



**Bracken  
Hill**

**SCHOOL**

# **Bracken Hill School**

## **Educational Visits Policy**

**Author: Mr Jackson**

### **Policy Type: Whole School**

This policy is reviewed biennially to ensure compliance with current regulations

*The Governors of the school recognise that all staff play a vital role in the achievement of high standards and in providing our pupils with the best opportunities matched to their needs.*

## **Introduction**

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance (2018) and The Department for Education Guidance on Health and Safety on Educational Visits (2018). It is essential that Governors, Headteachers, Visits Coordinators and the Visit Leaders are familiar with the contents of these documents and this policy before planning excursions.

The Governors and Headteacher of Bracken Hill School accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

## **Statement of Intent**

Bracken Hill School adopts the guidance and procedures issued by Nottinghamshire County Council to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money. We believe all children should have the chance to go on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for, in order to access trips appropriate to their age, ability and need.

## **Governing Body**

Governors must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place.

Governors may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Headteacher.

The Headteacher will report to the governing body outlining visits planned and the results of reviews undertaken where appropriate for further consideration at suitable meetings.

## **Headteacher**

The Headteacher will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations.

Headteachers must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events.

The Headteacher will confirm the qualifications, training records and experience of the Group Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.

The Headteacher will agree, with a named Visit Coordinator (VC), the duties delegated to the VC, or in absence of a VC, fulfil this function themselves.

## **Visit Coordinator (VC)**

The School Visits Coordinator is Mrs Brown, Assistant Head Teacher.

They will undertake duties as agreed between themselves and the Headteacher. (Reference to common duties and responsibilities should be made contained within Nottinghamshire County Council's Visits Guidance).

The VC will be conversant with Nottinghamshire County Council's Visits Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups (available as downloadable documents or hyperlinks within Nottinghamshire County Council's EVOLVE system).

## **Visit Leader**

The Visit Leader should be conversant with Nottinghamshire County Council's Visits Guidance, service specific guidance and corporate policy and will comply with these requirements.

The Visit Leader will liaise with the VC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Visit Leader will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

The Visit Leader will be fully familiar with emergency procedures and contact numbers.

The Visit Leader is responsible for checking that a Going Out Register (Appendix 1) is completed prior to leaving site and a copy left with reception. The Visit Leader must complete a final register and head count as they leave site to ensure that all students are accounted for. A final register check and head count must also be completed prior to leaving visit site and returning to school to ensure that all students are accounted for.

The Visit Leader (and any assistant leaders on a visit) **must only undertake planned activities that have been risk assessed and authorised**. In case of emergency, 'plan B' will be to cut a visit short and return to base or a safe place and follow emergency card procedures if needed.

Visit Leaders **must report any accidents/incidents or 'near misses' to the VC and Head Teacher** via the Evolve evaluation document under the comments section or via the Category A authorisation form.

### Supervisory staff

All staff assisting with supervision on any trip will be conversant with the Nottinghamshire County Council's Visits Guidance and the specific risk assessment/s for that event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Visit Leader.

Staff will feed back information to the Visit Leader to enable a full review of the trip to be completed.

### Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

Schools must use this system or implement alternative arrangements that are similarly robust.

Nottinghamshire County Council identifies 3 categories of visits within its Visits Guidance for Children and Young People, which require differing levels of approval:

Type:	<b>Category A trips</b> Local area which are part of the standard curriculum with lower level of risk within school hours	<b>Category B trips</b> Less frequent trips, those further afield, those returning after normal school hours, or those using public transport	<b>Category C trips</b> Residential trips, adventurous activities, activities with a higher level of risk
Examples:	Community visits, park visits, sports trips, visits to shops	TITAN, occasional day trips e.g. to Creswell Crags,	Climbing, biking, DofE, Residentials, horse riding, swimming, activities

		Drayton Manor, less known places	involving water e.g. pond dipping, bush craft
Authorisation required:	Through Cat A authorisation form	Through <b>Evolve</b> Authorised by Head	Through <b>Evolve</b> Authorised by LA

Where the school uses external providers for activity provision, suitable assurances must be sought by school to ensure that they are suitable and appropriate for use. This may include the need for relevant safety accreditations for adventurous activities providers.

Further details explaining the expectations of Bracken Hill School regarding the categorisation of visits can be found in Appendix 2 – Visits Overview.

### **Risk Assessments**

Category A trip risk assessments are produced by the EVC annually and used by class teams for local visits.

Category B and C visits must use the Generic Risk Assessments (GRAs) produced by the LA and submitted through the Evolve authorisation process.

All visits should have Specific Pupil / Class Risk Assessments in place which outline the risks and needs of all pupils attending the visits. Class groups are to use the class information template as part of their class risk assessments. This document can be found in Appendix 3.

All of the above documents need to be read and signed by staff attending the visits and taken on the trip.

### **Additional Information on Pupils**

Many of our pupils have additional needs, either Behaviour and Risk Management Plans, Safe Systems of Work, Health Care Plans or Medication Care Plans. All of the information, as well as Pupil Passports should be taken on the trip in case of emergency.

### **Staffing**

All visits should have a visit leader identified. This should be a member of staff with the relevant experience and competence for the type of trip it is, this can be TAs who are Grade 4 or Grade 5. If any pupils have specific medical needs then there must be a staff member trained appropriately in attendance e.g. to administer medication. Larger visits should also have an Assistant Leader identified to support the Visit Leader.

### **Charging for visits**

The school cannot charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The school has a 'Charging and Remissions Policy' that details the full range of activities where a charge can be made. Voluntary contributions may be asked for to aid the costs involved, and this will be made clear to parents/carers on the outset of the trip.

### **Parent / Carer Consent**

It is a requirement that a signed parental consent form is obtained from the parents/ carers of all pupils participating in Educational Visits. For some Category A visits the consent is covered in the annual consent forms obtained for each child. For less frequent Category A visits, and all Category B and C visits specific consent for visits is required.

Proposed activities/aims of the educational visit should be outlined to parents/carers. Details of departure/arrival should be explained to parents.

Looked After Children may need the consent of the LA for residential activities and this should be gained well in advance of the trip.

### **Duties and Responsibilities**

- All staff have a duty of care for the welfare and safety of all children taking part in an educational visit.
- Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.
- Every adult accompanying the visit must have a role.
- The Visit Leader should brief all adults as to their roles and responsibilities.

### **Ratios**

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group.
- Pupils with medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.

The ratio minimums given by the LA are always adhered to (1:10). Due to the nature of our pupils Bracken Hill visits usually have a higher staff ratio than the minimum requirements.

On school minibuses, it is standard practice to have a driver and at least one other member of staff to supervise the children, or more supervising staff depending on the needs of the pupils. In specific circumstances, trips with just a driver are allowed – *though SLT approval for this must be sought*. These include emergency situations or short local visits where there are no concerns of behaviour or medical needs for children in KS4 and 5.

### **Equality**

In line with the Equality Act (2010), the Children and Families Act (2014) and SEND Code of Practice (2015) Bracken Hill School will ensure that all reasonable adjustments are made to ensure that all students have the same opportunities to access educational visits.

### **Emergency Procedures**

Procedure in the event of an incident, accident or emergency – **this is the responsibility of the Visit Leader:**

- The Emergency Card should be taken on every visit – this should be the version updated in March 2025.
- Following the procedures on the card, as appropriate, in the circumstances.
- For all incidents, the Authority's Accident reporting procedure must be followed.

The Visit Leader should have the school telephone number and out of hours contact number if needed. They should leave their own mobile telephone number with the school office and with the Emergency Contact. They should also have a full list of names, addresses and telephone numbers of parents/carers of all pupils involved in the visit.

### **Monitoring of visits**

The VC will monitor the success and safety on visits through the evaluation tool on Evolve for category B and C visits, and through the evaluation section on the authorisation form on category A visits. Any incidents / accidents / near misses will be acted on in an appropriate way in line with LA guidance, or via internal systems and any concerns or lessons learnt acted on for future visits.



## Appendix 2 – Visit Overview

- All visits should have a visit leader identified. This should be a member of staff with the relevant experience for the type of trip it is, this can be TAs who are Grade 4 or Grade 5.
- The visit leader needs to ensure that relevant paperwork is in place and has been read by staff going. They should sign the sign out sheet to confirm they have all relevant paperwork and extras e.g. first aid kit and medication. **Staff (including any supply staff) need to have read and signed and dated at the bottom of all relevant risk assessments.**
- All staff should know who to contact in case of emergency and what else they need to consider – this is all covered on the emergency cards that must be taken on visits. This is known as the Emergency Plan.

Type:	Category A trips	Category B trips	Category C trips
<b>Description:</b>	Local area which are part of the standard curriculum with lower level of risk within school hours	Less frequent visits, those further afield, those returning after normal school hours, or those using public transport	Residential visits, adventurous activities, activities with a higher level of risk
<b>Examples:</b>	Community visits, park visits, sports fixtures, visits to shops	TITAN, occasional day trips e.g. to Creswell Crags, Drayton Manor, less known places	Climbing, biking, DofE, Residential, horse riding, swimming, activities involving water e.g. pond dipping, bush craft
<b>Authorisation required:</b>	Through CAT A authorisation form	Through <b>Evolve</b> Authorised by Head	Through <b>Evolve</b> Authorised by LA
<b>Parental Consent:</b>	Start of year permission sufficient but parents should still be informed.	Required	Required
<b>Notice period:</b>	2 days minimum	2 weeks minimum	6 weeks minimum (10 weeks for trips abroad)
<b>Paperwork needed with authorisation:</b>	Cat A Travel and general risk assessment Cat A Venue risk assessment (for where you are going) <i>The above RA do not need to be amended from the 'bank' on the system unless pupils are more complex with therefore more individual needs</i> Class information sheet Must show above paperwork to CA/RJ with authorisation form	GRA 1 and 2 (for all visits and travel) amended to specific visit Other relevant GRAs for venues or activity Itinerary of activities including times. Class information sheet a Attach these to Evolve form	GRA 1 and 2 (for all visits and travel) amended to specific trip Other relevant GRAs for venues or activity Staff to have uploaded on to their profile any relevant qualifications for activities Class information sheet Attach these to Evolve form No need to attached RA or programmes from providers
<b>Paperwork to include in going out folder:</b>	Above risk assessments plus, HCPs, BRMP, SSOW, PCP, Emergency Contact details including medical conditions, Emergency Plan card	Above risk assessments plus, HCPs, BRMP, SSOW, PCP, Emergency Contact details including medical conditions, Emergency Plan card.	Above risk assessments plus, HCPs, BRMP, SSOW, PCP, Emergency Contact details including medical conditions, Emergency Plan card.
<b>Other requirements:</b>	Medication First Aid Kit	Medication First Aid Kit	Medication First Aid Kit
<b>Other things to consider:</b>	Ordering sandwiches or cancelling dinners at least 2 weeks before hand if necessary. Letter for consent needed for less frequent trips e.g. sports trips– two weeks before date. Other local trips will be covered by blanket consent gained at the start of each year.	Ordering sandwiches or cancelling dinners at least 2 weeks before hand if necessary. Letter for consent two weeks before date	Ordering sandwiches or cancelling dinners at least 2 weeks before hand if necessary. Letter for consent two weeks before date Residential have a pack of paperwork to include more detailed medication etc. – see office for this.
<b>Evaluation</b>	On CAT A authorisation form – give to CA/RJ	On Evolve – incidents and near misses explained in comments	On Evolve – incidents and near misses explained in comments

**CLASS INFORMATION SHEET**

PUPIL	PAN	HCP	MEDICATION	BRMP	RISKS WHEN OUT OF SCHOOL GROUNDS	PROACTIVE STRATEGIES
		<input type="checkbox"/>		<input type="checkbox"/>		
		<input type="checkbox"/>		<input type="checkbox"/>		
		<input type="checkbox"/>		<input type="checkbox"/>		
		<input type="checkbox"/>		<input type="checkbox"/>		
		<input type="checkbox"/>		<input type="checkbox"/>		
		<input type="checkbox"/>		<input type="checkbox"/>		
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		<input type="checkbox"/>		<input type="checkbox"/>		
		<input type="checkbox"/>		<input type="checkbox"/>		
		<input type="checkbox"/>		<input type="checkbox"/>		
		<input type="checkbox"/>		<input type="checkbox"/>		
		<input type="checkbox"/>		<input type="checkbox"/>		

**TREAT ALL PUPILS AS HAVING LOW AWARENESS OF ROAD SAFETY – CONSIDER ANY AND ALL ROAD/VEHICLE HAZARDS**

**In case of emergency call school on 01623 477268 or emergency contact if outside of school hours.**