on trips and visits.
- Requirements for record keeping.
 - Records of trips and visits are kept electronically on EVOLVE.
- How the establishment addresses issues of succession planning to ensure the sustainability of visits.
 - All trip information is electronically stored and policies are also stored and available online for any new staff member to access.

5. Risk management and risk-benefit assessment

- Risk assessments are completed for each trip along with the trip leader's checklist and activity and group arrangements. Additional medical information and SEN or behavioural support info may also be included. This is uploaded onto EVOLVE and approved by the EVC and then the Head.
- Annual training on trips includes risk management and benefit update training.
- Children are given a safety talk prior to the trip. This should include "what if" scenarios. The format for the discussion should include:
 - Information for the children on the agenda and activities for the day.
 - Specific and general safety instructions e.g. on the bus, walking, related to equipment they might be using etc.
 - What if scenarios e.g. What if I become separated during a walk-through town and how to avoid these.

6. Road Crossing and Walking

Staff should cross roads by making sure that crossings are used wherever possible and crossing should be made away from bends etc.

It may be necessary to walk further to make a safer crossing.

Staff should ensure they have stopped traffic and a member of staff is at the front and at the end of the children crossing.

A member of staff may be in the middle of the road stopping traffic until the last pupil has crossed. Preferably two members of staff facing both sides of traffic should be used.

It may be necessary to split children into two blocks to cross the road. Staff should be distributed evenly.

Children should be reminded to walk on the side of the pavement away from traffic and to keep in. Staff should be spread out across the walking line.

The leader should check frequently that the group is together.
Children should walk in pairs and have appropriate shoes and clothing.

7. Assessing venues and providers

Pre-visits should be carried out where possible. Pre-visits must be carried out for school run trips and residential where no staff attending have been before.

Staff may ask for risk assessments for specific venues and providers where necessary eg residential stay providers, adventurous activity providers.

Staff should use approved National Providers where possible or Local Authority approved providers.

8. Volunteers

Volunteers should not be left with groups of children on their own.

Volunteers should have a trip debrief before departure.

Volunteers should be risk assessed on a once of risk assessment if they are not regular helpers (who will have a DBS)

Volunteers cannot be trip leaders.

9. Emergency procedures and incident reporting

The safety plan outlines emergency procedures. A member of staff must be nominated for 24/7 contact for residential trips. This is usually the Head or Deputy.

Staff should take accident forms with them and complete these as normal and then return them to the office on their return. The office photocopy these and then call and send a copy to the parents.

10. Behaviour

The school rules and expectations should be followed out of school.

Staff must give children an expectation talk and reminders if necessary on the trip.

Plans should be in place for any high-profile children well in advance of the trip and there should be emergency plans in place for those children.

11. Inclusion

Walter Halls tries to ensure that all children regardless of need will attend all trips and visits. Any concerns must be discussed and planned for with the SEN team well in advance of the trip. We work from the assumption that we want the child to attend and will do whatever is reasonable to ensure that they can.

Trips and visits should never be used as a behaviour tool with any child e.g. staff should not use the threat of losing a trip or going on a trip to encourage or discourage behaviour in class as we work on the premise that trips are a curriculum entitlement and all children will go. Staff planning trips should think about suitability and access for all when choosing where to go.

Children should be prepared and staff should ensure they have all the information and equipment needed to make sure the child has a successful excursion.

12. Insurance

School has insurance through Nottingham City Council for trips and visits.

13. Finance

School sets out trips and visits for the year ahead and outlines these for parents. School asks staff to ask for voluntary contributions equivalent to no more than 50p per week of school over the course of a year. School subsidises trips and visits every year. Some trips are payed for solely by school for specific curriculum events e.g. Southwell Minster Pilgrimage and Y6 Archery.

School operates a cashless system called ParentMail. Parents can pay online and support is available in the office where necessary.

We have a fund for any pupils who require financial assistance. Parents are reminded of this in welcome meetings when we share the trip overview.