



Educational Visits Policy

Introduction

All offsite visits and activities (apart from work experience, college placements and routine sports fixtures which are dealt with separately) organised and undertaken by the school are regarded as “educational visits”. Whenever students 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 students.

Types of Visits Organised by the School

The school offers a wide range of educational visits, such as:

- Theatre and Museum visits
- Geography, History and Science field trips
- Residential stays at Spiers Bank House
- Alpine ski trips
- World Challenge expeditions to various locations around the world

Compliance

The school’s policy is to comply with the LA’s Educational Visit Code of Practice and Safety Guidelines. The school’s Educational Visits policy should also be read in conjunction with other relevant school policy documents, such as:

- Health, Safety and Welfare
- Equal Opportunities
- Safeguarding

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 Educational Code of Practice and Visits Guidelines are accessible via the LA Educational Visits webpage http://www.eriding.net/educ_visits/index.shtml and also via ROVER online <http://www.eastriding.gov.uk/eforms> (username/password can be obtained from the school’s EVC, Elaine Collinson). The school’s guidelines can be found in the Educational Visits section on the HUB.

The Headteacher has overall responsibility for all the school’s educational visits. If the Headteacher is absent or unavailable, the nominated Senior Leader will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The school’s Educational Visits Coordinator (EVC) is Mrs Elaine Collinson (appointed 01/09/14). The EVC oversees the planning and organisation of the school’s visits, and provides advice and guidance to staff and Headteacher, including recommendations regarding the approval of visits.

The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of res/overseas/high risk visits is the Chair of Governors.

The LA Educational Visits and Outdoor Learning Consultant is Mr Taff Bowles (tel 01482 392417 email taff.bowles@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 and Outdoor Learning Consultant
- 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.

The school ensures the following training opportunities with regard to educational visits are made available:

- Training for the Headteacher by the LA's EVOLC
- Training for EVC via the LA EVOLC
- Training for Visit Organisers, Group Leaders, new staff and TAs/others by the school's EVC and/or the LA EVOLC.

Monitoring

To assure quality of standards on educational visits:

- The school's Headteacher and the EVC will 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 kept by the EVC.

The following should be read in conjunction with the corresponding sections in the LA Educational Visits Guidelines, and provide additional information and policy statements that are specific to the school:

1. Planning and Approval Procedures

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

Category 1 – DAY VISITS (ROUTINE)

Visits that take place on a regular basis throughout the year, or over a specific period of time (e.g. a series of six weekly visits), such as visits to local library/swimming pool/away sports matches.

Category 1 visits should be recorded using:

- ROVER Online.

Category 1 visits should be checked and approved:

Internally – by the Headteacher (with EVC support).

Category 1 visits should be submitted for approval:

- At the beginning of the academic year to obtain "blanket approval" for the year 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:

- ROVER Online.

Category 2 visits should be checked and approved:

Internally – by the Headteacher (with EVC support).

- In addition, the Governing Body should be informed of visits that have taken place annually at the autumn term meeting.

Category 2 visits should be submitted for approval:

- At least 2 weeks in advance of the visit.

Category 3 – UK RESIDENTIAL VISITS

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

Category 3 visits should be recorded using ROVER Online (see EVC to request username/password).

Category 3 visits should be checked and approved:

Internally – by the Headteacher (with EVC and Governor support), and externally – by the LA Educational Visits and Outdoor Learning Consultant.

Category 3 visits should be submitted for approval:

- At least 6 weeks in advance of the visit.

Category 4 – OVERSEAS VISITS

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

Category 4 visits should be recorded using ROVER Online (see EVC to request username/password).

Category 4 visits should be checked and approved:

Internally – by the Headteacher (with EVC and Governor support), and externally – by the LA Educational Visits and Outdoor Learning Consultant.

Category 4 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.

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

Sub Category “A” – HIGH RISK ACTIVITIES and HAZARDOUS 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 ROVER Online (see EVC to request username/password)

All Sub Category “A” visits should be checked and approved:

Internally – by the Headteacher (with EVC and Governor support), and externally – by the LA Educational Visits and Outdoor Learning Consultant.

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 ROVER Online.

All staff who lead visits are required to have their own ROVER username and password.

Staff can request their own ROVER username and password through the school’s EVC.

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.

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 Headteacher.

- Deputy Leaders should normally have been Assistant Leaders on at least 3 similar visits.
- Overall Group Leaders should normally have been an Assistant or Deputy Leader on at least 5 similar visits, and have been a Deputy Leader on at least 1 of those visits.

Headteachers might require Overall Group Leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience training.

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 Headteacher, EVC and Overall Group Leader.

Leaders should consider carefully the implications of family members being present, and the possible complications that might arise.

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.

- In accordance with safeguarding policies the school keeps an updated list of DBS checked volunteers and approved minibus drivers.

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 Educational Visits Guidelines provide recommended minimum staffing ratios, but the choice of staff and decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Educational Visits Consultant, if necessary), as part of the risk assessment and management process.

It is generally good practice to have at least two adults 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.

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 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 or hazardous 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 or hazardous environments are classified as subcategory "A" and must be recorded on ROVER, 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.

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.

The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders 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.

School specific policy/procedures

- All relevant generic risk assessment forms are reviewed, amended, and agreed at appropriate times of each academic year by all relevant staff (within each department/as a whole staff team)
- These generic forms are stored in a clearly marked file in the department office and staff are encouraged to reference these if unsure about agreed practice or before undertaking visits that they are less familiar with.
- New leaders/volunteers are asked to read all relevant forms and add their signed agreement before assisting with the leadership of a visit.
- An additional specific visit risk assessment should be completed by the visit leaders for each visit to record and share information about potential hazards and precautions that may be particularly noteworthy for that specific group, doing particular activities, at specific sites on that visits.
- Completed assessments are spot checked/approved by the school EVC/Head of Department

10. Insurance and Finance arrangements (including charging arrangements)

The Headteacher/EVC/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 providers have sufficient public liability cover (normally at least £5 million).

- The school pays annually for LA Voyager insurance which covers all school visits within the UK (providing the visits are correctly approved) – renewal of the Council insurance policy generally takes place each April. The Council also provide additional travel insurance for visits abroad, if required – contact the Council’s Insurance team (01482 394195).

The Visit Organiser and school finance manager should ensure that:

- 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 finance manager/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;
- Money collected for visits is kept in separate school account, and secure systems are in place to ensure that money is accessed and accounted for correctly;
- All outgoing cheques are authorised by the school and their designated deputy, not the overall Group Leader.

Charging arrangements (for more details see school charging policy)

No charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during “school hours” if 50% or more of the activity, takes place within school hours. If more than 50% is deemed to be outside of school hours then a charge may be made for “optional extras” only.

For residentials, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity.

The school will not charge for:

- Any activity undertaken as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip during school hours.

The school may ask parents for voluntary contributions towards the cost of these visits, but it must be clear that any contribution is genuinely voluntary. Where it is not permissible to charge parents, any subsidy will come from:

- School fund, voluntary fundraising, voluntary parental contribution.

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging policy) but any charge in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute.

The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

Those pupils in receipt of free school meals are exempt from the cost of board and lodging during residential visits.

Pupil Premium Funding

Students eligible for the Pupil Premium Grant are entitled to financial support towards the cost of trips and visits. The Pupil Premium Grant will fund 100% of essential curriculum based trips and 30% of enrichment and engagement activities.

For further information with respect to eligibility for Pupil Premium, please check the Pupil Premium information on the website or contact Mrs D Dalton (Assistant Headteacher: Inclusion).

11. Overseas visits

All overseas visits (Category 4) require Local Authority approval as well as school approval.

Because of the additional complexity and financial commitment involved, staff planning overseas visits should seek outline approval for the visit at an early stage from all the relevant authorities, before parents or the school make commitments.

It is good practice, wherever possible, for the Visit Organiser to make an exploratory visit to a location. If this is not reasonably practicable, then the Visit Organiser should gather sufficient appropriate information and assurances (via website/teacher pack or other schools) about the location and facilities.

The level of staffing required for overseas visits should reflect not only the direct supervision needs, but also the contingency plans made for emergencies. It is not uncommon for a member of staff to need to return home early or to accompany a group member to hospital.

The Overall Group Leader must ensure that the party is covered by comprehensive insurance that covers all travel and all planned activities.

It is recommended that pupils carry a note in the relevant foreign language in case they get lost to help re-unite them with the group.

New organisers of ski visits, overseas expeditions, or other complex overseas visits should obtain specific training and guidance from the LA before organising a visit.

12. 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 refer to the Local Authority's generic risk assessments that give detailed recommendations for all standard forms of transport.

The school hires coaches/buses from:

- Companies that have already been checked and approved by the Council's Transport Services team.
- Companies whose safety management systems and operating procedures have been checked using the "Coach/minibus hire company enquiry EV3 form".

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

- Sit in various locations, spread throughout the coach
- Sit near emergency exits
- Carry a first aid kit and a mobile phone

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

- Assess and decide if the driver is suitably qualified, experienced and competent.
- Inform parents and obtain their written consent (this may not be possible in emergencies).
- Gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc.

- Carry out suitable Child Protection checks (Council policy requires all drivers carrying young people to be CRB cleared).
- 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. use of seatbelts, 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 Headteacher (using the Driver validation form).

Regarding visits involving the use of students' own cars (if applicable):

Any private arrangements between students are not covered by school control, but if students are used as drivers on official school visits the same arrangements as above will apply for transporting students. However, by the nature of their age, these drivers will be inexperienced, and there is a significantly higher risk. The school will only use this option where the Headteacher has been assured of the suitability of the driver and the vehicle. The parents of the passengers and of the driver must be fully informed and give their written consent. Particular caution should be applied if a student (e.g. a sixth former) is the driver.

Use of minibuses – the school follows national and Local Authority regulations and guidance, and all new minibus drivers have been assessed and approved by the LA Transport Services (from Sept 2008, all new minibus drivers will be required to successfully complete the MiDAS courses, and existing minibus drivers will be required to complete the MiDAS course at least once every 4 years).

13. Parent Information and Consent

The school operates a “blanket consent” policy for all educational visits for all students. This assumes that parents give their consent for their child to go on educational visits (during and beyond the school day) unless they inform the school otherwise. Parents who wish to opt out of this “blanket consent” policy should contact the school to ensure their wishes are registered on our system.

Parents will still be informed of their child's participation in a particular visit. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. The details of the visit will be a reminder to parents of consent given and will also be an opportunity to update participant information. Activities that involve a charge, or that include agreement to any payment or cancellation terms, will need individual consent by parents to the financial arrangement.

Any special/medical needs of pupils are collated by the Visit Organiser 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.

Parents should be clearly informed of the arrangements and responsibilities for collecting a student after a visit. The Visit Organiser/EVC must obtain parent contact details for all students on the visit.

14. Staff Briefing and Emergency Procedures

It is essential 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 planning for emergencies must involve the recording of two Emergency Home Contact(s) who should be available at any time during the visit. The Visit Organiser must ensure that the 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 available from the school's health adviser in West Annexe.

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.

15. First Aid Requirements for Educational Visits

All staff who are leading educational visits should be aware of the following requirements in respect of first aid:

- A member of staff with a current first aid qualification should accompany all educational visits. When there is no first aider available alternative arrangements may be made - see below.
- A first aid kit should be taken on all visits. Kits can be collected from Fiona Green in Health Point, West Annexe.
- All staff iPads have a first aid app installed for immediate guidance during educational visits.
- Visit leaders should take with them a list of all students on the visit, their emergency telephone contact numbers and a note of any medical conditions. They should ensure that all staff on the visit are briefed about any first aid or medical issues with regard to students.
- Visit leaders should check before departing school that students who require medication (such as EpiPens, inhalers) have the necessary items with them. If the student does not have his/her medication with him/her it is the Visit leader's responsibility to contact the student's parent/carer and obtain verbal consent for the student to go on the visit without the medication (or to arrange for it to be brought to school immediately). The Visit leader should make a note of the conversation.
- Visit leaders should ensure they have their mobile phone (and a phone signal) available at all times and should not hesitate to contact the ambulance service in an emergency, or if in any doubt.

Procedure when there is no first aider available to go on a visit

The Visit leader should designate a member of staff to be responsible for the first aid kit whilst on the visit. This person should contact Fiona Green to arrange a time to attend a brief (approx. 20 minutes) update/refresher of first aid skills and to collect the first aid kit. First aid kits will not be given out to staff who do not have a current first aid qualification unless they attend the first aid update/refresher with Fiona.

16. Briefing and Preparation of Young People

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

Students 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.

During any time that remote supervision takes place the visit leader must ensure that students 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 group. Students 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 students how to recognise dangers and manage risks sensibly.

17. Documentation (and visit records)

The ROVER database will store key elements of all visit details securely and indefinitely. Hard copies of other supporting documentation (e.g. risk assessments) are stored and retained by the EVC. This information is stored until such time that the Headteacher decides that all issues/incidents arising from the visit have been dealt with fully.

If no significant incidents 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.

18. Visit Approval

Approval for all educational visits should be sought the required period of time in advance of the visit by using ROVER on-line.

Day visits which do not have any high risk activities attached (Cat 1 & 2) require in-house approval from the EVC and Headteacher only.

Day visits involving high-risk activities or environments (Cat 1A or 2A) and all UK and overseas (Cat 3 & 4) visits require approval by the EVC/Governors/Headteacher/LA.

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

When required, Governor Approval for a visit is given by the Chair of Governors.

19. Visit Approval Status and Feedback

Visit organisers will receive approval decisions for all visits via an automatically generated email, which is 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 ROVER online (see "View All Visits").

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 and support.

20. 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.**) For all visits recorded on ROVER, there is a clear procedure for recording minor amendments that do not need further approval in 19.1 "Late Minor Amendments". For significant amendments that require further consideration and approval, the ROVER system requires visit organisers to access section 19 (by clicking "Amend" in the right hand column of visit summary in "View All Visits") and superseding the original submitted form by clicking on 19.2 "significant Amendments" to create an unlocked version of the form that will need resubmitting after the amendments have been completed.

21. Post Visit Review and Evaluation

It is good practice for Visit Organisers, on return from a visit, to review the visit and 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 blank photocopied pages from the school's accident book to record details of any incidents. These can then be copied or added to the school accident book on return home.

Serious incidents must be notified to RIDDOR (HSE's "Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995), and to the Local Authority using the procedures and standard forms from the EVC/Headteacher.

Post-visit reviews and accident/near misses records are reviewed annually by the Headteacher and EVC. 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.

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