

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Educational Visits Policy



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1. The value and benefits of undertaking off-site visits and outdoor learning

Alderman Richard Hallam Primary School recognises the value of well-planned and managed outdoor learning and off-site visits for young people. We feel that giving pupils hands-on experience to apply their learning is extremely beneficial. Off-site visits and outdoor learning opportunities also enable pupils to develop personal, social and emotional skills. These skills have positive implications for life-long learning and pupils becoming well-rounded individuals. Outdoor learning and off-site visits increase engagement levels in pupils and provide a real-life context to attach their learning to.

2. Policy and practice

This document is a statement of the procedures and guidelines in place to ensure that outdoor learning and off-site visits take place within safe and meaningful context. It ensures that:

- Off-site visits and activities have an identifiable benefit with clear objectives.
- All those involved in the organisation and running of off-site visits and activities or outdoor learning will comply with OEAP National Guidance, Offsite Visits and Adventure Activities – SMS - March 2025 and the establishments' guidelines relating to the health and wellbeing of children and young people undertaking such activities.
- The management of all visits and activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Offsite Visits and Adventure Activities – SMS - March 2025.
- Systematic written procedures, based on reasonable and sensible risk/benefit management process and underpinned by establishment induction and training, support staff when leading outdoor learning. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities or sessions within their own proven area of competence.
- While undertaking outdoor learning, it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

3. Management structure and lines of responsibility

In compliance with both DfE 'Health and Safety: Advice on legal duties and powers' and LCC 'Trips & Visits – Mandatory Requirements Health & Safety Directive March 2022', the establishment has appointed a trained Educational Visits Co-Ordinator (EVC) and will ensure

they attend a refresher course every three years following their initial EVC training.

The Educational Visits Co-ordinator at Alderman Richard Hallam Primary School is Wayne Holder.

The tasks of the EVC are outlined in the LCC's 'Offsite Visits and Adventure Activities Health & Safety Management Standard Issue 7 (March 2025)'

The EVC is responsible to:

Headteacher: Ann-Marie Kedzior

|

Educational Visits Co-ordinators

Name: Wayne Holder

|

Senior Leadership Team

|

Establishment Staff

4. Approval and notification of outdoor learning and off-site visits:

Every off-site visit or outdoor activity must be either notified or approved by the Headteacher or an appointed member of the Senior Leadership Team as outlined in this policy and indicated in the management structure, above.

For the purposes of approval, off-site visits are classified into 3 categories:

Category A – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location e.g. sports fixtures, local parks, places of worship, libraries,

All of these visits are put on EVOLVE as a 'Local Area Visit'. One application can cover a range of visits or activities over a term, for example. These will require approval from the EVC.

For the purposes of this policy, the school defines '**regular and routine**' (Category A) activity as those activities that take place as part of a planned curriculum – to include visits to the Libraries, Leisure Centres, City Schools, Sports Fixtures (see Sports Fixtures and Local Area Visit Operating Procedure, Appendix 4, for further information), all activities on the delivery site of a non-adventurous nature, for example local farms, museums and visits to local areas of interest.

These can be covered by the local area visit operating procedure and risk assessments in places within the school; these are to be uploaded onto EVOLVE to support the visit.

These are for visits or activities within the local neighbourhood and within the City of Leicester or Leicestershire.

Beyond these areas, it is recommended that the LCC Off-site Visits Guidance is used as a framework to plan and operate off-site visits and the visit becomes a category B visit.

- For 'regular and routine' activities, staff will be trained in the operation of this policy.
- 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period of time.

Category B – Usually, annual visits to attractions or locations beyond the city or county e.g. visits to the seaside, major visitor attractions, visits to other UK cities, swimming, theatre, cinema, museums.

All of these visits MUST be entered on EVOLVE and will require the approval of the EVC and Headteacher.

Category C includes all **residential visits, visits abroad** and activities in **hazardous environments** or involving **'adventurous' activities**; see **Figure 3** for more detail.

All of these visits MUST be entered on EVOLVE and will require the approval of the EVC, Headteacher and LCC.

5. Process of Approval and notification

Category A Notification of Regular and Routine visits. Visits to be approved by EVC, Wayne Holder.

If staff wish to plan a local visit, they must first inform a member of the Senior Leadership Team. They must also discuss this with the EVC and then inform the office staff that, on the selected dates, they will be off-site. Staff must also record this visit in the school diary and notify the EVC by completing a 'Local Area Visit' form on EVOLVE. Staff must inform the Senior Leadership Team at least 1 week before they wish to go off-site. This approval will be given via the LAV module on EVOLVE. This form will also include the Sports Fixtures and Local Area Visit Operating Procedure, Policy seen in Appendix 4.

Category B visits to be approved by:

First stage Approval:

EVC: Wayne Holder

Second Stage Approval:

Headteacher: Ann-Marie Kedzior

For **Category B** visits, Visit Leaders should complete the following:

- Complete the online approval on EVOLVE;
- Risk assessments that should include:
 - Travel
 - All visits
 - STAGED RA
 - STAGED plan
 - Any other risk assessments appropriate to the activity
- Activity programme
- Programme planning information, as appropriate.
- Four weeks' notice should be given before an off-site visit.
- Use the LCC Provider Form or use LOtC Quality Badge for checking providers where applicable.

Category C visits, to be approved by:

First Stage Approval:

EVC: Wayne Holder

Second Stage Approval:

Headteacher: Ann-Marie Kedzior

Third Stage Approval:

Leicester City Council Outdoor Education Adviser (must be with 3rd stage approval at least 4 weeks before departure).

For **Category C** visits, the Visit Leaders should complete the following:

- Complete the online approval on EVOLVE;
- Risk assessments that should include:
 - Travel
 - All visits
 - STAGED RA
 - STAGED plan
 - Accommodation – if staying overnight
 - Any other risk assessment appropriate to the activity programme or location
- Activity programme.
- Programme planning information, as appropriate.
- Give minimum 6 weeks' notice.
- Be with adviser at least 4 weeks before departure.
- Provider Form or use LOtC Quality Badge.
- Parental consent form completed.

6. Staff training and induction

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of performance management cycle, plus through supervision or observation of sessions by the Headteacher, Senior Leadership Team or delegated senior staff members, and as part of the staff Continuing Professional Development process.

All staff should be trained in the operation of this policy.

Staff will be able to take part in internal and external in-service training in order to achieve higher levels of skills and competence.

New employees will undertake a specific establishment induction process in relation to this code of practice.

7. Staff management and communications

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed and actions recorded. Notes of such meetings should be maintained as evidence of the risk management process, and retained. To supplement such meetings, staff will be issued written information and briefings when appropriate. The EVC will keep staff up to date regarding new guidance or legislation via email or training.

8. Staff responsibilities

Staff are directly responsible for the wellbeing of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Code of Practice and LCC Guidance, for the activities they undertake.

9. Staff Competence

- The Headteacher and EVC should be satisfied that staff are sufficiently competent to lead an activity or session. Specific levels of competence may be required depending on any activities being led - see Generic risk assessments on the Staff server.
- In addition, it is important that supervising staff are competent and understand their roles and responsibilities and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and risk assessment.
- All staff in sole supervision of young people must have undergone suitable DBS checks as part of their recruitment procedures, including the taking up of references. These should be part of the wider recruitment processes.

10. Consent and management of group information

DfE guidance ('Health and Safety: Advice on legal duties and powers', 2014) states:

“Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child’s education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Department has prepared a “one-off” consent form which schools can ask parents to sign when a child enrolls at the school. This will cover a child’s participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend).

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.”

LCC recommends that all establishments obtain consent on an annual basis for activities that take place outside of the school day (Sports fixtures, theatre visits, day visits that don’t return within the school day), adventurous activities along with residential and visits abroad.

Schools can use the DfE consent form or continue to be use their own consent form as a basis for such consent. In addition, the school will inform parents and carers and seek consent for each category of visit by the following:

For **Category A - local regular and routine** visits, that are part of the curriculum, planned programme or life experiences:

Consent will be given by an ‘umbrella’ consent form for the year for these trips. This will take place when joining the school and cover these types of visits. Before each visit, however, parents and carers may be informed about the details of the intended visit and given an opportunity to withdraw consent if appropriate. The information letter will be sent out at least one week before the visit and will explain the visit to parents and carers and the reasons why the visit is taking place. **The date that the trip closes on Arbor is also the cut-off date for consenting to the trip.**

For **Category B visits**, trips outside the city or outside school hours:

If the trip is covered by the pupil consent form, then parents and carers will be informed and given an opportunity to withdraw consent. If the trip is not covered by the pupil consent form, then parent and carer consent will be gained through letters home and a signed consent, which will be given to the class teacher or trip leader. **The date that the trip closes on Arbor is also the cut-off date for consenting to the trip.**

For **Category C visits**, for example, residential visits, adventurous activities or visits abroad:

Consent for these trips must be given by parents and carers before the trip. This is a signed consent and will be given to the class teacher or trip leader. **The date that the trip closes on Arbor is also the cut-off date for consenting to the trip.**

Please note that trips are colour coded to explain the latest consent can be given. These are at the top of letters sent out to inform parents and carers of an upcoming trip or educational visit.

The Visit Leader must ensure:

- That personal information on all participants is known (as regards any medical, dietary or special requirements); this is to assist safe inclusion of all participants.
- That appropriate enquiries are made of any establishment or company being used for residential or adventurous activities (using the Provider Form, or the Learning Outside the Classroom Quality Badge Scheme as guidance).
- The visit is logged on the EVOLVE Online system for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.
- That the Headteacher or other nominated member of staff should have access to the following information, prior to and during and off-site visit taking place:
 - a) Names, addresses, dates of birth and phone numbers of all children taking part.
 - b) Names of all staff attending, with contact phone numbers.
 - c) Full details of the venue, coach company, departure and arrival times, with appropriate phone numbers.
 - d) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents and carers and the nominated establishment contact person.

Appropriate details should be placed in an accessible location or available electronically.

- When planning the number of adults needed to lead and accompany a visit, undertake a risk assessment to inform the appropriate staff to young person ratios. This should include an appropriate number of First Aid trained staff and a Designated Safeguarding Lead on any residential trips.
- DBS checks should be obtained on all individuals helping on activities with children, as appropriate.
- Ensure appropriate briefings and instructions are given to the group and accompanying adults to ensure a safe and high quality experience.
- Ensure all young people are informed of the nature and purpose of the visit. Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any discussions.

11. Off-site visits procedures – all visits or activities

Pre-session activity planning and considerations

Before any off-site activities are undertaken, staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this policy and the LCC Offsite Visits and Adventurous Activities Policy / Off-site Visits Management Standard – both the policy and a summary can be found in the Health and Safety folder on the staff server, on EVOLVE and on the schools' Extranet.
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required, the STAGED approach should be used and reference should be made to the Generic Risk assessments prepared by Leicester City Council, found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents'. Staff should use these to help guide the risk assessments used for educational visits. Copies are available on the staff server in the Trips – Risk assessment folder.
- Ensure that parents, carers and young people are made aware of the nature, purpose and detail of the off-site visit or activity and are briefed accordingly and consent is obtained, as appropriate (see section 10).

During the visit, the Visit Leader will:

- Ensure children and young people are wearing appropriate clothing or equipment for the activity being undertaken.
- Ensure that the visit is managed in order that risks are reduced to staff and young people, as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and wellbeing of any participant reaches an unacceptable level.
- Ensure that participants, including staff, are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Contact the school or nominated contact person if you anticipate returning later than estimated. The 'late back' procedure should be followed.

Use of appropriate equipment:

- Consider possible weather conditions and plan an appropriate programme, clothing and equipment.
- Provide clear information about suitable clothing and equipment to group members.
- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions.
- Plan for young people who may not bring suitable clothing – check before departure and bring spares.

Management of on-going conditions:

- Daily weather forecasts obtained and plans adjusted accordingly.

- On-going and dynamic risk assessment carried out by the Visit Leader during the activity.
- Be considerate of other site or venue users and seek advice on venues for off-site activities from your line manager, Headteacher or Outdoor Education Adviser prior to the session. Such sites must be risk assessed before use.
- Ensure pupils and staff are briefed about appropriate behaviour around likely hazards such as steps/stairs, slopes and areas that are wet etc. If necessary, have close supervision around such areas. There should be no running around such areas.
- Suitable footwear should be worn, if appropriate.

Group ability and management:

- Pre-plan supervision before the visit and brief staff.
- Discuss itinerary and arrangements and code of conduct with young people and staff.
- Ensure young people understand arrangements; that they are part of a group and need to follow instructions.
- Ratios are set as part of the risk assessment, in line with National Guidance.
- In conjunction with any assistant staff, provide adequate supervision of young people in your charge during the activity session.
- Plan and use suitable group control measures, such as buddy systems, large groups split into small groups, each with named leaders, coloured caps for groups.
- During a briefing on the day, include what to do if separated from the group.
- Headcounts should be undertaken by leaders, particularly at arrival and before departure points, and when separating and reforming groups.
- Obtain and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.
- Member of staff identified to remain at the venue if transport leaves before a group or class return.
- Make necessary arrangements for individual young people with additional needs, including in risk assessments and through additional staffing as necessary.
- Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and pupils.
- Young people, parents and carers are reminded to bring individual medication and this is to be kept secure.
- Programme arranged with due regard to mobility and special needs of all members of the group.

Incident management and containing emergencies

- Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand their role how it may affect them, especially in an emergency.
- Brief participants again at the beginning of the visit.
- Ensure that provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident.
- Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group.
- Pupils, parents and carers should be reminded to bring individual medication where appropriate, in line with the school's Administration of Medication Policy.
- Mobile phones should be carried by staff.
- List of young people and contact details of parents and carers to be held by visit leader, deputy leader and establishment contact, after-hours emergency person and contact number must be available to all leaders.
- Emergency plan for lost or missing young people known and understood by group leaders.

Illness of injury – Pupils and Staff

- At least 1 staff member with each group prepared to take a lead in first aid. Check first aid certificates are current, and that an appropriate first aid kit is taken.
- First Aid certificates should be uploaded to EVOLVE.
- Staff must know and understand the Establishment Emergency procedures. For staff, this must be part of their induction training or briefing.
- First aid and travel sickness equipment to be carried and young people with travel sickness are known.
- Members of staff identified to remain at the venue or accompany a young person or staff member to the hospital if necessary. Return by staff vehicle or public transport. Establishment emergency contact informed.
- Supervision reorganised to take into account the member(s) of staff now missing.
- Group to return home early if supervision levels fall below the required standard for safety to be maintained.

Contact with animals, insects and plants

- Avoid known high-risk situations.
- Take necessary avoidance action if encountered.
- Ensure those with known allergies carry medication.
- Wash hands after contact, especially before eating.

Indirect or remote supervision

- Check the location is suitable for this mode of supervision.
- Ensure young people are sufficiently briefed and competent (any individual young people for whom indirect supervision is not suitable must be directly supervised).
- Clear guidelines and emergency procedures set and understood.
- Pupils remain in pairs or groups (buddy system - each responsible for named other).
- Rendezvous points and times are set and pupils know how to contact staff.
- Designated staff remain at a central contact point known by pupils.
- Set clear boundaries.
- Parents and carers informed and, if necessary, consent given for indirect or remote supervision.
- Warn pupils about traffic, if necessary.
- If appropriate, issue 'emergency cards' briefing pupils on what to do if they get separated, including emergency numbers.

During a visit, accompanying adults will:

Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk and continually monitor the group.

During a visit, all participants will:

Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants. Develop their knowledge and understanding related to responsible participation in risk reduction.

12. Post-visit activity

Ensure that the visit is reviewed and a report is made to the Headteacher or EVC indicating the extent to which the intended aims were achieved. The receipt will include the result of all investigations into particular incidents or near misses as necessary, and report these to both the Governing Body and the Outdoor Education Adviser.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Educational Visits Coordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

13. Off-site travel procedures

The school will use amended risk assessments before embarking on all trips or travelling.

APPENDIX 1: Off-Site Visit Management Categories (LCC)

Category	CATEGORY 'A'	CATEGORY 'B'	CATEGORY 'C'
	REGULAR AND ROUTINE	OCCASIONAL OR 'ONE-OFF'	RESIDENTIAL OR VISITS ABROAD
Example	Local and regular activities which must be defined in terms of the nature of the activity and their location such as sports fixtures, local parks, places of worship.	Usually annual visits to attractions or locations beyond the City of County such as visits to the seaside, major visitor attractions or other UK cities.	Includes all residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities .
Risk Management	If not covered by the School, Establishment or Centre Policy, risk assessment and planning completed. Enter on EVOLVE system 'Local Area Visit'.	STAGED approach Consider Generic Risk Assessments for: All Visits Travel Specific Activity being led or location working in Enter on EVOLVE system	STAGED approach Consider Generic Risk Assessments for: All Visits Travel Accommodation Specific Activity being led or location working in. Check providers through Provider Form or LOtC Quality Badge Enter on EVOLVE system – minimum 4 weeks prior to departure form with adviser
Consent	Covered by school consent or notification to parents and carers, is clarified in School or Centre Policy and is part of the curriculum offer.	No consent required if part of the curriculum (schools only), but specific notification to parents and carers recommended.	Inform parents and carers and obtain specific consent from parents and carers –

APPENDIX 2: Activity and Levels of Approval (LCC)

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	EVC On EVOLVE as 'Local Area Visit'	Sports fixtures, within the county Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops or Gorse farm. Fieldwork in environments with no technical hazards (such as Abbey Park or Leicester City Centre) Visits to local and city museums or the Space Centre	Local parks, other schools, leisure centres, residential areas and shopping areas.
B	EVC and HEADTEACHER MUST be entered on EVOLVE	Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Farm Visits) Theme Parks and other tourist attractions Seaside resorts Zoos Ice skating Swimming in public, lifeguarded, pools Walking in 'normal' country London	Walks in ' non-remote ' country Non-remote Country – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) or where it is possible to be more than 30mins from a road or refuge. 'Water Margin' activity Swimming in lifeguarded pools
C	EVC, HEADTEACHER AND NCC MUST be entered on EVOLVE	Any visit or activity involving a Residential (overnight stay) element including Camping and 'school sleep overs' Any visit abroad Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member (See Figure 2)	Visits to hazardous environments Overseas Expeditions Any water-base activity Any activity in Winter mountain conditions Open country or remote terrain more than 30mins from a road (above 600m) Near cliffs or steep terrain Areas subject to extremes of weather or environmental change Swimming in non-lifeguarded pools or open water

APPENDIX 3: Definition of Adventurous Activities – ALL REQUIRE NCC APPROVAL ON EVOLVE

ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENSE

Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Dragon Boating Wave Skiing White-water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hillwalking Mountaineering Fell Running Off Road Cycling Off-piste Skiing Pony Trekking – remote country Orienteering – remote country	Pot-holing Mine Exploration Caving
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NON-LICENSABLE ADVENTUROUS ACTIVITIES

<u>Motorsports:</u> Quadbiking Go-Karts etc Airsports Horse Riding	Archery Rifle Shooting Fencing Martial Arts	<u>Remote areas:</u> Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snowsports Dry Slope Skiing Grass Skiing Water Skiing Snorkeling - Scuba Diving
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These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the Outdoor Education Adviser, Jake Wiid, for further advice. advice@evolveadvice.co.uk

If you are planning to undertake any of the activities outlined below, please contact the Outdoor Education Adviser before making any bookings.

- **Paint Balling**
- **High ropes Courses**
- **Air Sports – paragliding, parascending, gliding, parachuting**

APPENDIX 4: Sports Fixtures and Local Area Visit Policy Operating Procedure

<p>General</p>	<p>Local visits that take place at another school and are either in or out of school time follow the Operating Procedure below.</p> <p>These fixtures:</p> <ul style="list-style-type: none"> • must be recorded on EVOLVE via the ‘Local Area Visit’ module or on EVOLVE Sports. <i>(Or if not activated: must be recorded on a ‘Signing-out’ sheet to be left with the office)</i> • require informed parental consent. <i>(this is part of the school blanket consent visible on SIMS, school will still inform parents as outlined in Educational Visits Policy).</i> • do not normally need additional risk assessments/notes (other than following the Operating Procedure below). • are organised and run by a qualified teacher/competent employee.
<p>Locations</p>	<p>Sports fixtures take place at schools and locations listed below. These include, but are not limited to, the following frequently visited venues: <i>e.g.</i></p> <ul style="list-style-type: none"> • <i>Activities within the school’s Local Learning Area</i> • <i>New College Leicester</i> • <i>DMU</i> • <i>Abbey Park</i> • <i>Other city schools</i> • <i>Leisure centres in the city/ county</i>
<p>Exclusions</p>	<p>This policy does not include trips which fall under our main Educational Visits Policy, such as:</p> <ul style="list-style-type: none"> • Larger visits • Residential – if overnight or adventurous • Activities held at a location other than those listed in the locations section above.
<p>Operating Procedure for LAV</p>	
<p>The following are potentially significant issues/hazards within our Local Learning Area:</p> <ul style="list-style-type: none"> • Road traffic. • Other people <ul style="list-style-type: none"> ○ members of the public ○ animals ○ etc. • Losing a pupil. • Uneven surfaces and slips, trips, and falls. • Weather conditions. • Activity specific issues • Travel by minibus • Parent arranged travel (which is managed inline with school/employer policy) <p>These are managed by a combination of the following:</p> <ul style="list-style-type: none"> • The Headteacher or EVC must give verbal approval before a group leaves and is entered on EVOLVE. 	

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure for 'LAV is available to all new parents when their child joins the school, consent is obtained on the school consent forms and a synopsis is in the Educational Visits Policy.
- The minibus or coach is well maintained and is driven by an approved, competent driver who holds the relevant licences, qualifications and experience (of this vehicle, route etc.)
- Where appropriate, the selected route takes the least busy option.
- There will normally be a minimum of two adults (at least one employee).
- Staff are familiar with the locations and have practiced appropriate group management techniques.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This will be communicated with the group by the lead teacher.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module), and can leave a completed 'Signing out' sheet with the office including a list of student and staff names for those attending and, where appropriate, on the minibus/coach.
- A mobile is taken with each group and the office/emergency contact has the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues, etc.)
- If pupils will be travelling by car, [National Guidance 4.5c Transport in private cars](#) and employer's policy will be adhered to. If parent arranged transport is being used, responsibilities between school, parents and drivers in relation to how this is 'organised' should be clear and transparent.
- Handover/signing out procedures should be clear, planned and known in advance. School should know who will be collecting pupils, especially if this is not a known parent/guardian. The school will ensure no lone working or 1:1 situations arise with dismissal. Staff have access to parents' contact numbers on hand for any no shows.

Notes

Staff can use risk assessments to further help, available on the server or in the staff room.

APPENDIX 5: Alderman Richard Hallam Trip Checklist

ARH Trip Checklist



Trip:

Trip Leader:

Date of Trip:

Tasks 6 weeks before	Completed (Tick)	Additional Notes
Speak to SLT to approve the trip.		
Speak to Dolly/Louise about booking transport and venue.		
Devise letter to parents and carers and send out.		
Tasks 4 weeks before	Completed (Tick)	Additional Notes
Initial staged planning meeting to take place with staff attending the trip.		
Submit all relevant risk assessments and staged planning on Evolve.		
Tasks 1/2 weeks before	Completed (Tick)	Additional Notes
Make sure that trip has been processed by EVC / HT.		
Organise staff meeting to share key information (groupings, staff breakdown, coach breakdown, itinerary etc) and expectations.		
Print risk assessments and ensure that they are signed by all attending the trip, including volunteers. Preferably, email out risk assessments and ensure all staff reply to the email saying that they have 'read, understood and acknowledged', saving paper and time.		
Make arrangements for pupils that are not attending the trip. This should include: <ul style="list-style-type: none"> ○ Speaking to YGLs and splitting the pupils evenly across a number of classes. ○ Providing registers for the pupils not attending (give copy to Kirsty too). ○ Ensuring that enough work is provided for the duration of trip. 		
Liaise with Dolly/Louise about free school meal packed lunches.		
Ask Dolly/Louise for list of pupils attending trip and liaise with non-attending parents and carers as required.		
Tasks 1/2 days before	Completed (Tick)	Additional Notes
Collect school phone.		
Collect wristbands.		
Collect first aid kits, including sick bags for coaches.		
Send a reminder to parents and carers about trip with key info such as collection times and dressing for weather etc.		
Collect device to take photographs.		

Key Reminders:

- For exact dates of documentation submission, please see Evolve/ Wayne Holder.
- Trip Leader and Deputy Trip Leader should be on different coaches.
- Registers should be taken before leaving, including numbers checked.
- Pupils should be counted onto the transport, on the transport, off the transports and with regular headcounts taking place throughout the trip.
- The Trip leader has overall responsibility for the pupil count – they should liaise with the Deputy Trip Leader to ensure coach pupil numbers are correct. There should be two designated counters per transport e.g. Deputy Trip Leader and Year 6 Teaching Assistant.

Tasks to complete after the trip	Completed (Tick)	Additional Notes
Hand back phone to Dolly/Louise.		
Hand back first aid kits to Wayne.		
Evaluate trip on Evolve – this should include positive from the trip and considerations moving forward (avoid just leaving a smiley face please).		
Ask colleagues how the pupils that did not attend the trip were and if there are any issues to address.		
Permission permitting, share some of the photographs taken from the trip on our social media platforms and Seesaw – see Adam or Louise for support with this.		