





# Lumen Learning Trust

Learning together for a brighter future

## Educational Visits Policy

<b>DATE APPROVED BY LUMEN LEARNING TRUST</b>	3 <sup>rd</sup> March 2025		
<b>REVIEW DATE Biennial</b>	3 <sup>rd</sup> March 2027		
<b>SIGNED EXECUTIVE PRINCIPAL</b>	Mary Ellen McCarthy 	<b>DATE</b>	03/03/2025
<b>SIGNED CHAIR OF DIRECTORS</b>	Jo Roberts 	<b>DATE</b>	03/03/2025

Lumen Learning Trust puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

## 1. Context

We believe that educational visits are an integral part of the curriculum and learning experience for every child. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes the Lumen Learning Trust and its schools a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust.
- Improved achievement and attainment across a range of curricular subjects.
- Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at Lumen Learning Trust is to ensure that all visits are safe, educational and enjoyable.

## 2. Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy the Lumen Learning Trust:

1. Adopts the Local Authority's (LA) document: Surrey County Council document 'Outdoor Educational and Offsite Visits Guidance 2023'. (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info)
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.
4. Funds a visit in accordance with the Lumen Learning Trust Charging & Remissions Policy.

The review frequency for this policy is every two years.

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff should be familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

## 3. Types of Visit & Approval

*Activities within the 'Local Learning Area'*

This refers to specified visits/activities within a designated geographical area that are part of the normal

curriculum and take place during the normal school day. Each school is required to have a Local Learning Designation form (Appendix 1) detailing the geographical area; this form also covers the operating procedures for these visits. Event Specific Record forms (Appendix 2) provide further information on this following the 'STAGED' process: Staff, Timings, Activity, Group, Environment, Distance.

Activities in the Local Learning Area should be recorded via a 'Signing Out' sheet left with the school office before departure.

#### *Higher Risk Activities*

Activities that pose a higher risk will be more complex in nature and therefore need additional planning and risk management. These will include the following visit types:

- Day visits that are more complex or further afield
- Overseas visits
- Residential visits
- Adventurous activities

Local Learning Area visits do not need to be uploaded to Evolve. All other types of visit must be entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval. For higher risk activities the Headteacher must submit the visit to the Local Authority for approval.

#### *School sleepovers*

- Any school facility used for sleeping must be equipped with an automatic fire alarm system with smoke detectors and manual call points. This includes school halls and classrooms that will only occasionally be used for sleeping.
- There should be a meeting with parents to inform of the plan so they feel comfortable and well informed.
- During the sleepover the Head of EVC must accompany the lead teacher. There must also be one first aider due to Health and Safety.

## **4. Roles and responsibilities**

Visit Leaders are responsible for:

- Obtaining outline permission for a visit from the Head Teacher or EVC prior to planning and making any commitments.
- Planning of the visit and entering the plan on EVOLVE (where applicable) at least 21 days prior to the visit
- Ensuring the visits complies with all relevant guidance and requirements, seeking advice from the Head/EVC where necessary.
- Carrying out a risk assessment signed by the EVC and Headteacher **at least 21 days in advance of the visit**. All risk assessments for any child with specific needs must be seen by the EVC and the Inclusion Leader three weeks before the visit to check all risks are actioned. The risk assessment will include
  - the ratio of adult to children supervision
  - the number of first aiders or appointed person needed.
- Ensuring the Emergency Card, mobile phone, first aid kit and pupil medication are taken on the visit.
- Inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be notified as soon as possible so that the Headteacher, EVC and parents are communicated with effectively.
- Complete an evaluation sheet upon completion of the visit which is given to the Headteacher for review.

The Educational Visits Coordinator (EVC) is responsible for:

- Supporting and challenging colleagues regarding visits and learning outside the classroom (LOtC) activities and their viability.

- Being the first point of contact for advice on visit related matters
- Checking final visit plans on EVOLVE before submitting them to the Head
- Setting up and managing the staff accounts on EVOLVE, uploading generic school documents, etc.
- Checking the proposed visit site has the 'Learning Outside the Classroom Quality Badge' issued by the Council for Learning Outside the Classroom.
- Supporting staff on the visit in completing the 'Provider Statement' for sites which do not hold the Learning Outside the Classroom Quality Badge.

The Head Teacher is responsible for:

- Authorising all visits
- Submitting those that are overseas, residential or adventurous to the school's insurers to gain approval

EVCs and trip leaders should also refer to Appendix 3.

## 5. Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit. The card is located in the Main Office. All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention, then assistance will be sought from the Executive Principal of the Trust as well as the Communications Officer.

The SCC 'Operation Duke' critical incident support is accessible for schools located within the administrative boundary of Surrey, but wherever that incident occurs.

## 6. Food

The school will provide a packed lunch for children in all Year Groups who receive the Free School Meal (FSM) entitlement as well as all children in Reception and KS1 who receive the Universal Free Meal (UFM) entitlement. Children in KS2 who do not receive the FSM entitlement should bring their own packed lunch from home. No nuts, fizzy drinks or glass bottles should be included in packed lunches.

Food should not be shared with other children due to health and safety and allergies.

## 7. Supervision

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children should be used:

Nursery	1:2
Reception	1:4 = 7 adults for 30 children
Key Stage 1 (Years 1-2)	1:6 = 5 adults for 30 children
Key Stage 2 (Years 3-6)	1:8 = 4 adults for 30 children
SEN children	1:1

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

Additional support:

Parent helpers are welcome on educational visits and will attend a briefing with the teacher before the visit. Helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times. All parent volunteers will be given a copy of the Policy to ensure what roles and responsibilities are in place during any visit. A volunteer agreement should be signed by all volunteers prior to the trip.

## 8. Mobile phones and social network

- Under no circumstances should any adult use their mobile phone to take photographs or make phone calls. The Visit Leader and class teachers will have a mobile phone on their person switched on to communicate with the school in the case of an emergency.
- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp' without first checking parental consent for the use of a child's image.
- Any information about a child should only be passed onto the child's parent or guardian through a member of the Senior Leadership Team (SLT) or the relevant school.

## 9. First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit.

Trips for Early Years must have at least one qualified Paediatric First Aider.

For adventurous activities, there should be at least one trained first-aider in the group.

## 10. Parental Consent

Parents should be given information about the purpose and details of the visit **at least two weeks in advance**. Consent is not required for activities within the Local Learning Area that are part of the normal curriculum during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all visits. The visits must include sufficient information, which must be made available to parents via letters, meetings, etc. so that consent is given on a 'fully informed' basis.

## 11. Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. We are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require an educational establishment to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At Lumen Learning Trust we will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits.

## 12. Farm/Animal Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The Visit Leader must refer to:

- EVOLVE National Library: 'Preventing or controlling ill health from animal contact at visitor attractions- Advice to Teachers'.
- Farming & Countryside Education: [www.face-online.org.uk](http://www.face-online.org.uk)
- 'Farm Visits' in National Guidance [www.oeapng.info](http://www.oeapng.info)
- Lumen Learning Trust Animals in the Learning Environment Policy.

### **13. Charging/funding for visits**

Any charge applied to a visit or trip and the fund available should be considered in line with the Lumen Learning Trust Charging & Remissions Policy.

### **14. Transport**

The use of staff cars to transport pupils is strictly prohibited.

Travelling on public transport:

- The Visit Leader is responsible for escorting children safely to the correct point of departure and conduct regular head counts.
- Once the children have boarded the transport they must be seated wherever possible, with all staff and volunteers giving priority to the children.
- If at any point a group of children are left behind with an adult the rest of the staff and children on board must get off at the next station and wait until the proceeding group arrives. The Visit Leader must inform the school as soon as possible if the group is split up for any unplanned reason.

Travelling in private hire/school minibus vehicles:

- The Visit Leader is responsible for ensuring transportation allows one seat for every participant, including adults, and that seats have lap belts.
- Two adults, Including the driver, must travel on the minibus at all times.
- If more than one vehicle is used a list must be provided to the school office clearly showing the registration plates of the vehicles and a list of children and staff in each vehicle.
- Children are seated in a booster seat if under 135cm.

### **15. Insurance**

The Lumen Learning Trust holds insurance for all school trips that take place domestically.

For trips overseas the EVC or Visit Leader must consult with the local School Business Manager to ensure the correct insurance is in place.

## Appendix 1 – LLA Designation Form

### Name of School/establishment:

#### General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the Operating Procedures outlined below.

These visits/activities:

- do not require parental consent (*state if there are any situations where you would like parents to be informed in advance, e.g. via a slip sent home*)
- do not normally need additional risk assessments or notes (other than agreement with the following the Operating Procedure below).

#### Boundaries

The boundaries of the Local Learning Area are shown on the attached map (*optional*). This area includes, but is not limited to, the following frequently used venues (please list all venues you wish to be included):

- 1.
- 2.
- 3.
- 4.
- 5.

#### Operating Procedure for Local Learning Area

**The following are potentially significant issues/hazards within our Local Learning Area (add to or delete as necessary):**

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces (slips, trips and falls)
- Weather conditions
- Activity-specific issues when undertaking fieldwork (nettles, brambles, rubbish, etc.)
- *Add anything else here specifically relating to your Local Learning Area*

#### These are managed by a combination of the following:

- The Head, Deputy or EVC (*delete as necessary according to your circumstances*) must be advised before a group leaves the school site.
- Only staff judged competent by the Head are to lead groups in this environment are approved. A current list of approved staff is to be maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will always normally be a minimum of two adults present, and ideally reflecting the gender balance of the group.
- Staff are familiar with the area, including any "no go" areas, and have practised appropriate group management techniques appropriate to outdoor/offsite settings.
- Pupils have been trained and have practised standard techniques for road crossings in a group
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group, according to the locality being visited.

- All work supervised at a distance in the Local Learning Area must be in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school and with regard to the prevailing weather conditions.
- Staff are aware of any relevant medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff/adults, an outline route, and an estimated time of return.
- A designated Emergency Contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group's safe return.
- A school mobile (battery charged and with sufficient credit) is taken and the office will have a note of the number(s)
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles etc).
- **PLUS**  
*Add any specifics relating to the local area e.g. "When crossing Bimble Street everyone must use the Toucan crossing by Baguette the Bakers" etc.*



**Appendix 2 – LLA Event Specific Record**

These are the important things we need to do to keep ourselves safe.  
 You must also ensure that appropriate persons are aware of any Standard Procedures, but these do not need to be repeated here.

**Location:**

**Leader:**

**Date:**

ISSUE Staff, Timings, Activity, Group, Environment, Distance	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

### **Appendix 3 – Best Practice Guidance**

#### Local Learning Area (LLA) Visits

- These are visits which take place in the local area which do not need a specific risk assessment undertaken each time;
- Consent for LLAs is given by families when they join the school, however, this should be checked by trip leaders; particularly for children who join mid-year;
- Each LLA should be planned for using the LLA Event Specific Record;
- Due diligence by the trip leader should always be undertaken e.g. has a safe road crossing been changed since this visit last took place?
- LLA event specific records should be approved by the EVC and/or Headteacher;
- LLA records do not need to be uploaded to Evolve;
- LLA records should be reviewed after each visit and amended where appropriate.

#### Trips which take place outside of the designated local learning area

- E.g. farm, museum, gallery trips etc.;
- A 'Visit Form' needs to be completed on Evolve for these trips;
- A word-version risk assessment needs to be completed and uploaded with the Visit Form;
- If a regular trip, these risk assessments should be reviewed every 2 years in person by the trip leader;
- If it is a new trip, a site visit must be carried out by the trip leader prior to the visit;
- If there is a new trip leader, they must carry out a site visit prior to the trip even if the venue is a regular one for the school;
- Due diligence should be carried out by the trip leader prior to a trip e.g. when visiting a regular venue, a phone call to the venue to check if any significant developments to the site (e.g. change of fire escape) have taken place;
- Due diligence should also take into account pupil needs e.g. are there any physical needs of a child which need to be considered ;
- Also refer to section 5 of the Educational Visits Policy on emergency procedures.

#### Residentials

- A 'Visit Form' needs to be completed on Evolve which covers the key information about the children attending, travel arrangements and staff details;
- It is good practice to upload an itinerary to Evolve;
- Sites which hold the 'Learning outside the Classroom Quality Badge' issued by the Council for Learning Outside the Classroom will provide their own risk assessments; these do not need to be uploaded to Evolve as these organisations meet nationally recognised standards;
- If sites do not hold this badge, a 'Provider Statement' form needs to be completed by the site;
- On residentials where some activities are led by LLT staff, these activities need to be risk assessed and uploaded to Evolve; this includes self-directed time e.g. free time (Bowles).

#### Other points to note

- RAs do not need huge amounts of detail; it is not possible or desirable to remove all risk;
- Think of risk assessments as a 'verb' not a 'noun'; Risk Assessment is a process and not a document;
- RAs should cover the key risks, the likelihood of them taking place and your response; legislation dictates that the significant findings of the risk assessment process must be recorded, but it does not state any format for this. The 'significant findings' are a combination of the identified issues and what is being done about them;
- Do not be complacent when it comes to risk assessing frequent trips/visits; things can change from trip to trip.