

The Levett School



Educational Visits Policy

<i>Policy agreed by Management Committee on:</i>	12.05.2025
<i>Review date for Management Committee:</i>	12.05.2027
<i>Allocated Group/Person to Review:</i>	Rachel Kelly
<i>Agreed frequency of Review, by allocated person:</i>	Every Two Years
<i>Last Review date:</i>	09/05/2025
<i>Revised and Approved by Headteacher:</i>	08/09/2026

Melton Road, Sprotbrough, Doncaster, DN5 7SB



Doncaster
Council

Context

We at Levett School believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Levett a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Levett school:

1. Adopts the Local Authority's (LA) document: 'Educational Visits and Learning Outside the Classroom Policy and Guidance 2025' with reference to OEAP National Guidance.
2. Uses 'Exeant', the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), DMBC policy and guidance, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits
2. Day visits within the UK (outside of London) that do not involve an adventurous activity – Cat. B
3. Visits to London, and/or that are overseas, and/or residential, and/or involve an adventurous activity, and/or take place in a challenging environment- Cat. C

Roles and responsibilities

Visit Leader

The Visit Leader is responsible for planning and leading the visit/activity. They must have the confidence, competence, and relevant experience. Other adult supervisors are involved from the planning stage, with clear roles and responsibilities. The Visit Leader and support staff complete ongoing risk assessments throughout the visit. They are responsible for entering these on 'Exeant' Using the 'Exeant' system, they are to obtain initial approval for a visit from the EVC/Headteacher prior to formally planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

Where pupils with allergies are due to attend the visit, visit leaders must ensure they complete the following:

- Discuss the allergy, triggers, medication and management of allergy arrangements with the pupil's parent/carer
- Liaise with the venue around their allergy management procedures
- Consider how the pupil can be safely included in all activities
- Consider how the pupil can have quick access to required medication in the event of emergency
- Ensure where meals will be prepared off site, that they are done so in a way that prevents any cross-contamination
- Where food may be consumed during travel:
 - Communicate with all parent/carers and pupils regarding food expectations and prohibited items

Where the child has their own EpiPen, this should be carried with them at all times

- In addition to this, visit leaders should take 1 spare EpiPen on the external visit

Pupils with allergies should be able to participate fully and safely in all school visits through effective planning, communication, and risk assessment.

The Educational Visits Coordinator (EVC) are Lydia Shipley and Rachel Kelly, they will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters. Initial approval requests for visits will go through to the EVC via the 'Exeant' system. At the point of initial approval the decision is made by the EVC as to whether the visit requires the approval of the Head. The EVC is the main point of contact between the LA and the establishment with specific reference to the 'Exeant' system and is responsible for the management of the 'Exeant' system with regards granting access to the system for establishment staff.

Assistant Leader/Supporting Staff

Assistant leaders/supporting staff supervise young people and are involved in planning. They must be competent and confident to take over if the Visit Leader is unable to continue. All staff accompanying the visit must have appropriate competence and confidence.

Head Teacher

The Head Teacher ensures the establishment follows employer guidelines and appoints an EVC (or designates themselves). They are responsible for approving all Category A and Category B visits, unless delegated to the EVC.

Management Committee

The Management Committee acts as a 'critical friend,' ensuring the safety and proper planning of off-site visits. They oversee arrangements for planning and managing visits.

Employers

Employers ensure compliance with health and safety regulations under the Health and Safety at Work Act 1974. They provide employees with necessary guidance and training for their roles.

Parents/Volunteers

Parents or volunteers participating in visits as supporting staff must be reliable and trustworthy. Care is taken to ensure their role as a parent does not conflict with their role as a volunteer.

The Local Authority is responsible for the final approval (via 'Exeant') of all visits that are either overseas, residential, take place in a challenging environment (including London) and/or involve an adventurous activity for Local Authority maintained establishments. For establishments outside of Local Authority control, the LA acts in an advisory and consultative role providing guidance for such establishments.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Approval

The approval process is as follows for each type of visit:

1. Category 'A' - Local visits which involve transport purely by foot within the locality. They are either entered onto the 'Exeant' system.
2. Category 'B' - Day visits within the UK that do not involve an adventurous activity, are not within London and do not take place in a challenging environment. These are entered onto 'Exeant' for initial approval by the EVC and must then be fully submitted to the EVC for checking and approved at least 5 days in advance.
3. Category 'C' - Visits that are overseas, residential, within London, take place in a challenging environment and/or involve an adventurous activity (see LA guidance for definition of 'adventurous' and 'challenging environment') are checked by the EVC, approved by the Head along with automatically being sent through to the LA (by virtue of selecting the adventurous and/or residential checkbox on 'Exeant') for approval or consultative guidance.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit, which is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior leadership team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of and have any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. This Emergency Procedure is tested through periodic calls from visit leaders.
7. All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.
8. If an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist/Risk Assessments

Levett school's educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

All trips will have risk assessments completed in advance, relating to mode of travel, the end location and activities to be undertaken. In addition, due to the nature of the children – challenging behaviour, absconding risk etc, individual pupil risk assessments will also be required; these individual risk assessments are dynamic and as such an individual child booked on a trip may be withdrawn on the day of the trip if behaviours indicate that the risk is too high. Alternatively once on the trip, participation in activities would be reconsidered based on presenting behaviours and associated risks.

Parental Consent

The school obtains blanket consent at the start of each year for regular/routine activities that take place wholly within the 'normal' school day. Category A visits parents/carers can be informed of visits via electronic means, newsletters or letter. For Category B visits that are less routine, parents/carers must be fully informed of the arrangements and acknowledgement received from parent/carers that they have received the information regarding the visit via a reply slip.

Specific, (i.e. one-off), parental consent must be obtained for all visits that take place either partly or wholly outside of 'normal' school hours. For these visits, sufficient information must be made available to parents (letters, meetings, etc), so that consent is given on a 'fully informed' basis.

Inclusion

As a Pupil Referral Unit, Levett school is fully inclusive and complies with the Equality Act 2010. No child will be prevented from participating in a visit, as a result of a disability or insufficient funds. However, if the behaviour of a child is such that it would present a risk to others on the visit (staff or students), then under Health and Safety regulations, alternative arrangements may need to be made for that child in school, instead.

Charging / funding for visits

Please refer to the school's policy on charging and remittance.

Payment for educational trips taking place in school hours cannot be enforced.

Transport

Levett school owns one minibus and has designated staff who are trained to drive. If additional or larger buses are required then these will be hired from approved companies. Before embarking on a visit, the vehicle will be visually inspected by the visit lead, in conjunction with the driver. All staff in the vehicle will be aware of the location and function of emergency exits.

Seat belts will be worn at all times on the journey.

If public transport were to be used on a visit a separate risk assessment would be undertaken, in relation to this activity.

Staff cars will only be used in exceptional circumstances approved by the Headteacher with two members of staff transporting one child.

Insurance

Insurance is bought annually, through Doncaster Council

Swimming Lessons

Swimming lessons take place in the local pool and students are transported to it using the Levett school mini bus.

The changing room has individual cubicles, with one student per cubicle and girls placed at one end, boys at the other.

Levett staff supervise changing and the swimming lesson, although the lesson is led by pool staff.

A risk assessment is in place for this activity and is reviewed each term, as different groups of children start lessons.

Extended Learning Locality Statement

Due to the very specific and individual needs of Levett students, the Extended Learning Locality statement is not in use; instead, all trips, including local ones are risk assessed to take into account the risks presented by the individuals attending.