



Derwent and Southill Federation

We are a Values-led Federation

We respect ourselves; We respect others; We respect the environment.



Visits Policy 26 27

Aims

Derwent and Southill Federation aims to serve our communities by providing an inclusive, broad and balanced education, which promotes a love of learning and respect for all. As part of this we have a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. This is because educational visits offer pupils learning experiences that can have a lasting impact on their development.

All staff have all documents and templates for visits in the Staff>Trips area of the google drive. Each year all teachers are trained in how to fill out risk assessments and send information to the EVC for upload into EVOLVE.

Each year the school arranges a number of educational activities and visits that take place off the school site and/ or out of school hours.

These include: -

- Out of hours clubs
- Inter school team sports
- Regular trips in the local area
- Day visits and in school visits by professionals and groups
- Residential visits and activities, some of which are adventurous

Responsibilities

Specific responsibilities for a visit include:

Pupils

· To follow instructions and procedures in line with the risk assessment. We use Evolve which ensures risk assessments and safeguarding procedures are followed and these are uploaded to the Local Authority for each trip organised.

Supervising teachers and other adults make sure they

- supervise children, continually assess risks, manage risks in line with the risk assessment.
- follow the instructions of the group leader.

Group leader

To undertake a preliminary visit or if not possible, take action to ensure that the venue and journey are safe and suitable for all participants.

To prepare and take a copy of the Field File on all visits and journeys ensuring a copy is with the local point of contact.

To manage and supervise the supervision and conduct of the visit.

To report any accidents or “near misses” to the EVC

To share contact details such as a mobile telephone number with the staff on the visit. · To liaise with school emergency contact in an emergency.

EVC (Educational Visits Co-ordinator)

EVC's are Tenille Rimmer and Lucy Black at Derwent and Sonya Read, and Michaela Lattimore at Southill.

The EVC role is: -

To ensure that competent people lead or supervise a visit.

To advise group leaders on proposed visits.

To ensure group leaders are aware of the preparation necessary before visits take place.

To keep records of individual visits including accidents or “near misses”.

To keep a record of staff competences (appendix 1)

To monitor the quality of visits in terms of both paperwork and observations by taking part in or visiting trips such as those that are residential).

To identify and provide for staff training needs.

To support the Headteacher with approvals

To keep staff apprised of the policy and legal requirements.

To review systems within Derwent and Southill staff

Headteacher

- To approve visits and assess competence of visit leaders.
- To ensure that visits are inclusive.
- To ensure that reporting systems are in place.
- To communicate with governors.

Governors

- To review systems within Derwent and Southill at a strategic level.

Local Authority via Evolve.

To have sight of and where appropriate approve all external activities

- To quality assure the process.
- To provide training.

The person who currently holds this responsibility at Central Bedfordshire is Rachel Old

All matters regarding each visit outside school will require the prior approval of the Head teacher and EVC.

Risk Assessment

A ‘Risk assessment’ is a careful examination of what could cause harm to pupils, staff or others. This includes an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school.
- Event Specific Risk - any significant hazard or risk relating to the specific activity that is not covered in the generic policies.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Template risk assessment documents are on the ‘all staff>trips’ google drive.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits. Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks, such as by listening carefully to instructions. Through this they will develop risk awareness which is an essential life skill.

First Aid

First aid provision should be appropriate to the nature of the visit. Group Leaders must undertake a risk assessment that will identify the level of first aid knowledge required and equipment to be carried. On all visits there must be an “appointed person” for first aid. The appointed person should know what to do in an emergency without necessarily having to administer first aid. As a federation we will satisfy ourselves that as part of our own risk assessment, first aid cover will be provided throughout the visit or journey, both during transportation and at the destination.

A properly maintained first aid kit will be available during journeys and activities. Supervisors will be aware of the contents and how these should be used. All staff will be informed about children who are on or liable to need medication. The field file will ensure that in the case of pupils suffering from asthma, epilepsy, diabetes or who have a serious allergy and may need to carry an EpiPen. Parents of children who use or have medication at Derwent and Southill such as inhalers should have them or should give them to a member of staff.

Planning a visit

Any member of staff leading a visit will need to have their ‘competence to lead’ assessed before approval for the visit is given. For the majority of visits this will be assessed by the Head teacher and/or EVC. All templates for planning and preparation of a visit for teachers are in the All Staff>trips google drive. There are copies of letters and risk assessments from previous visits to minimise workload and enable teachers to plan safely and effectively.

The educational relevance of all visits and journeys must be clearly defined. Equally the nature of the activities undertaken must be suited to the ages, abilities and aptitudes of the pupils taking part and there should be clear links between the learning activities on the visit and the normal work of Derwent and Southill (see appendix 1). If a child has a physical disability then access issues must be explored. The parents of these children may need to be contacted individually at an early stage and before final costs are established.

Preliminary visits are strongly advised whenever a new destination is being considered in order to:

- Check the suitability of the venue.

- Determine the programme and activities for the day.
- To become familiar with the site with regards to toilets, places for lunch etc.
- To carry out a risk assessment.

Where it is not possible to undertake a preliminary visit, there are other things which group leaders should do to gain information:

- Obtain whatever written information is available.
- Contact any experts in the locality who have specialist knowledge of the site.
- Obtain information from other schools/Academies who have visited the site.
- Contact the LA for the area to be visited.

Check previous trip documents from the federation in the staff google drive

As a general guide and in normal circumstances, the adult /child ratio may be

- Reception (foundation stage) = 1:3
- Years 1 and 2 = 1:6
- Year 3 = 1:8
- Year 4 – 6 = 1:10

However, a professional judgement must be made for each visit, by the Visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These include:

- Type, duration and level of activity.

- Needs of individuals within the group.
- Experience and competence of staff and accompanying adults
- Nature of venue.
- Weather conditions at that time of year.
- Nature of transport involved.

The Group Leader must prepare and take a copy of the Field File on educational visits and journeys. The Field File should contain:

- Completed parental consent forms.
- Completed nominal role.
- Details of the local point of contact.
- An itinerary for the visit.
- Insurance details with telephone numbers.
- Copies of all risk assessments.
- Incident/accident report forms.
- A copy of "Emergency procedures".
- An emergency card.

Additional copies of the emergency information card should be given to every supervisor as well as the mobile telephone number of each.

Supervision

In particular when planning a visit staff should pay attention to the need to maintain a complete programme of supervision including when the main group is split into sub-groups.

Wherever possible, mixed gender groups should have at least one male and one female supervisor.

Where this is not possible, the implications need to be carefully considered. All supervisors must be aware of their responsibilities for the safety of the children in their care at the time. They should have reasonable prior knowledge of the pupils, including any special needs, medical needs or disabilities.

Each pupil must know which supervisor is responsible for their group. Supervising parents must also be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care.

Whilst pupils must be supervised throughout all visits there are circumstances when they might be unaccompanied by an adult (indirect supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of pupils.
- Age of pupils.
- Responsibility of pupils.
- Competence/ experience of staff.
- Environment/ venue.

During longer residential visits it is essential that staff work closely with external staff (when appropriate) to maintain supervision of the children. It is not acceptable for staff to drink a moderate amount of alcohol as this could interfere with responsibilities and supervision on subsequent day's activities.

Communication with Parents

The list below gives the minimum information which must be given in writing to the parents of children undertaking a visit.

- Date(s) of visit.
- Reason for the visit.

- Activities to be undertaken

Time of departure and expected return.

- Method of travel.
- Destination.
- Name of group leader.
- Supervision arrangements (see above section on supervision).
- Total cost per pupil.
- Advice on pocket money.
- Methods of payment and cancellation arrangements.
- Clothing and footwear to be taken.
- Any other items that need to be taken.
- Inform parents that details of insurance cover are available from the office.
- Emergency contact details for parents
- Details of other incidental activities are included, together with Plan B if appropriate.

For day visits only, and in exceptional circumstances where written consent has not been received, verbal consent to two members of staff can be accepted (for example teacher and receptionist).

On residential visits, parents should be advised of safe arrival (or significant delays) using a telephone chain. Parents should be advised of the return to Derwent or Southill using a variety of agreed methods including mobile phone and dojo posts.

An emergency contact, normally the Head teacher, must be also identified. Details of all the parental mobile number emergency contacts must be included in the Field File. Particularly on residential visits, Derwent and Southill's emergency contact should be advised of arrival at the venue and return to the relevant school (including any significant delays).

Preparing the Pupils

Pupils should in addition to the information given to parents be informed of:

- The behaviour expected whilst travelling to and whilst at the venue including the need not to endanger themselves or others by inappropriate behaviour.
- Any potential dangers.
- The need to treat all supervisors with respect and to listen very carefully to all instructions.
- What to do if approached by a stranger.
- What items not to take on the visit.

In addition to the information given on "non-adventurous" day visits the following information needs to be understood by any group leader undertaking visits involving overnight stays, foreign travel or adventure activities. Guidance which is available in the CBC policy includes details of what is necessary for the organisation of such visits. These details are in addition to the information already given in this policy regarding non-adventurous day visits and must be clearly understood by the group leader.

For any residential visits, foreign travel, adventure activity (including swimming), visits to farms or visits involving large groups of 50+ where more than one coach is used, approval will be subject to advice from the local authority. A minimum of 4 weeks is required otherwise a trip will not be authorised through Evolve by the LA.

For overnight stays in this country, the guidance available in the CBC policy contains helpful information regarding such visits. The visit should be submitted for approval at least 4 weeks prior to departure.

Miscellaneous

There are occasions when people external to the federation offer their services, or are enlisted to help with activities. On such occasions it may be necessary to check the credentials of an instructor, to clarify their affiliations, and ensure that DBS clearance has been obtained.

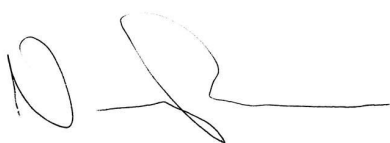
The member of staff negotiating such arrangements should consult with the EHT regarding these matters at the earliest opportunity.

Monitoring, evaluation and review

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school by all school staff.

This policy should be read in conjunction with the Acceptable Use Policy, Positive Behaviour and Rewards Policy, Charging and Remissions Policy, and Safeguarding Policy.

Approved September 2026



Signed Neil Parsons
Chair of Governors

Date September 2027

Emergency Card - Visit Leader (Appendix M in CBC EVJ policy)

This 'card' must remain with the visit leader at all times.

In the event of an 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 school's emergency contact(s). This will normally include the Head teacher for Derwent or Southill.

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 the casualties (if applicable)
- 4 Call emergency services (999 or appropriate local number if abroad), if appropriate

Then:

4 Contact the School Emergency Contact (see below) and seek further advice. The School Emergency Contact will request the help of the Duty Emergency Planning Officer (DEPO), or you may do this yourself directly (see below)

5 Contact the British Consulate / Embassy if abroad

6 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

7 Seek further and full details of the incident, how and why it happened so far as can be established at this stage

8 Maintain a detailed written log of all actions taken and conversations held, together with a timescale

9 Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA

10 Refer all press, media, parental, or other enquiries to the Central Bedfordshire Council Press Office on 0300 300 8701 or 07825 034787 outside of office hours

If you are unable to make contact with the School Emergency Contact(s), phone the Duty Emergency Planning Team on 0300 300 8098 and say:

"Can I speak to the Duty Emergency Planning Officer (DEPO) or Central Bedfordshire Council? This is <your name> from Derwent or Southill. This is an emergency, my phone number is <give a number you can be immediately contacted back on>. I am requesting help from the DEPO. Give brief details of the incident.

The DEPO will immediately contact a Senior Education Officer, and support will be mobilised. Depending on the severity of the incident the Call Centre may call you back to reassure you that your initial call is being acted upon. If after 30 minutes you have no response from anyone to your initial call please phone again

Important Phone numbers

CBC Emergency Contact No. 0300 300 8098

CBC Visits Co-ordinator 0300 300 4955

CBC Press Office 0300 300 8701 Or 07825 034787