

Intended for:	Principal	x
	Governors	x
	SLT	x
	Teaching Staff	x
	Support Staff	x
	Parents	x



Kingsmead School

Educational Visits/Trips Policy and Procedure 2025/2026

Reviewed by: Mrs Lowe, Assistant Headteacher

LGB Review – June 2024

Date of next Review: November 2025

Educational Visits and Trips at Kingsmead School

1.0 Underlying Principles:

Educational visits are an important part of the curriculum, enriching students' experience and contributing to their personal and social development.

1.1 The guidance below aims to:

- Ensure the health and safety of all participants.
- Facilitate efficient planning and organisation.
- Comply with statutory regulation and recommended best practice.
- Protect colleagues from litigation over "duty of care".
- Enable access to educational visits commensurate with our responsibilities under the nine protected characteristics of the Equality Act, 2010.

2.0 Types of Off-site experience:

- 2.1** Whilst we recognise that all off-site experiences carry value, there is an established hierarchy of visits that the school considers prior to giving approval. They are as outlined below:
- **Category 1:** A *crucial* educational activity that is required to be undertaken by students in order to meet external examination assessment criteria. This is categorised as an Educational Visit (see Charging and Remissions Policy)
 - 1. **Category 2:** An *important* educational activity that is embedded in curriculum and course delivery, whereby students' learning is significantly disadvantaged through non-attendance. This is categorised as an Educational Visit (see Charging and Remissions Policy)
 - 2. **Category 3:** A *valuable* educational activity that relates closely to curricular content. This is categorised as a 'trip'.
 - **Category 4:** A *desirable* experience that promotes social and personal development, or an appreciation of the wider world. This is categorised as a 'trip'.

3.0 Supplementary Guidance on Educational Visits

N.B: Kingsmead School operates its educational visits within a framework of quality assurance and documentation provided by Staffordshire County Council (via 'Entrust') through a contractual arrangement. Other resources which can support and are identified as key resources can be found on:

- DfE Health and safety on Educational Visits Nov 2018
- Educational Visits Guidance March 2021
- OEAP Using School Grounds and Outdoor Environments
- SCC Learning Outside the Classroom Management Arrangements (Policy Active June 2018)
- Schools Coronavirus Operational Guidance Feb 21
- <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- <https://oeapng.info/download/1144/> - OEAP NG 4.3c Risk management - an Overview

- 3.1 It is important that the procedure outlined in the visits/trip's procedure is followed. **All educational visits and trips must have approval from the Head of School.**
- 3.2 The very first step in the process is to receive provisional approval and confirmation of the visits or trip's categorisation (see above). Once this has been given by the Head of School, calendar arrangements and staffing should be approved by the Head of School and a BLUE professional request for cover form is completed for EACH member of staff going on the trip and handed to the Cover Co-ordinator for recording in the cover diary.
- 3.3 The next important step is to speak to the Finance Officer, in the front office, to discuss visit/trip finance and administration. This should be done at least six months in advance for non-residential visits/trips and for residential visits/trips 18 months where possible. Before sending out any letters to parents or sharing details of the visit/trip with students please provide the Finance Officer with full information on quotes/costs for the visit/trip. They will be able to advise you with anything you maybe unsure about or have not factored into the visit/trip. If you do not have a letter ready to send, the **EVC Admin Assistant** can assist you with this. The draft letter should then be sent to the Head of School and EVC for approval. Amendments permitting, the Finance Officer /EVC Admin assistant and will be given a copy of the finalised letter. A specific ParentPay account for the visit/trip will then be set up. ***Please note: any unforeseen costs may have to be funded from department's capitation budget so you must include a contingency fund within your calculation to accommodate this.***
- 3.4 When sorting out the staffing arrangements, it is important to speak to the Finance Officer about the Trip Helpers we bring in to help to supervise educational visits/trips. Trip Helpers are paid hourly and must be covered in the cost of the educational visit/trip. For foreign visits, the rate is daily. The level of remuneration should be made clear to any potential Trip Helpers, and any queries resolved, prior to the trip being staffed.
- 3.5 Letters then go out to students with a deadline for return of permission slip/initial payment. This makes it a fair process for students who respond by returning a reply slip to the office rather than using Parent Pay.
- 3.6 Places are **not** to be given on a "first come first served" basis. Once the deadline has elapsed, it is important that names of pupils interested in going on the visit/trip should be reviewed by the visit/trip leader who can then assess if there are any concerns regarding the behaviour/attendance of specific students and their attendance on the visit/trip.
- 3.7 In the event of over-subscription, names can then be drawn out of a hat by the visit/trip leader in the presence of the Educational Visits Coordinator (EVC) and students informed that they have been successful or otherwise. Particularly for Category 3 and 4 foreign trips, the Finance Officer keeps a list of all students who are unsuccessful in gaining a place. They are given priority to be selected on the next available visit/trip that they express an interest in and are eligible to attend.
- 3.8 Disadvantaged students and those in receipt of Post-16 Bursaries should be supported financially to ensure their participation in Category 1 and 2 educational visits. There may be scope to extend this to other categories (on a case-by-case basis), and other forms of support may also be considered. We would look

to ensure that disadvantaged students are represented on the trip in proportion to the % of disadvantaged within their year group.

4.0 EVOLVE

- 4.1 Once initial approval has been given the online EVOLVE form **must** then be completed. To do this you need to go onto the EVOLVE website. EVOLVE must be completed for every trip.

<https://evolve.edufocus.co.uk>

You then need to input your username and password. Contact EVC if you do not have a useable username and password.

- 4.2 Once you are in the site you then click on add (blue tab) a trip and complete the form.
- 4.3 If you go into the resources section under establishment documents you will find some very useful guidance documents especially the Trips Procedure flow chart and the supplementary Guidance on Educational Visits document.
- 4.4 When the EVOLVE form asks if the place where your going has public liability insurance you do need to check this, and it should be at least £5,000 000. **The form asks if you use the county insurance, and the answer is no.** Our insurance is the EFA Risk Protection Arrangement with the government. If your trip is residential then this would be with Risk Protection Arrangement (RPA) Overseas Travel Membership No. 142313
- 4.5 You must do a risk assessment for your trip and again a risk assessment template is available for you in the resource section in EVOLVE. If unsure about this speak to the Educational Visits Co-Ordinator.
- 4.6 The EVC is the named Emergency Contact for all trips and visits and can be contacted through the school reception on 01543 227320 or through a dedicated school mobile or personal mobile number.
- 4.7 Upon occasions the named EVC may not be available to be the Emergency Contact in which case they will advise of another member of SLT who can act as the Emergency Contact if required.

5. Local Visits Policy

5.1 General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent. Parents will be informed via the MCAS system
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

5.1 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:

5.3 'No-go' areas within the Boundaries

None specified

5.4 Transport to the Local Learning Area

The methods of transport should be wholly in the control of the school, such as establishment minibus, walking or cycling. If using an outside provider, please revert to the full visit form.

5.5 Local Learning Area LLA

Operating Procedure

Our local learning area extends around the Cannock Chase District, as these schools are regularly visited through collaboration, the MAT or for Sporting Fixtures. This extends into the Lichfield district due to their participation in the Cannock and District Secondary School Sports Association (CDSSSA).

These include:

Cardinal Griffin

Norton Canes

Cheslyn Hay Sport and Community High School

Great Wyrley

Cannock Chase High School

HART School

The Friary

NetherStowe High School

King Edwards High School

Erasmus Darwin Academy

Chase Terrace High School

These centres classify as a local learning areas. If students are being taken off site outside of this perimeter, this must classify as an educational visit.

5.6 The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

5.7 These are managed by a combination of the following:

- The Head or Deputy Head must give verbal approval before a group leaves.
- 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 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 normally be a minimum of two adults if this is not possible then there should be clear instructions as to the procedures to be followed if the teacher /adult becomes incapacitated.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced 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.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- 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 either record the activity on EVOLVE (Local Area Visit module)
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g., gloves,)

5.8 First Aid Policy for LLA

- As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the schools existing procedures and the likely activities undertaken, should be sufficient.

5.9 Review Period for the Local Learning Area

- The review period for the local Learning Area must be set with a suggestion that is termly in the first year (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

5.10 Monitoring for the Local Learning Area

- The Head, EVC or their delegate should provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits.

6 Adventurous Activities

6.1 The **Activity Providers Checklist** form must be completed by the providers of any activities that involve an element of risk (e.g., rock climbing). Essentially this will involve sending an electronic copy of the form to them to complete and return. An **Activity Providers Checklist** (previously EVC1) does not need to be completed if the provider has **Learning Outside the Classroom Certification (LOtC)**

- 6.2** If you need clarification as to whether an activity requires an **Activity Providers Checklist** to be completed contact the school Educational Visits Co-Ordinator.
- 6.3** The **Activity Providers Checklist** form will need to be attached onto EVOLVE.
- 6.4** Educational Visits that are classed as Adventurous Activities will need approval from County. EVOLVE for these activities must be submitted as least one month before the date of the planned activity.

7.0 Residential Activities

- 7.1** Planning an educational visit that is residential then an **Accommodation Providers Checklist** (previously EVC2 form) must be completed and attached onto your EVOLVE application. **If the provider, you are using has Learning Outside the Classroom Certification (LOtC) then they do not have to complete an Accommodation Providers Checklist.**
- 7.2** If an **Accommodation Providers Checklist** needs to be completed, then the educational visit leader will need to send the form to the provider for them to complete and return to us.
- 7.3** Educational Visits that are residential will need approval from county and the EVOLVE application for these visits must be submitted **at least six months** before the date of the planned activity.
- 7.4** **Activity Providers Checklist** and **Accommodation Providers Checklist** forms can be downloaded from the visit forms section of the resource area on EVOLVE.
- 7.5** When EVOLVE has been completed press submit and the system will then request the EVC to check and send on for final approval.
- 7.6** If you are working on EVOLVE it will automatically save it as a draft copy. If you have any queries whilst you are at the draft stage, please contact the school EVC for assistance.
- 7.7** When the educational visit has been given final approval you will receive an email confirming it has been approved. If you have not received this again contact the school EVC who can chase this up.

If in any doubt whatsoever on how to proceed with any of the above guidelines and procedures, consult the EVC before taking any further action.

This policy should be read in conjunction with our Equality Policy and Safeguarding Policy which seeks to promote equality of opportunity and good relations across all aspects of school life.