

Educational Visits Guidance February 2023



**ORCHARD ACADEMY
TRUST**

Educational Visits Guidance

Introduction

This guidance is intended to help the Senior Leadership team and staff at Orchard Academy Trust's schools to plan an off-site visit.

It is not permissible for any visit to proceed unless:

- the correct procedure has been followed as outlined in this guidance;
- the correct risk assessments are in place and have been shared by those leading the visit;
- the details of the visit have been recorded on a GOF2 (Going off site form for non-adventurous or day visits);
- the Headteacher / Educational Visits Co-ordinator (EVC) has given permission for the visit to take place; and
- the leader takes the appropriate paperwork and record with them on the visit.

Orchard Academy Trust schools recognise the significant value of off-site learning. Educational visits offer fantastic opportunities for both pupils and staff and they are most successful when they have been well planned. Benefits include:

- Enjoyment
- Providing experiences which enrich learning and stimulate future learning & progress
- Raising achievement by boosting self-esteem and motivation
- Developing key skills
- Developing social education and citizenship
- Promoting health and fitness

2 Document storage and retention

All visit information should be kept for a minimum of six years however, if there have been any problems on a visit (like an accident) this should be kept forever, plus the visit leader must fill in the school's accident book on the return as a health and safety requirement.

GOF forms are used for the authorisation of educational visits. **No visit should go ahead unless the GOF form is completed and signed.** The system is in place to safeguard all parties and ensures that the correct procedure is followed.

3 Roles

There are distinct roles which need to be clear throughout the process of arranging and participating in an educational visit.

Governors

- Final approval of all residential visits, visits involving outdoor and adventurous activities, visits involving water associated risk and/or visits outside the UK.

Headteacher / EVC

- Authorisation of all educational visits which take place including those which are residential and/or involving outdoor and adventurous activity. No visit may proceed without the authorisation of the Headteacher/EVC.
- Decide whether the academy will have a named member of staff acting as the EVC. In the absence of an EVC, the Headteacher takes this role by default.

Educational visits co-ordinator (EVC)

- Advise staff on the process of arranging educational visits.
- Authorise visits.

Visit leader

- Complete the visit planning, GOF forms and risk assessment process.
- Ensure that the visit complies with the requirements of this policy and ratios are correct:
 EYFS - 1:5 (1:4 if possible)
 Years 1 to 3 - 1:6
 Years 4 and 5 - 1:10
 Year 6 – 1:10/15
 Years 5 to 6 – 1:10/15 for trips abroad.
 (Supervision ratios are identified in KCC’s Safe Practice of Offsite Activities (CD), Section A2: Regulations for the Conduct of Offsite Activities in the Education Service). All figures are a minimum and many visits may require higher staff ratios. This will be determined by your risk assessment for each particular visit.
- Only proceed with the visits following authorisation from the EVC.
- Ensure that all adults assisting with the visit are briefed and provided with relevant safety and safeguarding information.
- Has overall responsibility for the visit.
- Review the visit to advise the EVC of learning points for future visits.

4 Categories of visit

There are two categories of visit:

Category	Description	Authorisation	Notice period
Category A	- Planned day visits	Authorised by the EVC	Authorisation must be granted at least 30 school days before the date of the visit
	- Visits in the locality	Authorised by the EVC	Deemed by the EVC
Category B	- Overnight stays. - Outside UK. - Involving outdoor and adventurous activities. - Involving water associated risk.	Authorised by the Governors.	Authorisation must be granted at least 60 school days before the date of the visit

5 The Process

- Before any visit can go ahead the first step is to obtain a preliminary permission from the Head of School/ EVC.
- Make arrangements for the visit, including travel. Calculate costs to check that the visit is viable- the school finance and administration officers will be able to assist with this.
- Undertake risk assessments.
- For residential and/or those involving visits to a pre-planned activity centre, use Kent Outdoor Education as a means of seeking verification that the centre has all the necessary controls and checks in place. Get copies of Public Liability Insurance and Quality Badge Certificate.
- For residential visits or adventurous visits (including to the beach) use the GOF1 form
- Complete GOF forms (GOF1 for Residential/adventurous activities and GOF 2 for all other visits) and Risk Assessments and receive authorisation from the EVC. Keep a copy of this form for the group leader.

- vii. Draft letter to parents/carers. The letter should be checked by the EVC/ School Office before being distributed to parents/carers. Decide whether a permission slip is required or whether the visit is within the scope of the standard slip which should be in place for every pupil in the school.
- viii. Notify the school kitchen if there will be an impact on meals and notify the centre (if residential) of any dietary requirements.
- ix. To ensure that pupils have a clear understanding of expectations of both their behaviour and the intended learning.
- x. Complete specific risk assessments for identified pupils ensuring 1:1 support is provided where the need is identified with support from the Inclusion Manager. Complete specific risk assessments for staff members with any specific needs.
- xi. Ensure Medical Forms have been completed by all that are going including staff. Staff forms are to be kept in a sealed envelope and to be kept with the group leader unless needed. These are to be destroyed once the trip has finished.
- xii. Make sure School Mobile is charged and has Emergency School contacts updated. Take charger on the visit if it is a Residential.
- xiii. For Residential visits children will be provided with a Kit List in advance of the trip.
- xiv. Mobile Phones to be kept by staff on residential.

Title	Educational visits guidelines
Aim	To provide consistent guidelines to aid the planning of educational visits
Related documents	Health and safety policy GOF1 – Residential and adventurous visits GOF2 – other educational visits Risk Assessments Educational visits permission form

Date approved: February 2023

Date for review: February 2026