

Moorcroft School

Educational Visits Policy (January 2025)

Rationale for Educational Visits

At Moorcroft School, we believe that off-site visits broaden and develop teaching and learning experiences that are not available in the classroom. Off-site visits and activities provide opportunities for enhancing learning within the school curriculum and for pupils to engage in activities that build their knowledge, skills, and understanding of Personal, Social, and Health Education, Citizenship, Health and Safety, societal values, and experiences of the wider community.

Aims and Objectives

The aim of this document is to ensure the safety of Moorcroft students and staff during any off-site activities. The policy outlined in this document must be followed when planning any off-site visit.

It is essential that staff planning an off-site visit have read the relevant sections of the policy before taking any pupils out of the school grounds.

Inclusion Policy Statement

Visits are an integral part of the curriculum at Moorcroft School. All students are encouraged to participate irrespective of social background, culture, race, differences in ability, and disabilities. Each student has an entitlement to experience:

- Effective independent learning opportunities
- Success in learning
- Achieving as high a standard as possible

Teachers will set appropriate learning objectives, respond to pupils' diverse learning needs, and the school will provide necessary support to enable students to participate effectively in off-site visits, ensuring equality of opportunity.

Introduction

Moorcroft School recognises and accepts that learning outside the classroom is a valuable tool in every pupil's education if conducted within a safe and healthy environment. The Academy Trustees are committed to taking all appropriate steps to meet statutory requirements, codes of practice, and guidance notes in establishing a safe environment on school visits.

The high quality of planning and leadership on school visits will be evident from the contribution these journeys make to the Academy's ethos and the interaction between students and staff.

All employees have a duty and responsibility to take reasonable care to avoid injury to themselves and others, and to cooperate to ensure statutory duties and obligations are fulfilled. The school's Educational Visits Policy can only be successfully implemented with the cooperation of everyone involved.

Responsibilities

Responsibilities of the Eden Academy Trust Board of Trustees

In discharging its responsibilities, The Eden Board of Trustees will:

- Familiarise itself with the requirements of appropriate legislation and codes of practice.
- Ensure that there is an effective and enforceable policy for health and safety on Educational Visits throughout the Trust, and that it is implemented.
- Periodically assess the policy's effectiveness and implement necessary changes.
- Trips and Visits Procedures Rationale

These procedures apply to single-day visits, longer journeys (domestic or international), overnight stays, and any visit organised by the Eden Academy Trust staff or for which students are recruited during school hours.

Responsibilities of the Headteacher

The Headteacher is responsible for the day-to-day development and implementation of Educational Visit practices and conditions for all staff and students.

The Headteacher will:

- Be familiar with the requirements of appropriate legislation and codes of practice.
- Create and monitor a management structure for educational visits.
- Ensure an effective policy for health and safety on Educational Visits is implemented.
- Identify and evaluate risks related to possible accidents and incidents, including work experience and other off-site activities.

The Headteacher undertakes to provide, as far as reasonably practicable:

- Adequate provision of safety and protective equipment, clothing, guidance, and supervision.
- Communication with parents/carers about trip arrangements, including pre-trip meetings for overnight stays.
- Effective guidelines and risk management to ensure the safety of students and staff on Educational Visits.
- Support structures so staff feel prepared to undertake visits.
- Safe and healthy working practices, taking into account statutory requirements and guidance.
- Supervision, training, and instruction for staff and students to safely engage in school-related activities and visits.

Responsibilities of the Educational Visits Coordinator(s) (EVC(s))

The Headteacher will designate appropriate members of staff as Educational Visits Coordinator(s) (EVC(s)). The EVC(s) is responsible for the day-to-day

implementation of the Educational Visits Policy and serves as the designated contact for all staff planning an Academy visit.

Responsibilities of Supervisory Staff

All supervisory staff must be familiar with relevant health and safety legislation and codes of practice. They must exercise a duty of care higher than that of a careful parent/carer in similar circumstances. Responsibility for specific visits may be included in staff job descriptions.

Approval & Notification

Staff wishing to organise visits must obtain the Headteacher's approval before finalising arrangements. Approval requests must indicate the nature of the trip, any hazardous activities, and include a risk assessment.

- School Day Off-site Visits
- Parents/carers must be provided with comprehensive trip details including:
 - Educational justification
 - Date and time
 - Transport arrangements
 - Supervision
 - Required clothing/equipment
 - Eating arrangements (if needed)
 - Permission slips and emergency contact information

Residential Visits

For residential visits, additional planning includes:

An inspection visit

Detailed letters to parents/carers outlining safety measures

Parental Consent

Specific consent is required for each trip. For regular activities (e.g., swimming), consent may be obtained at the start of the academic year. Parental/Medical Consent forms must be completed for all visits and overnight stays.

Supervision Ratios

Day visits: Minimum 1 adult per 3 pupils

Overnight stays: Minimum 1 adult per 2 pupils

Adventure activities: Minimum 1 instructor per 6 pupils, with an instructor who is competent and qualified.

Staff must risk assess each pupil and adjust ratios accordingly.

Moorcroft has a proforma for one day visits which should be given to the Head Teacher at least 2 weeks before the proposed visit. The proforma includes a check list of everything teacher in charge of the visit needs to prepare before the visit can be approved. This will include a risk assessment, confirmation that the teacher has carried out pre-visit to the venue and parental / carer permission slips. The visit must be approved by the Head Teacher before the visit is booked.

Finance and Costing

The member of staff in charge of a journey or visit is responsible for ensuring

that the full costs involved are covered either by parental contribution or by pre-arranged contribution from Trust funds or Moorcroft funds.

The following main costs need to be considered but others will apply depending on the nature of the journey:

- Accommodation
- Food
- Travel/transfers
- Insurance
- Contingencies

Parental Contributions

For curricular trips during school hours, voluntary contributions may be requested. If insufficient funds are raised, the school may cancel the trip. Non-curricular trips outside school hours will require full cost recovery.

Parental Communications

The need for close communication with parents/carers is obvious, so that they are always assured of the whereabouts and the safety of their children, and to forestall potential problems.

The School Office must be advised of all trip itineraries and contact phone numbers so that contact with the party can be maintained at all times.

If the visit finishes outside school hours or away from the school premises, parent/carers must be notified of the arrangements for dismissal. Careful consideration must be given, in particular, to dismissal arrangements late in the evening.

Accidents, Incidents, and Medical Emergencies

All incidents must be documented. Any Serious Incidents of challenging behaviour must be recorded on an online Serious Incident Form. Any injury incurred by a student or member of staff on a trip should be reported by completion of the appropriate online forms as for all accidents within the school. (If required a RIDDOR form must also be completed). An incident report checklist is provided within the school visits pack.

First Aid and Medical Details

Students should always have access to First Aid while out in the community. A proper first aid kit must be taken on all visits. The administration of medicines should be in keeping with the Trust's rules. For students who require emergency medication, the medication and medication care plan must accompany them on a trip. This should be carried by a named person trained to administer the medication.

For students who's emergency medication is not in school (for example, if the medication has expired) then the student should remain in school unless parents / carers have agreed in writing the trip can still take place and the visit

has been authorised by the Headteacher and the School Nurse and a full risk assessment has been carried out. If in the event of a medical emergency the emergency medication is not available an ambulance should be called immediately.

When obtaining permission from parents/carers/carers to take students on a visit, information must be sought as to the relevant medical details. All members of staff accompanying the students must be fully aware of any requirements.

Normally in the event of an emergency requiring a pupil to be taken to hospital, the member of staff in charge will act 'in loco parentis.' In non-life-threatening situations permission to administer treatment and anaesthetic will normally be given once parents/carers have been contacted. In a dire life-threatening emergency, the member of staff must check the Emergency Contact List to ascertain whether permission has been granted by the parents/carers for the administration of medical treatment or anaesthetic. Members of staff are not authorised to give permission if parents/carers have not indicated that this is acceptable

Transport

See separate Minibus Regulations covering the use of the Trust's own buses in the Health and Safety Procedures.

For hired transport, only reputable contractors with seat-belted vehicles are acceptable.

Signed on behalf of the Board of Trustees:

A Sanders

Andrew Sanders
(Regional director South)

Date: 24/02/2025

To be reviewed: January 2028