**Luccombe Hub**

This document forms part of the policy handbook and is intended for use at Luccombe Hub

**Title:** **Educational Visits Policy**

**Last Reviewed:** 23rd Jan 2025

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## 1. Introduction

### 1.1 Aims

The Luccombe Hub believes that Learning Outside the Classroom (LOTC) is essential for the educational, social, personal and moral development of our learners. We recognise the importance of providing opportunities for our learners to develop their resourcefulness and initiative and to spend time together learning outside the more formalised classroom environment. Some visits are directly related to the individual learner's curriculum, whilst some are designed to enhance physical skills, self-reliance and teamworking and others, will extend learners knowledge of the real world.

The purpose of this policy is to ensure that all trips are undertaken as safely as possible, through careful, thorough preparation, safe procedures and responsible supervision of all learners and groups.

Educational trips at Luccombe include those classed as 'routine visits' –those included within our specified general educational visits risk assessment e.g. visiting local farm shop or supermarket. Special educational visits require a bit more planning and risk assessing separately. Parental consent to routine visits is sought via Luccombe Admission Packs. Additional Parental consent is required for special educational visits (Appendix A).

### 1.2 Learning Environment

In addition to the site (including the yurt, farm, Bothy and Forest School areas), the following sites are accessed regularly by our learners and staff as part of our everyday provision at Luccombe Hub and as such form part of our Learning Environment:

- our allotment in Milton Abbas.

- the play park at Milton Abbas.

- our Alternative Provision at Milton Mills.

- Milton Abbas village.

- the church at Milton Abbas.

- St Catherine's Chapel.

- the park and playing fields in Winterborne Stickland.

- local shops: Tesco in Blandford, Lidl in Blandford, Steeptonbill Farm Shop.

As part of our Learning Environment, these areas have separate Risk Assessments. Visits and trips to these areas are not considered special educational visits. As such, staff are required only to complete the signing in/out book when taking learners to off-site to these areas and the rest of this policy does not apply.

**1.3 Consultation**

The Luccombe Hub will communicate this policy to all staff, relevant professionals and learners through inductions, meetings, day to day communications, staff meetings and training. A copy of this policy and all policies will be available on request or via the website.

**1.4 Legislation and guidance**

We use governmental guidance on Educational Visits and refer to the best practice guidance provided by OEAP (Outdoor Education Advisers' Panel).

**2. Procedures and practice**

**2.1 Steps**

At The Luccombe Hub all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance in establishing a safe and healthy environment for educational visits.

All employees and volunteers have a duty to take reasonable care to avoid injury to themselves and others, to co-operate to ensure statutory duties and obligations are fulfilled. This policy can only be successfully implemented with the full co-operation of everyone concerned.

As a fully inclusive educational setting, the entitlement to participate on trips is open to all learners and realistic adaptions or modification will be undertaken to ensure full access.

All educational visits will be agreed by the Centre Lead. The Educational Visit Co-ordinator (EVC) will be responsible for checking that adequate planning and preparation has gone into ensuring that the risk will be as low a risk as possible and the Learning Outside the Classroom meets its educational objectives.

If the trip is agreed, it will be the responsibility of the visit leader/facilitator to complete the appropriate forms from the Educational Visit Packs.

The EVC will be responsible for checking that paperwork has been completed fully and accurately before information being passed to Centre Lead for clearance.

The Visit Leader/facilitator is responsible for completing the necessary paperwork, including budgetary arrangements, which must be agreed by Centre Lead.

The following forms require completion:

- Parent permission form
- Education Visit planner
- Risk Assessment
- Essential information sheet to take on trip (including up-to-date contact numbers, medical and access needs)

Preliminary visits to the proposed destination may be needed if insufficient reassurance is provided of quality of learner experience or health and safety issues. Following a visit, the visit leader will be expected to review the experience by completing the visit review. This will help to decide the value of potential future visits to certain venues. The leader will also need to report back on any contingency arrangements which were applied, such areas often provide the best evidence for future planning.

Prior to the commencement of the visit, information must be made available to each participant and their parent/carer regarding venue, itineraries, transport arrangements and duration.

Special Educational Visits must have a separate parental request (Appendix A). Where a consent form has not been completed and returned by a parent, a learner will not be allowed to undertake the educational visit. Verbal consent cannot be taken, however consent via email or text is acceptable for low risk trips. In this instance the message should be sent from a parent's/carer's personal phone or email which matches with Centre records.

Staff: Learner Ratios

The group size and staff / learner ratio is dependent on the duration and nature of the journey and activity, environment, age, temperament, needs of the group, individual needs including medical etc. and, of course, a risk assessment of potential hazards.

Our learners will require 1:1 staff/learner ratio unless where individual risk assessments suggest small group work is appropriate, in this instance staff to learner ratios will not exceed 1:2 whilst on offsite educational trips.

Ratio numbers will be recorded on planning documentation.

**2.2 Roles and responsibilities**

Visit leaders/Facilitators should be aware of any learners who may require closer supervision and should be fully aware of a learner's personal risk assessment. On Educational trips there cannot be any 'no supervision' time.

Any volunteer helpers or work placement students who may accompany visits must be made aware of their role on the trip and expectations. All Volunteer helpers must be risk assessed and must have a current, satisfactory DBS check.

**Centre Lead:**

The Centre Lead is responsible for ensuring that the LOTC experiences provided are of a high quality; that they offer best value and that they comply with health and safety and financial regulations.

They will also:

- Ensure that the protocols and procedures for the planning, management and delivery of LOTC experiences are consistent with the school policy and adopted guidance and recommendations

- Be aware that the appointment of an Educational Visits Coordinator (EVC) is critical to the implementation of this guidance. The EVC should be appropriately competent to their role (see below) and should be allowed sufficient time to fulfil the role, including attendance at accredited training.

- Ensure the competency, experience and confidence of the Visit Leader to effectively supervise each educational visit

- Ensure that the Governing Body are regularly informed about the delivery of visits and outdoor learning and their contribution towards school effectiveness

- Approve the letter to be sent to parents

- Confirm the insurance policy covers the planned activities

- Ensure records are kept and checks are made on staff qualifications and driving details (car insurance with business use if transporting students in own cars)

**Educational Visits Coordinator (EVC)** will:

- Promote educational visits and take a lead in policy development

- Liaise with staff, offering advice and support regarding educational visits

- Advise on the arrangements for visits, including staff to student ratios

- Liaise with the Centre Lead as appropriate

- Assess and approve the competency, experience and confidence of staff and volunteers involved in each educational visit, ensuring appropriate checks are in place to effectively supervise each visit

- Ensure visit plans and submission are completed accurately consistent, with a SAGED approach (see image) and in good time to allow for scrutiny, authorisation and approval by the Centre Lead

- Attend relevant EVC training

**Visit Lead/Facilitator** will:

- Normally be learner's key facilitator/worker.
- Be responsible for the safety of their learner/group at all times.
- Have a clear plan of the activity to be undertaken and its educational objectives.
- Anticipate potential hazards and act when necessary .
- Continuously monitor the appropriateness of the activity, the physical and mental condition of the group members and the suitability of the prevailing conditions.
- Exercise appropriate supervision of their learner or group .
- Have a clear understanding of the emergency procedures and be equipped to carry them Out.
- Have access to appropriate first aid supplies.
- Carry emergency information/medical information on all members of the group.

**Learner(s)** will:

- Know who the Visit Lead/facilitator is and who to raise concerns, ask questions to.
- If in a group outing , have a "buddy" if appropriate for the learner.
- Have been given clear, understandable and appropriate instructions .
- Not be on their own without supervision.
- In group outings and where able to, alert the visit lead, if someone from the group is missing or in difficulties.
- Have a meeting place to return to if separated
- Agree a safe space or where they can be calm when needed.
- Understand the expected standards of behaviour.

**2.3 Aspects**

**Training**

Any member of staff new to the role of organising trips off site, will be provided with in house training on the educational pack and how to plan educational trips to ensure best outcomes, learning objectives and assessing risk effectively.

All staff will be introduced to this educational visits policy during induction.

**Emergency Contact**

For every visit, the Visit Leader must understand who the emergency contact at the Centre is and be fully aware of emergency plans – all parties should agree, and procedures understood.

The designated contact person (who will usually the EVC or Centre Lead but can be a delegated member of staff when required) will provide the link between the visit party and home. Visit details will be held at the Centre.

It's important that a mobile phone is always carried by the visit leader and contact can be made with the Centre.

**Guidance**:

The group leader must carry with them an information card outlining the procedures to be followed in an emergency (Appendix B). It is good practice to ensure all learners on the trip also carry a card containing relevant useful information such as emergency contact details.

**3. Concluding notes**

**3.1 Monitoring and review**

This policy will be reviewed every 3 years or earlier if required by changes to procedures and/or guidance.

**3.2 Links to other policies**

Lone Working Policy

Safeguarding and Child Protections

Curriculum Policy

Risk Assessment Policy

Health & Safety Policy

Emergency Plan

**3.3 Annexes**

Annex A - Consent form
Annex B - Important Information and Emergency Procedures for Visit Leaders and Staff

Annex C - Visit Leaders' checklist for planning an Educational Trip
Annex D - Model letter to parents and carers

**Annex A - Consent Form**

Trip to [venue] on [date]

I consent to my child (name in full):

_____

taking part in the above named educational visit.

I confirm to the best of my knowledge that he/she* is medically fit to participate.

Please give details of:

1. Any current medical condition

1. Post Medical Condition (e.g. following a medical procedure or illness)

2. Any medication being taken

3. Any other relevant information which may affect his/her participation in the visit (including allergy or dietary requirements)

_____

_____

_____

4. Emergency contact numbers:

Name and Mobile: _____

Name and Mobile: _____

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic/blood transfusion, as considered necessary, by the medical authorities present.

Signed:_____

(Parent/Guardian)

Date: _____

**Annex B**

**Important Information and Emergency Procedures for Visit Leaders and Staff who accompany Learners on Educational Visits**

General:

Learners should not be allowed to take part in dangerous activities without prior training and parental permission and must always be accompanied by a trained instructor or member of staff.

Learners should be closely supervised at all times. The responsibility on the staff is huge and they must be professional at all times, to lead by example and ensure the safety of the students in their care.

All staff must accept that they are on duty throughout the length of the visit.

Staff relations with each other and their behaviour on such trips should set an example to the learners and be above reproach in all circumstances.

In case of serious incident/accident:

- Establish the nature and extent of the emergency.
- Establish that all members of the party are accounted for and safe.
- Establish the extent of any injuries and administer first aid if qualified to do so.
- Establish the name(s) of the injured and call the appropriate emergency service(s), if required.
- Advise other staff of the accident and the procedures in operation.
- Ensure that an adult in the party accompanies the casualty/casualties to hospital.
- Ensure adequate supervision for the rest of the party and arrange for their return to the Centre – all must be cared for and protected from the media.
- Arrange for one adult to liaise with the emergency service(s), control access to telephones by others until the Centre Lead has been contacted and all relevant information given out.

The staff emergency contact should inform parents, guardians and relations of:

- learners who have been involved in the incident.
- learners who have been involved, but not hurt or directly affected.
- staff who have been involved.

Do not discuss the incident with the media. This will be done by the Centre Lead or his/her representative if appropriate.

Record relevant details of the incident as soon as possible – including names and addresses of witnesses and be sure to keep any associated equipment in its original condition.

It may be necessary to arrange for interviews to record statements from all involved in the incident (with parents/guardians present if needed).

Accident forms will need to be completed on return. Contact may need to be made with the insurers, the police and the Health and Safety Executive. Discuss with the Centre Lead before any contact is made.

If a student needs to go to the police station, they should be accompanied by a member of staff at all times.

His/her parents/guardians and the Centre Lead should be informed immediately.

It is essential to carry lists of learners and staff, their telephone numbers, addresses and details of their medical condition where relevant. Duplicate lists must be left with the Educational Visit Co-Ordinator and/or delegated member of staff.

**In case of medical illness**:

If a learner becomes ill, or has an accident, that has been treated but it's advisable for the learner to return home. His/her parents/guardians should be contacted and advised of this. Staff and Learners to return to the Centre for collection. Arrangements to meet with parent/guardian can be made where appropriate but only with prior permission from Centre Lead.

If a learner has to go to hospital, the learner's parents/guardians should be informed by telephone immediately. A member of staff should accompany him/her to the hospital and stay until the parent/guardian arrives. The Centre Lead should also be informed.

Record all relevant details as soon as possible.

**Guidance if a Learner goes missing on an Educational Visit**

Also arrange a safe zone/meeting place at the destination of your Education Trip for space for a learner to calm safely and/or in the event of absconding.

Always maintain supervision with learner.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count must be carried out in order to ensure that all the other children are present
- The Visit Leader must coordinate a search of the immediate vicinity
- Check the agreed calm down/meeting place.
- If the child is not found immediately then the police must be contacted
- Inform the Centre Lead by mobile phone
- The Visit Leader and support staff must take full responsibility for the safety of the remaining group.

**Contact with the Police**:

• Where it proves necessary, The Luccombe Hub will cooperate fully with any Police investigation and any safeguarding investigation by Social Care and:

• The Centre Lead will inform Ofsted (if required)/Local Authority SEN Department and co-operate

with any other external agency as required.

The Insurers will be informed.

• If the learner is injured a report will be made under RIDDOR to the HSE

• The Centre Lead will inform the Local Children Safeguarding Board

The incident report will contain a full written record of all events up to the stage when the child was found.

Procedures will be examined and adjusted as necessary.

**ACTIONS TO BE FOLLOWED BY STAFF ONCE THE YOUNG PERSON IS FOUND**

• Talk to, take care of and comfort the child and other children in the group.

• The Centre Lead will speak to the parents and other agencies, as appropriate, to discuss events and give an account of the incident.

• Media queries should be referred to the Centre Lead and/or any deputised person.

• There must be a full written incident report and procedures must be adjusted where necessary.

**Annex C - Visit Leader's checklist for planning an Educational Trip**

The following timescale is best practice. It is recognised that occasions may arise where it is not possible to follow the suggested timescale, but this must not prevent all stages of the process being undertaken with care.

| | |
|---|---|
| 6 weeks before trip | Get **agreement in principle** from Centre Lead for trip. |
| | **Speak to EVC** about proposed visit: where and when, numbers of learners and staff, transport etc. |
| 4 weeks before trip | **Confirm details** – contact venues, providers etc. Arrange outside transport if needed. |
| 1-2 weeks before trip | Complete **Risk Assessment** with EVC |
| | Gain **final authorisation** for the trip to go ahead from Centre Lead |
| | Send **letter and consent form to parents** with details of the trip, including nature and purpose of the trip, departure and return times and anything the learners might need to bring. |
| Week before trip | **Ensure all arrangements are in place**, including groupings of learners and staff, transport, medication etc. |
| | Identify who will be **contact at the Hub** during the trip in case of emergency, need for extra support etc. |
| | Ensure all **consent forms** have been completed and returned. |
| Day of trip | **Brief trip staff** referring to Risk Assessment |
| | **Brief trip learners** about expectations, provision for time out etc, referring to the Risk Assessment |

**Annex D – Model letter to parents and carers**

Trip to [venue] on [date]

Dear Parent/ Carer

We are writing to let you that we have planned an educational trip to the [venue] on [date] and your child is invited to join us. The purpose of the trip is …….

We will be leaving the Hub at approximately [time] and returning at [time]. Each learner will have a designated facilitator accompanying them. Please ensure that they bring with them ……. and that they wear ……. They will not need to bring spending money for this trip.

Please can you confirm your child will be joining us by completing the attached consent form and returning it to office@luccombehub.com. If we do not have a completed consent form, your child will not be able to go on the trip.

If your child is running late on the day of the trip, we would appreciate you contacting us and letting us know at your earliest convenience.

If you have any questions, please do speak to Henri or me and we'd be happy to answer them.

Many thanks,

[Trip Leader]