



WATERSIDE ACADEMY

**EDUCATIONAL VISITS AND SAFETY IN OUTDOOR EDUCATION
LOCAL AND DISTANT DAY VISITS
2024-2025**

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POLICY TO BE REVIEWED: September 2025**

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1. BACKGROUND INFORMATION

ANY activity organised to take place outside of the school boundary is considered an education visit.

With regards to educational visits, Impact School will adopt and use the policy and guidelines issued by Sefton LEA:

“Policy and Guidance on Educational Visits and Safety in Outdoor Education” (October 2004).

The law often describes the responsibility (of teachers) as equivalent to the standard expected of a reasonable and careful parent. With educational visits a HIGHER LEVEL OF ORGANISATION AND PREPARATION WILL BE EXPECTED of a school group compared to a family group visiting the same venue.

At Waterside Academy the education visits co-ordinator (EVC) is Colm Gallagher.

For the benefit and safety of staff, pupils and helpers, it is most important that certain procedures are followed. This booklet has been put together with this in mind. Please read and follow the instructions / guidelines. Should you have any queries or suggestions regarding the organisation of a school visit feel free to discuss the matter with the EVC.

2. HOW TO ORGANISE A SCHOOL VISIT

- a) Visits that require authority approval (adventurous activities led by a member of our staff) must be sent via Evolve at least 4 weeks prior to departure date.
Visits that require approval from the Head teacher must be sent via Evolve well in advance of the visit taking place.

- b) Web address – <https://evolve.edufocus.co.uk/>

Enter user name and password (available from EVC / office).

- change password / user name (if required)
- add qualifications i.e. First Aid, BELA, mini-bus driver etc.

- c) complete the visit form (i.e. enter a visit) – when all sections are complete click on SUBMIT – the visit form will be sent to the EVC who will check all details and return to the Head teacher for approval. It will then be sent to the LA if required.

- Before approval is granted, the visit will remain in the yellow section (visits waiting for approval)
- When approval is granted, the visit form should be in the green section (Approved Visits).

- d) Parental consent Form – must be completed by every pupil undertaking a residential visit. This may also apply to certain types of day visit (adventurous) – if in doubt see EVC.

ii) Letters – informing parents / pupils

On entry to Waterside Academy, parents/carers have agreed and signed for their pupil to undertake offsite visits during school time (9:00am – 2:30pm). Therefore, it is not essential that parental consent be sought for every visit. However, there may be occasions when it is appropriate to inform parents/carers that a certain type of visit is taking place.

Below is a content list that may form the basis of consent letters:

- date(s) of visit
- departure / return times
- location where pupils will be picked up / returned
- itinerary
- standards expected / code of conduct
- mode of travel (with contact details if necessary)
- venue contact details (tel. no. and / or address)
- supervision

Other points to consider:

- clothing / equipment list (should take / not take)
- provision for pupils with special requirements
- list of staff / group leader / helpers
- money to be taken (who will look after it)
- details of travel / coach company
- organisation of pupils / remote supervision

* Parents/careers should sign a reply slip stating they give permission for their son / daughter to take part / understand how the visit is organised.

iii) **What to take on a visit**

- b) pupil list
- c) parental consent forms (if applicable)
- d) first aid kit (collect from office)
- e) contact numbers:

Please note that not all visits require staff to complete a visit form on Evolve i.e. short/smaller visits to the local park. However, staff need to notify the SLT of any offsite visit and only proceed when it has been approved. Staff should complete a Local Area Visit form on Evolve for visits that are low risk and within the local learning area.

3. ADDITIONAL INFORMATION

i. Safeguarding and Child Protection

What to do if a child discloses that they are being abused.

- Listen to the child and take it seriously
- Stay calm
- Reassure the child that they have done nothing wrong
- Tell the child they were right to tell
- Do not promise confidentiality
- Do not use leading questions – let the child tell their story
- Make a full record of what has been said / heard or seen as soon as possible (include time and date)
- Report to your designated teacher or failing this contact the Duty Officer, Social Services 0151 934 3737 at the earliest opportunity.

ii. Incident Form

Should an incident occur during a visit, the party leader should fill in an 'incident form' and return to the Head teacher if applicable.

iii. **Emergency procedures**

In the event of an emergency – any incident that involves serious injury or fatality or which is likely to attract media attention – contact the Head teacher, or failing that a member of the SLT or the LEA. An incident report must be completed.

Communication with parents / guardians is best done directly (face to face) and not remotely. This is a less traumatic and more reassuring way of notifying the parents rather than the Group Leader trying to contact the parents / guardians from a remote situation. Do not allow pupils to initiate contact with the people involved.

iv **Insurance**

Waterside Academy has taken out an insurance package through Metropolitan Borough of Sefton. This package provides insurance cover for school trips, teachers and employees of Sefton involved in bonafide journeys, holidays etc. within UK or overseas work experience schemes (subject to advance notification).

If you (or parents / guardians) require specific details of the cover provided see office staff.

v **Role of group leader / helpers:**

A Group Leader must be appointed for each planned visit.

Group leaders are responsible for the safe planning and execution of visits and should:-

- have the experience, training and qualifications to control the group and lead the team of accompanying teachers and adults.
- be conversant with good practice in planned activities including those he/she will not be instructing.
- prepare and brief the pupils, their parents and accompanying teachers and adults.
- make a comprehensive risk assessment and management plan and present it to the EVC / headteacher
- have regard for the health and safety of the group (teachers /adults and pupils) at all times
- determine the level of first aid that may be required and to nominate a teacher or other adult to have that responsibility
- assess the initial and on-going suitability of the group in relation to the planned activities
- ensure that the visit operates in accordance with the school and LEA policies and guidance

If you require any further guidance see the EVC or Head teacher

Group leaders should familiarise themselves with relevant information found in the guidance documents

- i. **HEALTH & SAFETY OF PUPILS ON EDUCATIONAL VISITS (HASPEV)**
- ii. **STANDARDS FOR LEA'S IN OVERSEEING EDUCATIONAL VISITS**
- iii. **(Part 1, 2 + 3)**

The Role of Other Teachers and Accompanying Adults

Teachers and adults accompanying any visit should be clear about their roles and responsibilities. All must do their best to ensure the health and safety of everyone in the group and follow the instructions of the Group leader.

Adults should be guided in their role by teachers and must not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.

Only adults known to teachers should be given pastoral responsibilities. Instructors or other staff working for contracted organisations can support teachers and adults in their pastoral duties but cannot assume a full pastoral role.