

# FURROWFIELD SCHOOL

## EDUCATIONAL VISITS

2014-2015

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Revised: January 2015

### *School Aim*

At Furrowfield School a single, simple global aim is pursued.

*To assist all pupils to achieve their fullest potential,  
in all aspects of development,  
in order that they may contribute more positively to the society in which they live,  
both now and in their future adult life.*

This is underpinned by the belief that pupils will  
**'progress through encouragement'**

This policy has been written to work towards achieving that aim.

At all times the school will seek to promote,  
amongst staff and pupils, as appropriate,  
a sense of spirituality and wonder of the world about us  
through the curriculum described in this and other policy documentation.

## *Introduction*

### **Establishment Roles and Responsibilities**

The Headteacher has appointed an Educational Visits Co-ordinator (EVC) who meets the role specification in the OEAP National Guidance. The person carrying out the EVC role must undertake initial training provided by the Educational Visits Advice Service and the subsequent refresher training every three years.

The EVC is responsible for providing guidance and support to staff within their establishment, taking advice from the Educational Visits Advisory Service if necessary. The EVC is responsible for creating, maintaining and updating user accounts on Evolve for all staff.

The EVC provides the first line in the system of quality control at Furrowfield School but the Headteacher has ultimate responsibility in their establishment for the authorisation of visits.

**The Headteacher is responsible for ensuring that all Level 1 and Level 2 visits undertaken by the school are recorded on Evolve and that Level 2 visits gain Council approval before departure, in accordance with this Policy.**

An educational visit is any journey or activity organised by the school, which involves pupils leaving the school premises either during or after school hours. The term educational visit also includes any visits or excursions made from Crossfield House; the schools residential provision. Each visit (or series of visits involving the same member of staff and pupils) should be organised giving consideration to the following major factors:-

- the activity and its level
- supervision
- the group
- the venue, including the journey to and from the venue
- transport
- clothing and equipment of all involved
- emergency procedures and access to emergency services

The planning of any out-of-school activity should contain a realistic assessment of the risks to those involved and should show that the risks have been reduced to a reasonable level by careful planning and preparation. Any risk assessment of school visits should be filed for future reference in either the school visits file or the Crossfield House visit file. It is essential that all staff involved in the visit are made aware of the risk assessment in the event that a situation should occur.

Both level 1 and 2 visits should be entered onto the EVOLVE system, log in and password details are available from the Educational Visits Co-ordinator (EVC). Level 1 visits need approval from EVC and ultimately the head teacher. Level 2 visits need approval from EVC, the head teacher and Gateshead council.

The need for a rigorous planning procedure will not prevent spontaneous visits taking advantage of ideal conditions. As long as the groundwork has been carried out and the necessary organisational procedures are

in place, a spontaneous visit can reflect all the necessary aspects of safe practice. In these circumstances a hand written risk assessment may be produced and handed to the EVC to be checked. All participants must be signed out from the school office and signed in on return.

A completed Consent Form should always be obtained from parents before the pupil is allowed to participate in Level 2 visits, these are visits that involve:

- An overnight stay
- An activity such as skiing, hill walking, etc...
- An activity that will be directly supervised

### ***Category Definitions***

Category	Definition	Notification & approval
Routine local visit	Routine visit to a nearby local venue (such as park, library etc) within normal school or residential hours and part of the normal curriculum, covered by: <ul style="list-style-type: none"> <li>• a written policy of the school or service concerned:</li> <li>• school/service operating procedures</li> <li>• a generic risk assessment (regularly reviewed)</li> <li>• blanket parental consent</li> </ul>	Evolve may be used but is not required.
Level 1	Visits requiring event-specific risk assessment, including: <ul style="list-style-type: none"> <li>• Visits requiring transport</li> <li>• Visits which are not routine or local</li> <li>• Visits outside normal school hours</li> <li>• Visits which are not routine local visits and not Level 2</li> <li>• Visits to places open to the public</li> </ul>	<b>Must be entered on Evolve</b> and approved by the EVC and school Head teacher normally two weeks before the visit. Evolve automatically sends notification of the visit to the Council. For spontaneous ‘on the day’ visits a paper risk assessment may be written and submitted to the EVC for checking and pupils should be signed out from the school office/ Crossfield House.
Level 2	Higher risk visits, defined as: <ul style="list-style-type: none"> <li>• Residential visits</li> <li>• Visits outside the UK</li> <li>• Visits which involve adventure activities or other higher-risk activities, or remote or hazardous locations</li> <li>• Visits to areas of places that are not normally accessed by the public e.g. behind the scenes at a theatre.</li> </ul>	Requires Council approval. <b>Must be entered on Evolve</b> and approved by the EVC and school Headteacher / Service Manager at least four weeks before the visit, and approved by the Council Educational Visits Consultant before departure.

There is a requirement for Level 2 visits to be authorised by the EVC and then the Head teacher at least four weeks prior to the visit to allow time for any issues arising to be dealt with and for Council approval to be given. For more complex visits, more time should be allowed; guidance should initially be sought from the EVC for help writing a level 2 form (see level 2 and adventurous activities for guidance on what constitutes a level 2)

Schools are advised not to sign contracts with providers or to make commitments to participants or parents until they are sure that requirements for approval can be met. It may be permissible to submit a Level 2 visit less than 4 weeks before departure, if there is good reason – such as an opportunity which arises at short

notice.

## *Level 2 and Adventurous Activities*

Adventure Activities are defined as any higher-risk activities, in addition to traditional Outdoor Education activities, including:

- Abseiling
- Air activities (excluding commercial flights)
- Camping
- Caving, potholing, mine exploration
- Climbing (including indoor climbing walls)
- Coasteering, coastal scrambling, sea-level traversing
- Cycling on roads
- Fishing
- Forest School
- High level ropes activities
- Horse riding
- Motor sport – all forms including go-karting
- Mountain Biking
- River / gorge / ghyll walking or scrambling, canyoning
- Shooting, Archery, Paintballing
- Skiing and Snowboarding (including Indoor or Dry Slope)
- Snorkel and aqualung activities
- Swimming, when not using UK public pools with lifeguards
- Tomahawk Throwing
- Walking (hills, mountains, open country)
- Water sports – Including Canoeing / Kayaking, Rafting, Rowing, Sailing, Surfing  
Windsurfing, Powered Craft (excluding commercial transport), Water-skiing
- Activities in remote or hazardous locations (which includes areas more than 30 minutes walk from a road or refuge' coastal areas with significant tidal hazards, hazardous quarries, steep terrain)
- Activities which are outside the public domain. Areas not normally accessed by the public such as behind the scenes at the theatre.

## *Planning*

The purpose of any activity should be clearly identified. All activities should be selected carefully and should be suitable for individual pupils and the group as a whole. The educational validity of the proposed activity should also be identified.

When planning an educational visit, the visit needs to be logged onto Evolve, ready for approval from the EVC and Head teacher and/or Local Authority. Evolve will ask a number of questions that will then indicate the level of approval that will be required.

Once these questions have been answered about the type of visit Evolve will ask for the purpose of the visit and its intended outcomes.

Then, the date or series of dates will be logged; followed by expected time of departure and return.

Evolve will then ask for the venue or name of the external provider if there is one.

Evolve will then ask about travel arrangements, accompanying staff and intended attendees. The next section is crucial; an emergency base contact. This is the school telephone number and the point of contact is the head teacher.

Then you will need to add a risk assessment for your trip – you may need to add more than one if you are going on a residential.

**Remember that your risk assessment needs to include travel and supervision during all activities.**

The final section is for uploading registers, itinerary (where appropriate) and parental consent and information letters.

Before submitting the form it is advisable to check to make sure you have included all relevant information needed. If there is anything missing the form will be returned and approval will not be given until appropriate changes are made.

### ***Review & Evaluation***

All visits should be reviewed after they have taken place, with particular regard to any accidents, incidents or other significant occurrences during the visit. The pertinent paperwork should also be filled in as appropriate such as accident forms. If there have been any accidents or incidents a full review of procedures and risk assessments should be undertaken and changes made where appropriate.

The Evolve system supports effective evaluation and the OEAP National Guidance contains a document on “Rigorous Evaluation of LOtC: Meeting Ofsted Expectations and Assuring Quality”.

### ***Monitoring standards on Educational Visits***

The Head Teacher is responsible for ensuring the monitoring of visits organised by their school. The EVC is best placed to carry out routine monitoring. In case of doubt or concern, advice may be obtained from the Educational Visits Advisory Service.

### ***Inclusion & equality***

Educational Visits should be available to all children and young people, regardless of background or abilities.

Schools and other services which provide such visits and activities should have a policy and practices document that describes their provision for equal opportunities: this must meet the requirements of the Equalities Act 2010 and the Special Educational Needs and Disabilities Act 2001. Guidance about inclusion can be found on the OEAP National Guidance website.

## ***Emergency Planning and Critical Incidents***

All establishments must have a plan to enable its staff to respond appropriately to any critical incident, i.e. where any participant:

- has suffered a life-threatening injury or fatality
- is at serious risk
- has gone missing for a significant and unacceptable period.

The OEAP National Guidance provides information on Critical Incident Management and emergency procedures.

### ***Accident/incident reporting***

The Council's Incident Reporting Procedure must be followed. Serious incidents must be notified immediately to the **Health & Safety Team on 0191 433 2272**. If support is required from the Council, the **Care Call Control Room** should be contacted on **0191 478 7665**, which is available 24 hours a day and includes emergency Health & Safety cover. These numbers should be carried by leaders during visits, but should not be given to young people or to their parents.

After any major incident, Furrowfield School will undertake a review of the incident, their risk assessments and emergency procedures, and will share the findings with the Educational Visits Advisory Service for the benefit of other schools. It is also good practice to record and learn from ‘near misses’. Any “near misses” should also be reported to the Corporate Health & Safety Team using the HS20 form, who will investigate where appropriate to enable preventative strategies to be developed. Key information can then be passed to the Educational Visits Advisory Service to enable others to benefit from the lessons learned.

### ***Assessing competence of Visit Leaders***

In giving their authorisation for visits, the Head Teacher must ensure that Visit Leaders and Group Leaders are competent to carry out their responsibilities. The EVC can also help ensure that Visit

Leaders are competent enough to carry out any proposed trip or visit. However, if it is deemed necessary then The Educational Visits Advisory Service provides Visit Leader training and can advise about competency requirements. The OEAP National Guidance includes documents on “Assessment of Competence” and “Good Practice Basics”.

School staff who wish to lead Adventure Activities must have approval to do so from the Educational Visits Advisory Service on behalf of the Council. Approval will be based upon evidence of competence, which may include evidence of relevant qualifications, training and experience, or assessment, by a Technical Adviser nominated by the Educational Visits Advisory Service. Evidence of qualifications should be uploaded to the staff member’s Evolve user account.

Leader approval for adventure activities is managed through Evolve.

- For a specific visit, evidence of the leader’s competence is required by the Activity Leader Form (ALF) which is part of the normal Evolve visit planning process for level 2 visits
- If a leader wishes to apply for generic approval to lead a specific adventure activity, then they should complete a Leader Approval Request (LAR) in Evolve for endorsement by their Head Teacher who submits it to the Council for approval. When this approval is given, it may be attached to future ALFs as evidence.

### *Consent*

A general consent letter is given to parents as part of their welcome to Furrowfield pack, as it is our policy to inform parents/carers that their child may be required to attend a variety of educational and social visits during their time at school. The purpose of this letter is to seek your ‘blanket’ approval in advance of any local visits that your child may undertake. The type of visits covered includes:

- Weekly trips to local workshops;
- Occasional educational visits connected with projects;
- Trips to other schools, leisure centres and local stadiums to fulfil sporting commitments;
- Medical appointments out of school;
- Social visits during out of school hours (for residential pupils only);
- Short visits/outings of an unspecified nature.

No specific consent is needed for routine visits to a nearby local venue within normal school or residential hours and part of the normal curriculum, covered by a written policy of the school, school operating procedures or a generic risk assessment (regularly reviewed). These visits are covered under ‘Blanket consent’.

Swimming is not covered under ‘blanket consent’; a separate consent letter to take part in swimming is also given for parents and carers to sign.

A specific letter of consent is required for Level 1 visits that require an event-specific risk assessment, require transport, are not routine or local, are outside normal school hours, are not routine local visits and not Level 2 and to places open to the public.

A specific letter of consent is needed for level 2 higher risk visits, which are defined as: Visits which involve adventure activities or other higher-risk activities, or remote or hazardous locations

Visits to areas of places that are not normally accessed by the public e.g. behind the scenes at a theatre.

For residential visits and overseas visits then, a medical consent form and emergency contacts form will also need to be completed.

### *First Aid*

Every member of Furrowfield staff holds a valid first aid certificate. The specific designated first aiders are Mr A Tiplady, Mrs K West and Mrs K Stopforth.

The Educational Visits Coordinator holds an ITC certificate in Outdoor First Aid (level 5).

### ***Forms***

Register	14
Risk Assessment	15
Swimming consent – general	17
Blanket consent letter	18
Residential Medical information letter	19



		of any behavioural issues within the group			
Behavioural issues of a mixed group					
Medical issues of group	Participants and staff	Check that staff are aware of any pertinent medical issues within the group	Check logbook for incidents/ conflicts preceding the activity. (awareness of any issues that have happened in school)	LH	Prior to trip
Weather Conditions	Participants	Checking weather forecast leading up to activity	Collect any medication/ give any before trip		Prior to trip
	Participants and staff	Ensuring equipment and venue is appropriate for any expected weather. If the weather is too severe	Check to make sure pupils have correct clothing and footwear. Check expected weather forecast. Talk to pupils about dangers of the venue. Offer sunscreen for pupils (cannot apply it directly but it can be available for pupils to apply themselves).	LH	Before leaving
		<b>BEFORE</b> leaving then the trip will not take place. If the weather turns particularly severe, i.e. high winds, torrential rain etc when we are out then the trip will be cut short and pupils will be returned to school		LH	
Pupils falling into water		Staff also to be aware that on summer evenings that there is still a potential for pupils to get sunburnt, Staff have all been given a copy of ' <b>Group Safety at Water Margins</b> '.			
	Pupils	Activity is at a pier/harbour site, so pupils will not be allowed to go to near to the edges. Extra	Pupils constantly supervised and monitored. With no more than 4 pupils fishing at any one time. Pupils given instructions to	LH	During the trip/ activity
Travelling in the minibus					Travelling
Pupils getting injured, by hooks or drowning	Participants and staff			LH	During the trip

<p>dropping weights on feet</p> <p>Staff also need to be aware of passing dogs, rats in case of interaction leading to bites and the potential insect stings. Weils disease and other microbiology which could have been picked up from fish that have been caught.</p>	<p>Staff and participants</p> <p>Staff and participants</p>	<p>Edges. Extra care will be taken when pupils are casting. Pupils sat in specific seats and a member of staff is seated in the rear of the vehicle if it is deemed appropriate Staff are qualified first aiders. Making sure that all participants have appropriate clothing and equipment. Pupils shown how to bait a hook correctly and told to take care when using weights Making sure pupils wash their hands on return to school</p>	<p>follow when near pier edges.</p> <p>Monitor pupil behaviour</p> <p>Conditions to be monitored throughout the trip and trip cut short when necessary.</p> <p>Pupils to wash hands before eating</p>	<p>LH</p> <p>LH</p> <p>LH</p>	<p>On return from the trip</p> <p>On return from the trip.</p>
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**N.B.** Risk Assessment is Continuous Process – Significant Changes to the Work Activity Require a Review of the Assessment

# ***Gateshead Council***

## **Furrowfield School**

‘together we succeed’

Whitehill Drive, Windy Nook, Felling, Gateshead, NE10 9RZ  
 Tel: (0191) 495 4700 Fax: (0191) 420 0905  
 E-mail address: furrowfieldschool@gateshead.gov.uk

Dear Parent/Carer

### **School Visits**

It is our policy to inform parents/carers that their child may be required to attend a variety of educational and social visits during their time at school. The purpose of this letter is to seek your 'blanket' approval in advance of any local visits that your child may undertake. The type of visits covered includes:

- Weekly trips to local workshops;
- Occasional educational visits connected with projects;
- Trips to other schools, leisure centres and local stadiums to fulfil sporting commitments;
- Medical appointments out of school;
- Social visits during out of school hours (for residential pupils only);
- Short visits/outings of an unspecified nature.

This does not cover extended field trips or any excursions which would involve your child being away from home overnight. In the event of such a trip, special permission will be sought from parents/carers. You are welcome to either visit school or request a copy of the risk assessment to be sent home if you wish to see it prior to the educational visit taking place.

Please complete the consent slip below and return to school.

Yours sincerely

Mrs M Richards  
Acting Headteacher

.....  
**School Visits**

I hereby agree/do not agree (please delete as appropriate) to ..... (pupil's name) participating in the school visits outlined above. I understand that this letter covers the period until my child leaves Furrowfield School.

Parent/Carer's Signature: .....

Date: .....

Acting Headteacher - Mrs M Richards  
Deputy Headteacher - Ms S Murphy

Head of Care - Mr A Mitchell  
Deputy Head of Care - Mr A Evans

# ***Gateshead Council***

## **Furrowfield School** 'together we succeed'

Whitehill Drive, Windy Nook, Felling, Gateshead, NE10 9RZ  
Tel: (0191) 495 4700 Fax: (0191) 420 0905  
E-mail address: furrowfieldschool@gateshead.gov.uk

September 2014

Dear Parent/Carer

### **Extended Schools Activities - Swimming**

As you are no doubt aware, occasions arise where your child may have the opportunity to take part in various activities. Swimming is one of these activities and we need to know that we have your consent for

your child to participate.

I would be grateful if you would sign the consent slip below to give your permission for your child to take part, should the opportunity arise.

Yours sincerely

Mrs M Richards  
Acting Headteacher

.....

**Extended Schools Activities - Swimming**

I consent to ..... (pupil's name) taking part in a swimming activity which may take place during school time or as a social time activity. I understand that this letter covers the period until my child leaves Furrowfield School.

Parent/Carer's Signature: .....

Date: .....

Acting Headteacher - Mrs M Richards  
Deputy Headteacher - Ms S Murphy

Head of Care - Mr A Mitchell  
Deputy Head of Care - Mr A Evan

# **Gateshead Council**

## **Furrowfield School**

- Whitehill Drive, Windy Nook, Felling, Gateshead, NE10 9RZ

Tel: (0191) 495 4700 Fax: (0191) 420 0905

E-mail address: [furrowfieldschool@gateshead.gov.uk](mailto:furrowfieldschool@gateshead.gov.uk)

### **EDUCATIONAL VISIT RETURN FORM**

*Please complete where indicated by \**

This form should be returned, completed, to Mrs Karen Stopforth the ASC Leader and coordinator of the visit before the due date in order that your son/daughter may be included in the party.

I would like to request that a place be reserved for my son/daughter on the proposed visits to:

**Rock UK, Whithaugh Park, Newcastleton in Roxburghshire**

**On Wednesday 24<sup>th</sup> , Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> April 2013**

I hereby authorise **Mrs Stopforth** (leader of the party) or any other member of school staff present, to consent to such medical treatment including inoculation, surgery or blood transfusion, which in the opinion of a qualified medical practitioner may be necessary for my child \* ..... in the course of the school visit, where it is impracticable for contact to be made due to the prevailing circumstances.

I include below details of medical conditions or medication of which the school should be aware for the purpose of the school visit.\* .....

I include below **three contact persons and the telephone numbers of where they can be contacted on the day of the visit**

Name	Tel Number
1 .....	.....
2 .....	.....
3 .....	.....

\*Date ..... \* Signed ..... Parent/Guardian

\*Name of pupil .....

**TO BE RETURNED NO LATER THAN Thursday 28<sup>th</sup> March 2013**

Mrs M Richards Acting Headteacher  
Ms. S. Murphy Deputy Headteacher

Head of Care – Mr. A. Mitchell  
Deputy Head of Care – Mr. A. Evans