

School Visit Approval

Bell Farm Primary School

Educational Visits Policy



We believe passionately in the power of education to change lives. So, we teach an ambitious curriculum for everyone, and we help our children to learn important values to live by. We do this with integrity and kindness to inspire Bell Farm children to grow up into amazing people who can go far in their lives - and change the world for the better!

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1. Introduction

- 1.1 Bell Farm Primary School provides many opportunities for its children to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. Residential trips are planned as part of our wider curriculum and become more challenging as the children move through the school. They offer a range of exciting opportunities to develop both their learning and social skills.
- 1.2 The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.
- 1.3 This document outlines the specific policies and procedures for school. It supplements and follows the advice and guidance contained within the following significant publications:
 - OEAP National Guidance

In the event of any apparent conflict between your employer's policy, your establishment policy or National Guidance, then your employer's policy must be followed and clarification sought from the Governing Body.

2. Roles and Responsibilities

- 2.1 **The Governing Body** satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.
- 2.2 **The Headteacher** is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. The headteacher ensures that all off-site activities follow the correct procedures, will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. Liaise with the LA Outdoor Education Adviser to ensure the proposed visit complies with the LA regulations.
- 2.3 **The Phase Leader** supports the visit leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- 2.4 **The School Office**
 - Ensures that the Group Leader takes relevant contact information and "Operation Duke" cards with them on the trip.
 - Keep records and make reports of accidents and "near accidents"
 - Review and regularly monitor procedures
- 2.4 **The Visit Leader** is responsible for identifying the purpose of the visit. In addition, the following responsibilities and duties are undertaken:
 - Complete the booking request form in collaboration with the Phase Leader.
 - In collaboration with the school office ensure that Disclosure and Barring Service (DBS) checks are in place where necessary.
 - Take relevant contact information and "Operation Duke" cards with them on the trip.

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The Visit Leader is responsible for completing a risk assessment, which is necessary for all off-site visits, including local visits and needs to be filed with the School Office. Significant risks and their control measures will need to be recorded. This will take account of:

- Generic risks as published in this document and the LEA Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.

2.5 The Educational Visits Co-ordinator (EVC) is Mrs Chloe Colley.

2.6 Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

3. Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

3.1 **Visit Leader.** All visit leaders will familiarise themselves with the published advice and guidance. Further information is available from www.gov.uk/government/publications/health-and-safety-advice-for-schools. Training for visit leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

3.2 **Phase Leader.** In order to plan an off-site activity, the Phase Leader should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

3.3 **Staff ratios.** Staff ratios are a risk management issue and should be determined through the process of risk assessment. Some guidance documents do set out ratios but these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate when the activity is relatively straightforward and the group has no special requirements. The appropriate ratio for an outing is likely to be higher than the legal minimum (for children aged three and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is **SAGE**:

Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.

Activities to be undertaken: what do you want the group to do and what is possible?

Group characteristics: prior experience, abilities, behaviour and maturity, gender, any specific or medical/dietary needs.

Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

3.4 **Booking Request Form.** This form is completed by the Visit Leader in collaboration with the Phase Leader. The Phase Leader hands the signed form to the school office to book the trip.

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- 3.5 **Residential Information form (medical, dietary & photo consent form).** Copies must be available for the Emergency Contact and the Visit Leader to take on the visit.
- 3.6 **Off-site Activity Monitoring Form (EVOLVE).** This form on EVOLVE must be completed for all residential visits and for those that are either visits abroad or for hazardous pursuits. It will need to be signed by the Headteacher and submitted to the LA (via EVOLVE) one month in advance. These types of off-site activity also need the Governing body's approval.
- 3.7 **All trips** must be recorded before and after they have taken place using the 'school visits' sign in/out sheet. This must be completed and handed in to the school office before leaving and then checked upon the groups return.
- 3.9 **Risk Assessment forms;** should be completed and lodged with the School Office. External providers will have their own risk assessment documents that can be used to help in this process. Individual risk assessments will be completed as appropriate, For certain activities an Adventurous Activity Licence is legally required. (See the LA guidance or www.hse.gov.uk/aala) If this is the case their licence number need only be quoted instead of actually requiring their documents.
- 3.10 **Inclusion.** This policy presumes an entitlement of all pupils to participate in events, and is in line with the Equality Policy. Accessibility issues will be considered as part of the planning process and realistic modification or adaptations will be made wherever possible. Parents are often encouraged to support children on trips.
- 3.11 **Insurance.** Bell Farm School is a community school and therefore our insurance, including public liability insurance is with Surrey CC. The insurer is QBE insurance (Europe Limited): Policy number 967862QBE0118A. A copy of the certificate is in the School Business Manager's office. For further information and assistance on insurance then the contact in Surrey CC is Clive Pritchard (Principal Insurance Officer). clive.pritchard@surreycc.gov.uk. Alternatively contact Paul Bowen (Local Authority's Outdoor Education Advisor) paul.bowen@surreycc.gov.uk.
It is the responsibility of the Head, Visit Leader and EVC to determine whether additional insurance should be taken out.
- 3.12 **Finance.** Bell Farm School follows the advice for charging for educational visits written in the following two documents '*Guidance for Off-site Visits and Related Activities with links to OEAP National Guidance & Evolve*' (Surrey CC, 2017) and '*Charging for School Activities*' (DfE, May 2018).
If pupils are eligible for pupil premium funding, then the money the school receives for this will fund all of that child's educational visits. For parents of children that are not pupil premium, but need financial assistance to pay for educational visits the school will refer them to the Inclusion team who will assess the need and cover the cost if the referral is successful.

All finances for educational visits, both residential and day trips are processed through the school fund account.

Source: How to write an establishment policy for outdoor learning, off-site visits and learning outside the classroom, Feb 2016. <http://oeapng.info>

Status of Non-Statutory Policy	Date
Authored by Julie Bayfield	January 2010
Policy reviewed	Spring 2026
Agreed by Staff	
Agreed by Governors	N/A
Review	Spring 2027

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Residential (year)

We now need to collect the following information for the Year residential, which your child is attending. ***Please ensure this form is fully completed (PLEASE PRINT) and returned to the school office no later than(date).***

PLEASE COMPLETE ALL SECTIONS BELOW AND OVER THE PAGE:

BASIC DETAILS:

Child's name: Date of birth:

Has your child ever been away from home before? **yes / no**

Contact No. 1: Tel no (day):

.....(eve).....

Contact No 2: Tel no (day):

.....(eve).....

Name and address of child's Doctor:

.....

..... Tel No:

MEDICAL DETAILS:

For your child's safety, we need to be aware of any pre-existing medical conditions/allergies so that we can take appropriate control measures. Please list any medical condition below, and dosage your child will need on the trip. ***ALL MEDICATION (INCLUDING INHALERS, ALLERGY RELIEF & TRAVEL SICKNESS REMEDIES) MUST BE HANDED INTO THE SCHOOL OFFICE NO LATER THAN (date), CLEARLY LABELLED WITH YOUR CHILD'S NAME AND DOSAGE, WHICH MUST MATCH INFORMATION GIVEN BELOW.***

Medical condition	Medication	Dosage	When to be given

MEDICAL CONSENT: The school will take some 6+ Calpol sachets, liquid and fast melt tablets on the trip.

I consent to my child being given a mild painkiller (6+ Calpol sachets or Fast Melts) **yes / no**

I consent to my child being given an anti-histamine, if needed (Piriton) **yes / no**

I consent to my child receiving first aid, emergency dental or medical treatment **yes / no**
(in the event of a serious medical emergency, every attempt will be made to contact you first)

Please turn over the page for photographic and dietary information

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DIETARY REQUIREMENTS:

My child has specific dietary requirements.

yes / no

If yes, please give details:

.....

.....

.....

.....

PHOTOGRAPHIC CONSENT:

I give permission for my child to be photographed on this school trip and for the photographs to be used, without their name being printed:

by (venue name) for publicity purposes
on the school website
on the school Facebook page

yes / no
yes / no
yes / no

ANY OTHER INFORMATION:

Is there any other information that you feel we need to be made aware of?

yes / no

If yes, please give details:

.....

.....

.....

.....

Please read and sign below:

I understand that the pod village is located in a woodland location, and that my child will be partaking in a range of adventurous activities.

Whilst every effort will be made to ensure clothing/belongings are kept safe by the Centre and the School, I understand that all items of clothing/belongings must be clearly named, and that the Centre and the School cannot be held responsible for loss of any items (**a full kit list will be provided at the Parent Information Meeting – date to be confirmed**).

Parent/Carer signature:

Print name:

Relationship to child:

This information will be collated and given to(venue). The form and collated information will also be taken on the trip and held by a member of Bell Farm staff.

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Please make a copy before completing this form.

EVC Coordinators		

Detail	Comments										
Place of Visit											
Date of Visit											
Departure Time from School											
Arrival time to Destination											
Return Pick-up Time											
Return time back to School											
Party Leader & Contact Number											
No. of seats required on coach											
Year group/Class(es)											
Number of Adults required <table border="1"> <tr> <td>Year Group</td> <td>Ratio of Adults</td> </tr> <tr> <td>Nursery</td> <td>1:2</td> </tr> <tr> <td>Reception</td> <td>1:5</td> </tr> <tr> <td>Y1 – Y3</td> <td>1:6</td> </tr> <tr> <td>Y4 – Y6</td> <td>1:10</td> </tr> </table>	Year Group	Ratio of Adults	Nursery	1:2	Reception	1:5	Y1 – Y3	1:6	Y4 – Y6	1:10	
Year Group	Ratio of Adults										
Nursery	1:2										
Reception	1:5										
Y1 – Y3	1:6										
Y4 – Y6	1:10										
Details of any hazardous activities											
First Aider on trip											
Admission Costs											
Coach Cost (booked with)											
End date for cancelling coaches/venue											
Deadline for parents to pay											
Price per Child											

School visit agreed in principal by

Signed..... Date.....

Actions once trip booked	Tick when completed
permission letter to parents with emergency contact details and medical needs requested plus food options.	
Arrange any packed lunches school are required to prepare	
Pre visit recce	
Risk Assessment to be completed by lead	
Complete form on Evolve Website https://evolve.edufocus.co.uk if a residential trip	
Create a trip information pack for all adults containing emergency contact details, risk assessment and procedures as well as relevant medical information. N.B. These are to be collected in and shredded following the trip to ensure data protection procedures are met. This is if there has been no incident on the trip.	

Appendix C

BELL FARM PRIMARY SCHOOL



VISIT:..... **DATE:** **PARTY LEADER:**.....

A risk assessment should evaluate potential hazards and the level of risk associated with them. The aim is to identify how hazard and risk can be controlled and reduced so that children and adults do not suffer injury or illness. It is vital that, once identified, the control measures are understood and implemented by those involved. Consider ratios, qualifications, experience, competence and possible changing circumstances.

For further advice and information eg minibuses, ferry crossings, please refer to Surrey Guidelines for Educational Visits and Outdoor Educational Activities. Copies are available in the staffroom and with the headteacher.

Please ensure the text **accurately reflects** the nature of the visit ie it is **event specific**. Delete hazards that do not apply and add further ones as required.

Hazard	Risk	Control measures
Separation from the party	Getting Lost	Regular head count, small groups – ratio 10:1 at all times. Give strategy to pupils if lost e.g. meet at ? or stay put.
Road crossing	Being hit by vehicle	All groups to line up parallel with kerb and cross as one. Ensure good sight line. Staff to arrive first at kerbside.
Leaving party member behind	Risk of assault or abduction	Keep buffer zone between groups and kerb.
Water	Drowning	Adults always on water's edge. Group maximum of 6. All adults must be briefed
Sun	Damage to eyes and skin	Supervised use of sun block. Wearing of sun hats
Heat	Heat stroke or dehydration	Pre-visit and establish access to shaded areas. Plentiful supply of liquids. Wearing of sun hats
Excessive wet & cold or hot weather	Pupils could get wet and cold, too hot or burnt	Advise parents & pupils of suitable clothing prior to visit. Check forecast for the day (www.bbc.co.uk) Identify prior to departure possible places for shelter/shade. Wearing sun hats
Getting on/off coach	Children walk into road	Staff to inform pupils of point to go to prior to getting off. Adult stands at exit, or footpath to direct pupils. Adult to supervise on arrival. Reverse for getting on.
Getting luggage on/off coach	Children wander into road.	Luggage to be left well back from kerb. Adult to supervise at point of leaving luggage. Send few pupils at a time. Pupils to go directly onto coach.
Lifting bags	Too heavy/damage to spine	Staff to inform correct method of lifting. If too heavy adequate help given. Centre to provide mechanical means if necessary. Parents to be reminded of responsibility not to make bags too heavy.
Children with special needs including behaviour problems	Could endanger safety of others/themselves.	Party to have adequate numbers of adults supervising. Supervising adults to be aware of potential problems and keep child(ren) under close supervision.

Administration of medicines	Children may have too much/not enough	Staff to have checklist of what needs administering and when. List to be ticked off when given. Must adhere to existing school policy.
Inhalers	Not available when needed	Children to have own. Supervising adult to have back up.
Slippery rocks/rock pooling	Fall over & injury	Staff to reinforce appropriate behaviour and check for sensible footwear.
Contact with animals eg (deer), deer ticks	Host deer ticks Bite by animal	Staff to inform pupils not to touch animals without permission and to wash hands before eating etc. & departure. Inform pupils of signs & dangers of ticks.
Spillage of or drinking very hot liquids	Scalding	Staff to ensure that the temperature of the liquid is appropriate for the child to handle (add cold water).
First aid	Adults or children sustaining an injury do not receive appropriate first aid. Records not kept of first aid provided. Contaminated waste not disposed of correctly.	Ensure that at least one adult member of the party has been trained in first aid in the last three years. Ensure that first aid kits taken on trips include a record book and all treatment given is recorded. Consider means by which any contaminated waste can be appropriately stored until safe disposal is available.

For residential trips only

Get lost, placing self at risk	Leaving site either deliberately or inadvertently	School staff Knowledge of site boundaries, and public rights of way. School staff and centre staff to reinforce expectations at start of trip
Fire	Injury through fire and or smoke inhalation	Evacuation drill and muster point identified
Increased and new challenge provided by centre's activities	Identified hazards related to different activities	Evidence received that centre staff have appropriate qualifications and centre has own risk assessment procedures
A need for medical care at night	Specialist care required over and above available school staff skills	Staff to be aware of centre procedures to contact on site/of site nursing care and hospital arrangements.
Night time safety	Pupil security	Staff aware of security arrangements. Children aware of staff location. Easy/safe access by pupils to staff accommodation

Adult nos..... Pupil nos..... Ratio..... Transport arrangements eg minibus, coach, bus, train, walk, car (please ring)

Signed Party leader (date.....) Received..... Headteacher (date.....)

Revised 05.23

Appendix D

Bell Farm Primary School



Risk assessment

Purpose –

Name	
Activity	
Venue(s)	
Frequency (with dates)	
Medical Condition	
Medication	
Transport arrangements (if applicable)	
Usual staffing ratios	
School visits risk assessment undertaken	See attached
Main hazards identified	• May become dysregulated. • May not understand instructions fully (needs reinforcing), • Other risks as per main risk assessment.
Actions to minimise risk	• Schedule of trip to be shared in advance so Hayden knows what to expect. • Mobile phone taken with party leader and SLT phone numbers / school emergency number to be to hand in the of case emergency.

Risk Level

Hazard severity		Likely of occurrence	
1.	Negligible	1.	Unlikely
2.	Slight	2.	Possible
3.	Moderate	3.	Quite possible
4.	Severe	4.	Likely
5.	Very Severe	5.	Very likely

Risk = Hazard X likelihood (4 or less is deemed low)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Risk assessment completed by:

Date

The above named pupil provides an acceptable/ unacceptable risk to enable the activity/activities to take place.

Signed.....

(HT/DH) date.....

Educational Visits Emergency Procedures

Party Leader

phones

Duty Officer

(available)

[No further initial notifications required of Party
Leader]

Duty Officer

Phones

County Hall Switchboard
(In hours)

(not available)

Party Leader

phones

Emergency Planning Officer

phones Senior Officer

Or

Emergency planning Officer
(out of hours)

phones Senior Officer

Senior Officer

contacts

1 Duty Officer

2 Headteacher/Unit Head

3 County Council Press Office

4 Supports Duty Officer and/or Head in dealing with
parents and others involved in the situation

Appendix F

Bell Farm Primary School - One Day Trip Checklist

Trip: Year Group:

Date of trip:/...../.....

Diary checked with no clash of key events: ☐

Task	Timing	Done (initial)
Booking request form completed by Phase Leader		
Enquiry made to provider		
Trip booked and confirmed		
3 x coach quotes requested	1. 2. 3.	
3 x coach quotes received	1. 2. 3.	
Costing prepared using best quote recieved		
Coach company booked & confirmed		
Draft letter/email		
Reception to Year 2 (Packed lunch required?)		
Kitchen informed of requirements		
Draft to Headteacher to authorise		
Trip added to SCO		
Email to parents (4 weeks prior to trip)		
Number of PP children in year group		
Risk Assessment Completed by Teacher		
Trip Sign out Sheet completed and ready for use		

School Visits – One Day Visits – Sign Out / In Sheet

Changes to adults from overleaf	
Changes to pupil numbers / names from attached list	
Party leader mobile number	
Other school staff mobile number	
School mobile taken? (Write number if so)	
First aid kit and medicines including inhalers and epipens taken?	
List of children being collected from venue if applicable?	

Signed out (party leader) _____

Signed (office staff) _____

Signed back in (party leader) _____

Signed (office staff) _____

*Please make sure you collect all parent helpers' information needed on the day so that you are able to contact one another in emergencies.

Appendix G

Bell Farm Primary School - Residential trip checklist

Please remember:

- The local authority need to receive a copy of our ESRA (event specific risk assessment) at least 4 weeks prior to the trip otherwise they will not sign it off and the residential will be cancelled.
- The letter requesting initial deposit should go to parents at the end of the academic year preceding the trip.

Trip: Year Group:

Date of trip: From/...../..... To...../...../.....

Diary checked with no clash of key events: ☐

Task	Timing	Done (initial)
Recce visit (should be done by all members of staff who will be responsible for leading a group of children)		
Book trip and pay holding deposit to provider	/...../.....	
Interim Deposit paid to provider	/...../.....	
Final invoice paid to provider	/...../.....	
3 x coach quotes requested	1. 2. 3.	
3 x coach quotes received	1. 2. 3.	
Prepare initial costing using best quote received		
Transportation booked and confirmed		
Draft letter/email sent to Phase Leader & Headteacher for approval		
Trip added to SCO		
Letter/email sent to pupils with estimate of costs requesting initial deposit		
First Deposit date cut off	/...../.....	

Reminder of payments due sent to parents by text:		
2 nd instalment	/...../.....	
3 rd instalment	/...../.....	
Final payment date	/...../.....	
Pupil numbers advised to provider		
Confirm final arrangements with transportation company		
Event Specific Risk Assessment (ESRA) completed by Trip Leader Sent to Headteacher and original filed with SBM		
Trip details completed on EVOLVE and submitted for approval		
LA approval received for trip		
Medical forms and contact details forms sent to parents for completion		
Confirm all medical and contact detail forms received		
Medical/dietary information sent to activity provider		
Accommodation details confirmed with provider		
Parents meeting date confirmed and sent to parents		
Confirm all payments received		
Activity pack and details of room allocation forwarded to teacher		
Activity request sent to provider		
Trip Leader advised of any birthdays during the trip		
Kitchen advised of trip and children absent		
First Aid kits, medical buckets & water bottles prepared for each coach		
Details of 'Operation Duke' provided to Trip Leader		
Text sent to parents on arrival		
Text sent to parents to advise of ETA back to Bell Farm		