

Educational Visits Policy

Keldmarsh Primary School

Date Policy Formally Agreed By Governors: 2023
Signature of Chair of Governors:
Date Policy Becomes Effective: 2010, 2015, 2018
Review Date: 2018, 2023, 2026
Person Responsible for Implementation and Monitoring: SBM and Headteacher

Introduction

All offsite visits and activities, (apart from work experience or college placements which are dealt with separately), that are organised and undertaken by the school are regarded as “educational visits”. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school’s headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

The school offers a wide range of educational visits, including:

- to the direct local area – Beverley and all that it offers
- to the wider area – Hull museums and art galleries
- a Year 6 residential

Compliance

The school’s policy is to comply with the LA’s “Guidance for the Management and Leadership of Offsite Visits”. The school’s Educational Visits Policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- Health and Safety Policy
- Charging policy
- Child Protection Policy
- Equality and Diversity Policy
- Inclusion Policy

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

The LA’s “Guidance for the Management and Leadership of Offsite Visits” is accessible via EVOLVE Online.

Roles and responsibilities (for details see LA Offsite Visits Code of Practice)

The Headteacher with the support of the (School Business Manager) have overall responsibility for all the school’s educational visits. New/Acting Headteachers should contact the LA for guidance on taking up the position, and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits. If the Headteacher and School Business Manager are absent or unavailable, the Assistant Headteachers will act as the appointed person, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School’s Educational Visits Coordinator (EVC) is Mrs Whyte (appointed on the 20.01.2023 and trained on the 19.01.2023). The EVC oversees the planning and organisation of the school’s visits, and provides advice and guidance to staff, including recommendations regarding the approval of visits. New EVCs should access training

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from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher / update training at least every 3 years.

The EVC role has admin support provided by the Office Manager. This role involves sending out parent consent letters, obtaining medical details, collecting money and arranging transport.

The Governing Body representative, who is responsible for overseeing educational visits and for assisting with the approval of residential /overseas / high risk visits is Kerri Harold.

The LA Educational Visits Officer is Ms Clare Johnson (tel 01482 392417 or 07773041609 e. clare.johnson@eastriding.gov.uk).

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- The Headteacher
- the LA Educational Visits Officer
- other experts with specialist/local knowledge (e.g. National Park ranger).

Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by the Office Manager on the Training folder and is also recorded on SIMS.

The school ensures that training opportunities with regard to educational visits are made available and include

- Training for EVC (including update courses every 3 years)
- Training for visit organisers and group leaders provided by the Local Authority.

Monitoring

To assure quality of standards on educational visits:

- The school's EVC and/or Headteacher will normally accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures
- Records of these monitoring visits are stored on the Finance Drive
- The school's EVC will complete the Manager Review (an online audit of our school's educational visits policies and procedures that is accessible for managers via the front page of EVOLVE online) and share the findings with the governors and the LA Educational Visits Officer. This will be completed at least every 3 years. Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the review form.

1. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE)

Local visits that take place frequently or regularly throughout the year or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swimming pool/away sports matches.

Category 1 visits should be recorded using EVOLVE online recording system and should be submitted for approval at least 2 weeks in advance of the first of a series of visits.

Category 2 – DAY VISITS (NON ROUTINE)

One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre

Category 2 visits should be recorded using EVOLVE online recording system.

Category 2 visits should be checked and approved: and should be submitted for approval at least 2 weeks in advance of the first of a series of visits.

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Category 3 – UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in the UK or overseas.

Category 3 visits should be recorded using EVOLVE Online and should be checked and approved:

Internally - by the EVC (with Headteacher and governor support), and externally – by the LA Educational Visits Officer

Category 3 visits should be submitted for approval at least 6 weeks in advance of the first of the series of visits.

Category 4 – OVERSEAS VISITS

Residential or day visits to any place outside England/Scotland/Wales.

Category 4 visits should be recorded using EVOLVE Online

Category 4 visits should be checked and approved:

Internally - by the EVC (with Headteacher and governor support), and externally – by the LA Educational Visits Officer

Category 4 visits should be submitted for approval at least 6 weeks in advance of the first of the series of visits.

For visits with significant financial commitment, “outline approval” should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as “high risk activities or environments” they MUST be given an additional subcategory “A” classification:

Sub Category “A” – HIGH RISK ACTIVITIES and ENVIRONMENTS

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A. All sub category “A” visits should be recorded using EVOLVE Online. All sub category “A” visits should be checked and approved internally by the EVC (with Headteacher and governor support), and externally – by the LA Educational Visits Officer. All sub category “A” visits should be submitted for approval at least 6 weeks in advance of the visit.

For visits with significant financial commitment, “outline approval” should be obtained before firm bookings are made. All staff who lead visits are required to input their own information and assurances on EVOLVE Online. All staff who lead visits are required to have their own EVOLVE username and password.

2. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

3. Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion. Please refer to the Equalities Policy.

Should the situation arise where staff are considering exclusion of a pupil from a visit, a discussion with the EVC / Inclusion Manager needs to take place. Adaptations can be discussed in order to facilitate inclusion. Parents will be consulted following this discussion to involve them in any arrangements and final decision. This may include the attendance of the parents on the day to support their child.

Any pupil, who has a one to one adult support appointed to them, should attend the visit alongside the child and cannot be included in the overall adult / class ratio.

A full up to date list of children and staff attending the visit should be left with the office prior to departure.

4. The Overall Group Leader/Visit Organiser

The overall group leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the EVC/headteacher. The EVC/headteacher may require overall group leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience.

5. Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the overall group leader, if necessary. Assistant leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the EVC/headteacher, and overall group leader. Deputy leaders are to be school staff and not adult volunteers.

Leaders must have relevant child protection training in order to fulfil the responsibilities associated with this role.

Leaders should consider carefully the implications of family members being present, and the possible complications that might arise. Children of staff or volunteer parents should not be in their allocated group of children and any issues that arise in regard to the child should be dealt with as it would in school and not involve the parent unless required.

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care. Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits).

Class teaching assistants are encouraged to support class visits and as this may be additional hours, a payment of overtime will be made. If the teaching assistant has another role in school e.g. lunchtime supervisor or inclusion support, then it would be acceptable that they attend one of the visits each year and other staff be used on the other occasions.

Volunteers will be approached and arranged by the school office to ensure that supervision levels are adhered to. Volunteers should not be placed with their own child if they are a parent and they must not be left to attend to children themselves as they may not be DBS checked. All parents should have read and signed the Code of Conduct attached. There is no requirement to complete the application form.

Should a visit require adults to separate from the school staff only volunteers with a DBS should be taken and the application form within the Volunteer Policy be completed.

6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The LA's "Guidance for the Management and Leadership of Offsite Visits" provides recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the EVC/headteacher, after consultation with the EVC and overall group leader (and LA Ed Visits Officer, if necessary), as part of the risk assessment and management process. It is generally good practice to have at least two members of staff accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. For overseas visits, at least 3 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

7. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the overall group leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many

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organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom “Quality Badge”. However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures. When planning a visit, the visit organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. All category 1 and 2 (day), category 3 (UK residential) and category 4 (overseas) visits that involve high risk activities and environments are classified as subcategory “A” and must be recorded on EVOLVE, and approved by the EVC, /Headteacher, governors, and Local Authority. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. This is stored on the EVOLVE online database which staff are required to complete.

Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

9. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. Every visit must therefore be subject to a suitable and sufficient risk assessment that identifies all significant hazards.

The visit organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders (including new leaders and volunteers), before the visit takes place. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise. A set of written generic risk assessments and a blank specific visit form are available via EVOLVE Online.

Visit organisers should select the generic risk assessment template appropriate to the category of the visit they are leading (this should be just **one template**, unless you are going overseas). Visit organisers should complete the required sections of the template, paying particular attention to the bottom section of the template regarding identifying any significant hazards specific to the visit, that are **not** already covered in the generic sections of the template (e.g. where you are going, activities you will be doing and members of the group. This includes mention of any child with an EHCP).

Visit organisers should consider the control measures that need to be put in place to reduce the risk of the places/activities/individuals that they are running (not activities being run by a provider) to an acceptable level. The Outdoor Education Advisers’ Panel – National Guidance has advice and guidance on Specific types of Visit, Activity and Hazards that can assist in completing the template [7 – Specific Types of Visit, Activity & Hazard |](#)

The Amended Risk Assessment Template then needs signing by the member of staff who completed it, this can be done as an e-signature at the bottom of the form. The Risk Assessment needs to be **shared** with the other leaders on the visit.

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Children should also be involved in the risk assessment process, at an age-appropriate level – educational visits offer a prime opportunity to develop children’s understanding of risk, how it can be managed and how they can help to keep themselves and others safe.

Completed assessments are to be handed to the headteacher for checking and signing in advance of the visit. A copy of this is kept in the office on the day of the visit should it need referring to. The EVC will then file the papers in the Educational Visits EVOLVE File.

10. Insurance and finance arrangements

The EVC/headteacher/overall group leader must ensure that adequate insurance arrangements are in place for all educational visits, and group leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

The school pays annually for LA School Journey insurance (winter sports not included) which covers all school visits within the UK and abroad (providing the visits are correctly approved) - renewal of the Council insurance policy generally takes place in September each year. If you are planning a visit abroad please complete the Insurance Proposal form for Visits in the EU and Worldwide (available on EVOLVE) and email the form to the Council’s Insurance team on insurance@eastriding.gov.uk

The Visit Organiser and school EVC should ensure that:

- Educational Visits Proforma is completed and the visit is agreed by the headteacher before the visit is formally arranged;
- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;

Educational visits are included in long and medium term planning. Due to the financial implications, it is necessary to limit the number of chargeable visits undertaken across the year. A record of the charges made to parents of each year group will be maintained and the cost of all visits will be discussed with the EVC/Headteacher prior to confirming any booking and to check the school calendar. The school continues to promote those visits which are free and those that involve the children learning outdoors in their local area.

Charging arrangements (for more details see school Charging Policy)

The school may ask parents for **voluntary contributions** towards the cost of visits, but it must be clear that any contribution is genuinely voluntary. Where it is not permissible to charge parents, any subsidy will potentially come from school funds. If the school are unable to cover the costs of the trip then the trip may not go ahead.

If parents do not make sufficient voluntary contributions in respect to a planned visit, the EVC/ Headteacher may decide that the school visit may not be able to go ahead as planned as the costs on the school may be too great. This decision would normally take place a few days in advance so that parents and children can be informed.

11. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should be familiar with, and comply with the Local Authority’s “Driving at Work policy”, and generic risk assessment template that give detailed recommendations for all standard forms of transport.

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The school hires coaches/buses from:

Companies that have already been checked and approved by the Council's Transport Services team and is usually Acklams.

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- sit in various locations, and ensure that they are spread throughout the coach. It is advisable that a staff member sits near the emergency exit.
- carry a first aid kit and the mobile phone.

The EVC/ Headteacher must ensure the safety of pupils travelling by private car, and should:

- risk assess and decide if the driver is suitably qualified, experienced and competent and carry out suitable child protection/safeguarding checks, if appropriate;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, license, roadworthy, seatbelts, etc.;
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. seat belts, keeping to speed limits etc.)
- drivers have appropriate insurance – inc business cover for employees.

For visits that require the use of staff cars, drivers must:

- have business insurance
- be assessed as competent and suitable by the EVC/Headteacher (using the driver validation form)
- have two members of staff in the car.

For visits that require the use of parents' cars. Drivers must:

- be assessed as competent and suitable by the Headteacher, (using the Driver validation form)
- sign to say their car is roadworthy, taxed and insured
- be part of a recorded pool of drivers who have been assessed and approved (including child protection/safeguarding checks, if appropriate).

12. Parent/Guardian information and consent

The overall group leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual "rolling" consent for routine visits, or specific consent for a particular visit/activity. There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Any special/medical needs of pupils are collated by the Office Manager and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Medical information and consent forms can be obtained from the school office. Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The visit organiser must obtain parent contact details for all pupils on the visit.

Parent information and consent letters will be written by the office staff, staff arranging visits should provide the office staff as soon as possible with the necessary information to write these letters but only after confirmation with the EVC and headteacher that the visit can take place. An annual meeting is held for those parents and children in Year 4 who will have the opportunity to attend the Year 6 residential.

All parents are asked at the beginning of their child's school career to consent to local trips in the area. Visit organisers are expected to check with the office prior to a visit that these are in place. Visit organisers are expected to contact the school as they are returning to provide an expected time of return so that parents can be informed by text if a group of children are delayed.

14. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more emergency home contact(s) who should be available at any time during the visit. The visit organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the medical room and the Caretaker will provide the sick bucket and related equipment. All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use. Visit leaders are not to use their own phones to take photographs on visits and to use school equipment e.g. school camera or iPad. The majority of trips have the expectation that children wear school uniform, staff are also expected to wear, on these visits, their normal work clothing.

14. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits. Pupils should be briefed about safety arrangements and what clothing/equipment should be brought. Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance. "Buddy systems" are an effective means of promoting safety and welfare within the group. During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group. Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognise dangers and manage risks sensibly. Children who have permission to bring a mobile phone to school are not permitted to take these with them on visits

Please refer to the other relevant school policies:

- Behaviour Policy
- Medical Needs and Administration of Prescribed Medicines Policy
- Data Protection Policy
- Mobile Phone Policy

15. Documentation (and visit records)

The EVOLVE database will store key elements of category 3, 4 and "A" visit details securely and indefinitely. Other visit details and risk assessments are held electronically in the Office Drive and paper copies in the Educational Visits File in the main corridor. This information is stored until such time that the EVC/Headteacher decides that all issues/ incidents arising from the visit have been dealt with fully. If no significant incident occurred during the visit, the school disposes of the paperwork at the end of the academic year. If a minor incident occurred during the visit, the school disposes of the paperwork after a period of 6 years. If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are retained until the young person becomes 21, in the loft.

16. Visit Approval

Low risk day visits (Cat 1 and 2) are approved in-house by the EVC/Headteacher using EVOLVE Online.

Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/headteacher governor/LA, using EVOLVE online.

UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC/governors/Headteacher/LA using EVOLVE online

The visit organiser must carefully check all visit forms before submitting for approval.

When required, governor approval for a visit is given *by the governor with specific responsibility for overseeing educational visits/ Chair of Governors, Kerri Harold.*

The procedure for governor approval involves:

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For low risk day visits (Cat 1 and 2): not required.

For high-risk day visits (Cat 1A and 2A): email (via EVOLVE online) to the governor with specific responsibility for overseeing educational visits.

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - email (via EVOLVE online) to the governor with specific responsibility for overseeing educational visits.

17. Visit approval status and feedback

The procedure for managers (Headteacher/EVC) to notify the visit organiser of approval decisions and to give feedback involves:

For low risk day visits (Cat 1 and 2): email via EVOLVE.

For high-risk day visits (Cat 1A and 2A): an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see "View All Visits").

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online.

If a visit is not approved or only given "Outline Approval" by a manager, they must give reasons for their decision and state clearly any changes that would be necessary

If a visit does not obtain the correct level of approval, it may not be covered by LA insurance.

18. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the visit organiser must notify all relevant approving authorities (EVC/Headteacher/ governors/ Local Authority) of these changes, and ensure that their additional consent is given. There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For all Cat 1/2/3/4/A visits recorded on EVOLVE, there is a clear procedure for recording minor amendments. For significant amendments that require further consideration and approval, the EVOLVE system requires visit organisers to request a return of the visit by managers. They can then amend the form and resubmit it after the amendments have been completed.

20. Post visit review and evaluation

It is good practice for visit organisers, on return from a visit, to review the visit with the EVC and/or Headteacher, and to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Visit organisers should take copies of the **Accident Incident Form (AIF)** and the **Accident Incident Investigation Form (AIIF)**. Accidents, incidents or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting procedures. Information can be found in the office.

Post visit reviews and accident/near misses records are reviewed as required by the Headteacher/ and EVC, this may include governors as required. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body.

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Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer and Safety Services.