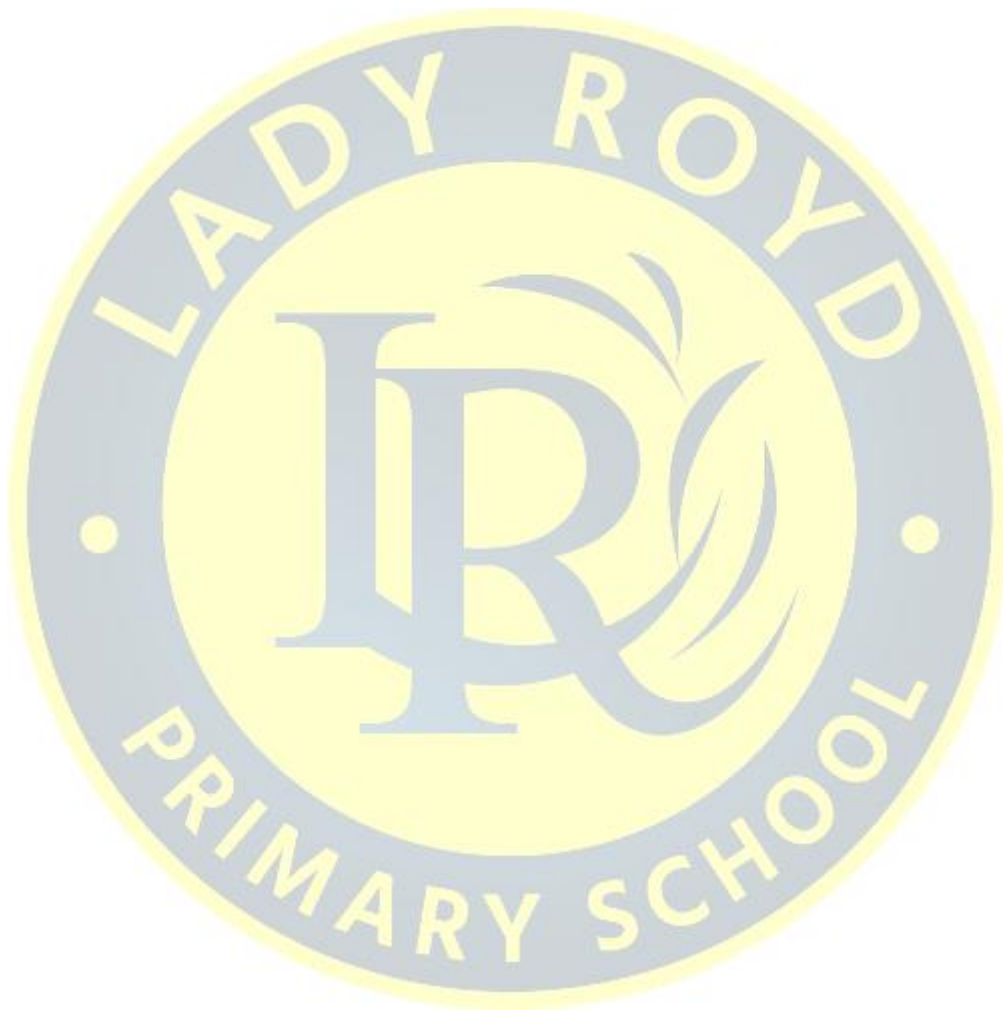


Lady Royd Primary School

Educational Trips Policy



Issued: July 2024

Reviewed: September 2025

Next Review Due: September 2026

1. General Statement of Policy

Lady Royd Primary School recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers. All school visits will use EduFocus' EVOLVE online planning system.

1. EVOLVE visit notifications will, as a minimum, state
 - the educational purpose of the visit,
 - its aims and objectives and
 - how it conforms to the school's curriculum aims.
2. EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
3. Approval of visits will be outlined within the arrangements section of this policy.
4. Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
5. Where the school uses external providers, the visit leader must satisfy themselves that they will deliver quality; have public liability insurance; and meet health & safety standards.
6. Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
7. The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE.
8. Provided the visit falls within the realms of a 'typical' school day (e.g. 8.30am – 3.30pm), pupils are considered to be educated off site and parents do not have the automatic right to withdraw their child from trips. Parental consent is not required for these visits, but parents will be provided with all necessary information ahead of the visit taking place.
9. Every trip or visit will be subject to an evaluation on EVOLVE within 28 days of the trip.

2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within the Policy Handbook for Educational Visits available on Evolve and OEAP National Guidance web site.

2.1 Governing Body

- 2.1.1 The overseeing of educational visits will be undertaken by Jane Tiller, Chair of Governors.

2.1.2 The person named above will be the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at www.oeapng.info.

3. The Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually.
4. An evaluation of the visit will be available to view on EVOLVE. This must be completed within a 28-day window following the visit. After 28 days this option is not available on Evolve.

2.2 Headteacher

1. The Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with the school's policies and procedures, that the supervisors are competent, physically and mentally fit.
2. The Headteacher will authorise all 'Full Visit Forms' via EVOLVE. Authorisation for 'Local Area Visits' can be authorised by the Headteacher OR delegated to the EVC (Assistant Headteacher).
3. The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

2.3 Educational Visits Co-ordinator (EVC)

2.3.1 The school's Educational Visits Co-ordinators is Benjamin Wood (Assistant Headteacher).

2. They will undertake duties as agreed between them and the Headteacher in line with the responsibilities listed in the Policy Handbook for Educational Visits.
3. The EVCs will be trained and fully conversant with the Policy Handbook for Educational Visits; OEAP National Guidance web site; and have access to the afPE Safe practice in Physical Education, School Sport and Physical Activity.

EVC training was provided by Leeds City Council on 25/06/2021 which BWD attended.

4. Visit Leader

1. The Visit Leader will comply with the requirements outlined in the Policy Handbook for Educational Visits and their role as defined in the OEAP National Guidance web site.
2. The Visit Leader will ensure that the notification is completed on EVOLVE and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place. All risk assessments and planning are to be shared with additional supervisory staff prior to departure.
3. The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.

4. The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
5. The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip, however the responsibility for organisation and preparation of trips lies solely with Visit Leaders.
6. The Visit Leader will evaluate their trip on EVOLVE.

2.5 Supervisory staff

1. All staff assisting with supervision on any trip will be conversant with their responsibilities as stated in the Policy Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.
2. All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
3. 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.
4. Staff will feedback information to the Visit Leader to enable a full evaluation of the trip to be completed.
5. In order to maintain appropriate ratios, additional adults may be required to attend these visits. Visit Leaders **MUST** approach parents for supervisory support to ensure the trip can be compliant with appropriate ratios for the age of the pupils and the expected requirements for supervision. Taking support staff from other year groups to support with supervision will not be authorised by the Headteacher unless in exceptional circumstances. (This could mean that visits may have to be postponed or cancelled if ratios cannot be met).

3. Arrangements

1. Proposals

3.1.1 For trips that require the use of an external transport company, the Visit Leader will submit a request for Outline Approval via Evolve to the EVC. Once approved, the Visit Leader will complete all sections of Evolve. The Evolve notification for approval must be submitted within the following timescale for each category of visit to the EVC. Exceptions are possible but **MUST** be cleared with the Headteacher.

Category	Latest date for submission to the EVC
1 – regular curriculum	3 weeks
2 – one offs	4 weeks
3 – overnight, overseas, adventurous, water-based	8 weeks (mandatory minimum is 6 weeks)

3.1.2 When planning trips, colleagues need to be mindful that the date/s being booked do not create additional logistical challenges. This includes booking visits on days when PPA would normally be taken. If a planned trip has a PPA clash, it cannot be guaranteed that this time will be repaid.

Colleagues are welcome to present solutions to this challenge as part of the trip organisation process (for example, approaching colleagues from within their phase to swap PPA days), but it is up to the Visit Leader to ensure there are no gaps in cover and confirm this with SLT.

3.1.3 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit taking place outside school hours. Where appropriate, they must sign the relevant consent form(s) and ensure emergency contact number(s) and all relevant medical details are up to date via EduLinkOne.

3.1.4 Curriculum activities taking place within the school day (typically between the hours of 8.30am and 3.30pm) do not require individual consent, however it is important for parents to be well-informed. Alongside this, parents also do not have the automatic right of withdrawing their child from off-site activities.

LOCAL AREA VISITS

These are visits which pupils, staff and additional adults can either walk to, or use a school/Trust minibus to travel to. The distance travelled will be relative to the age of the pupils and the experiences available. Wherever possible, we will organise Local Area Visits to reduce the costs to families (and/or the school), as well as promoting healthy lifestyles and building life-skills such as crossing roads, being alert to hazards and dangers whilst walking along busy roads etc.

Examples of LAVs from previous years include walking to:

- Bradford City Football Club
- Lister Park
- Alhambra Theatre
- Hall Ings / City Hall

Or using a minibus to visit:

- Bradford Industrial Museum
- Saltaire
- Bingley Garden Centre
- Manningham Library

Should colleagues be confused over which Evolve request to complete, they are advised to seek support from the EVC.

3.1.5 For the use of the school minibus (or one borrowed from within the Trust), staff do NOT require a current MIDAS qualification (but it is good practice to possess this).

Current colleagues who hold an up to date MIDAS qualification are:

- Tehreem Khan
- Benjamin Wood
- Darren Mitchell (Maintenance Team)
- Luke Awde (Maintenance Team)

To use the school minibus, colleagues must be over the age of 21 and possess a full, clean, UK driving license. This has to be proven via the DVLA checking resource before being allowed to drive the bus.

1. Notification

1. Notification to the EVC will be made using EVOLVE within the time scales in 3.1.1.
2. The Visit Leader is responsible for planning the visit and completing the Evolve notification.
3. The EVC (delegated by the Headteacher) will ensure that the Visit Leader carries out this task.
4. EVCs are not responsible for administrative elements of trip organisation – they are to provide quality assurance, advice and feedback to Visit Leaders prior to submitting trip requests to the Principal / Head.

3. Undertaking the visit

1. Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place.
2. A record of alterations must be kept of all such instances for evaluation and review purposes.
3. Any accidents or near misses that occur during a visit will be reported to Leeds City Council using the forms CF50 and/or CF50a upon the return of the group to school.
4. Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Leeds City Council.

4. Monitoring

1. The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
2. On occasions the EVC, Principal, Senior Manager or member of the Governing Body will accompany a group.
3. The school may also request Leeds City Council Health and Safety Team to undertake a monitoring visit of a planned trip or conduct an audit of their educational visit process. This will be used for the school's own monitoring purposes.

5. Evaluation and Review

1. An evaluation will be completed on EVOLVE within 28 days of the visit.
2. The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.

3. Every visit will be reviewed by the Visit Leader.
4. The results of the evaluation and review process will be available to the Headteacher via EVOLVE.
5. The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

