



Flourish FEDERATION

Believe, Achieve, Belong



Educational Visits Policy

The Flourish Federation Vision

To inspire everyone to flourish, grow and learn in a safe and spiritually rich environment.

Built on the strong foundations of Matthew 7:24

Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock.

Our Federation’s vision, ethos and Christian values underpin and thread through every aspect of our work across our Federation. Our work helps us on our collective journey to achieve our vision for all in our Federation community.

This policy was ratified by Flourish Federation Governing Body on:	29th September 2022
This policy will be reviewed by Flourish Federation Governing Body on: (unless earlier review is required to adhere to statutory requirements/changes in procedure)	September 2024
Policy Version:	V1
Signed by the Chair of Governors:	
Signed by the Executive Headteacher:	

Our Values



Flourish Federation has formally adopted, by the Governing Body, the Norfolk 'Guidance for Offsite Visits', [The Outdoor Education Advisers' Panel \(OEAP\)](#) and as outlined on EVOLVE www.norfolkvisits.org.uk. Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational visits.

Flourish Federation has a strong commitment to the added value of learning outside the classroom and beyond the school premises. We will seek to provide a broad and balanced range of learning outside the classroom with opportunities for all of our pupils.

Each year the schools will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the schools. The ranges of activities which the Governing Body has given its approval include:

- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous activities

Approval Procedure

Flourish Federation's Governing Body has delegated the consideration and approval of off-site visits to the Executive Headteacher. Any residential visit will be approved by the FGB prior to this being booked by the school. The Executive Headteacher has nominated a member of staff as the Educational Visits Coordinator (EVC) and they have undertaken training by the LA.

The Educational Visits Coordinator for Flourish Federation is Mrs A Otty.

Before a visit is advertised to parents the Executive Headteacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system www.norfolkvisits.org.uk.

Both Schools have agreed a policy for categorising these visits in line with NCC guidance i.e.:

Residentials and/or adventurous activities must be approved via Evolve and the LA's on-line approval gained.

Day visits approved at school level on Evolve by EVC and Head.

All designated staff have received Evolve training from the LA.

Staffing

Both schools recognise the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on school visits.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow the less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for off-site visits will be a key priority in the initial

approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities and this includes having paediatric first aiders for Reception children.

The school values and recognises the contribution of voluntary adults and parent helpers assisting the offsite visits and activities. Any volunteer will be approved by both the head and the Visits Leader and is entered on a voluntary helpers list kept by the school and on Evolve. They will be carefully briefed on the scope of their responsibilities. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, ensuring adequate first aid, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment

The Visits Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. Visits Leaders are also responsible in ensuring that 1:1 risk assessments are carried out where appropriate.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made by the school on behalf of the pupils. All payments for the visit will be made from the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditations and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required. If the external provider does not hold this badge, then a Providers Contract will be completed.

Parental/Carer Consent

A 'blanket consent' form will be used for pupils to take part in the majority of offsite activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told in advance about the trip and where their child will be at all times and of any extra information or measures required.

Written request will be requested for within school hour day visits and written consent will also be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent/carers consent they will be informed of the activities and arrangements for the visit. For all residential and extended day visits, parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit and where they are able to discuss any individual requirements for their child.

The school has policies relating to charging, behaviour, SEND and equality of opportunity, which applies to all visits.

The expectations of Pupils and Parents

The school has clear and understood behaviour expectations and will be part of the condition of booking by the parents. Pupils whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home.

Emergency Procedures

The school will appoint a member of the Senior Management Team as the Emergency Point of Contact (EPOC) for each visit. All major incidents should immediately be relayed to the person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the EPOC, including the home contact details of parents and next of kin, as appropriate. The EPOC will ensure personal data is safe and secure in line with our data protection policy.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangement for off-site visits by the County Council. Where necessary the school will seek advice from the Advisor for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

Charging for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contributions will be calculated for each activity and may include, for example, an element to cover the participation by young people from low income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodgings on residential courses.

The school has a charging and remissions policy.

Insurance

Insurance for trips is covered by Norfolk County Council. It covers the following:

- Insurance of travel
- Public liability
- Certificate of employers' liability.

Appendix 1 - Consent and Permissions Form (to be completed annually)

Please return to: OFFICE	Date completed:	
To be completed by the Parent/Guardian		
Section 1: General and medical information about your child		
Please complete the following section. The information will enable us to ensure your child's safety and wellbeing. Under GDPR (General Data Protection Regulation) our legal basis for collecting and processing this personal information is because it is a task performed in the public interest, or a legal obligation and <u>does not</u> require consent.		
Home Address (Incl. postcode):	Tel:	
Names of parents or guardians		
Name	Relationship:	
Address (if different to above):	Tel:	
	Mob:	
Name	Relationship:	
Address: (if different to above):	Tel:	
	Mob:	
Other emergency contacts		
Name	Relationship:	
Address (if different to above):	Tel:	
	Mob:	
Name	Relationship:	
Address: (if different to above):	Tel:	
	Mob:	
Doctors Name:		
Surgery:	Doctors Telephone :	
Date of last known tetanus injection if known:		
Details of any recent illnesses:		
Name and dosage of any medications being taken:		
Any allergies? e.g. medicines, food, bee stings, etc.		
Any food not eaten for religious or health reasons:		
Other information which you feel might be useful in an emergency, or that the Visit Leader should be aware of: e.g. phobias, epilepsy, hyperventilation, diabetes, travel sickness, toileting difficulties, friendship problems, etc.		

In event of an asthma attack: (Please tick each statement where applicable)			
1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler			
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them on the visit.			
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.			
Please sign below to confirm all of the above information is correct*			
Signature of Parent/Guardian:			Date:
Section 2: Consents			
<p>Staff routinely use photos/videos/sound recordings of children as part of the teaching, learning and assessment processes. Under GDPR, evidencing learning, recording and displaying children's achievements in access controlled areas is a task performed in the public interest. This is our legal basis for collecting this personal information under GDPR and <u>does not</u> require consent.</p> <p>The taking of photos, video and sound recordings at public events (performances, sports day etc) by parents and family members is permitted under GDPR as it is for personal use and <u>does not</u> require consent. However, we do ask that any material featuring other children than your own not be published on social media. We do need your consent to use photos/videos/sound recordings on the school website and in school publications. Full names will never be used. Please sign each of the following:</p>			
I give consent for photos, videos and sound recordings of my child to be used on the school website		Signed	:
I give consent for photos, videos and sound recordings of my child to be used on in school publications		Signed	:
I give consent for photos, videos and sound recordings of my child to be used in public areas of the school		Signed	:
I give consent for photos, videos and sound recordings of my child to be used by the media for publication/ broadcast		Signed	:
You have the right to withdraw consent at any time			
Section 3: Permissions			
Please sign each of the following sections to provide your permission for the following:			
<p>I am willing for my child to take part in the any local visit/journey (i.e. swimming, sports tournaments or non-adventurous activities within the county) and, having read the information provided, agree to his/her taking part in the activities described. The mode of transport may be by foot, coach, mini bus or car and seat-belts will be worn at all times.</p> <p>I fully understand and accept that, while the supervisory adults in charge of the group will take all reasonable care of the young people, neither they, nor Norfolk County Council, can necessarily be held liable in respect of loss or damage of property or injury suffered by my child arising out of the educational visit/journey, unless such loss, damage or injury results from the negligence of Norfolk County Council, its employees or official volunteers.</p>			
Signed			
I give permission for my child/ward to take part in food tasting		Signed	:
I give permission for my child/ward to receive pain relieving medication on school trips when appropriate (one dosage of paracetamol only).		Signed	:
I give permission for child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.		Signed	:

***This form supercedes all previously signed consent forms.**