

SAINT PIUS X CATHOLIC HIGH SCHOOL

EDUCATIONAL VISITS POLICY



Saint Pius X
Catholic High School

Approved by: Governing Body	Date: November 2020
Last reviewed on: December 2020	
Next review due by: November 2021	

Role	Name	Contact details
Headteacher	Miss S. Smith	01709 767900
Assistant Headteacher	Mr S. Murphy	01709 767900
Educational Visit Co-ordinator	Mrs S. Saunderson	01709 767900

Our Mission Statement:

“Saint Pius X Catholic High School is a Catholic School in which the Gospel message of the Kingdom of God is revealed through our work and through our relationships with our brothers and sisters in Christ”

This is encompassed in the statement: ‘Love one another as I have loved you’ *John 13*

Rationale

Well-planned and executed educational visits provide our students with valuable experiences, which enhance their learning at school. Providing a variety of ‘real-life’ opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Purposes

Educational Visits should provide stimulus, support and enrich work being covered as part of the school curriculum.

Benefits

By helping young people apply their knowledge across a range of challenges, learning outside the classroom builds bridges between theory and reality, schools and communities, young people and their futures. Quality learning experiences in ‘real’ situations have the capacity to raise achievement across a range of subjects and to develop better personal and social skills. Improve academic achievement.

Inclusion and Entitlement

All students have the opportunity to participate irrespective of social background, culture, race, gender, differences in ability and disabilities. The school will make provision, where necessary, to support students to enable them to participate effectively in all educational visits and will plan accordingly. Students whose behaviour puts the safety of themselves and others at risk may be excluded from an educational visit.

Guidelines

The organisation of an educational visit is crucial to its success. The following guidelines support the planning and implementation of educational visits organised at Saint Pius X Catholic High School.

Headteacher

The Headteacher has delegated responsibility for educational visits to the Assistant Head teacher together with the Educational Visit Co-ordinator (EVC). They will ensure that:

- a suitable group leader has been appointed;

- all necessary actions have been completed before the visit begins;
- the risk assessment is complete and that it is safe to make the visit;
- training needs have been met;
- the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
- the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity;
- all supervisors on the visit are appropriate people to supervise children and have appropriate clearance;
- the governing body has approved the visit if necessary;
- parents have signed consent forms;
- arrangements have been made for all the medical needs and special educational needs of all the children;
- the mode of travel is appropriate;
- travel times out and back are known;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;
- they have the names of all the adults and students in the travelling group, and the contact details of parents and the staff and volunteers' next of kin.

Group Leader

The group leader has overall responsibility for the supervision and conduct of the visit, and been appointed by the Headteacher. The Group Leader should:

- be able to control and lead students of the relevant age range;
- be suitably qualified if instructing an activity;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents where necessary;
- undertake and complete a comprehensive risk assessment;
- have regard to the health and safety of the group at all times;
- know all the students proposed for the visit to assess their suitability;
- observe the guidance set out for teachers and other adults below;
- ensure that students understand their responsibilities (see responsibilities of students below).

Other teachers and adult supervisors involved in a visit

Teachers and other adults on the visit must:

- ensure the health and safety of everyone in the group;
- care for each individual student as any reasonable parent would;
- follow the instructions of the leader and help with control and discipline.

Responsibilities of students

The group leader should make it clear to students that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;

Any students whose behaviour may be considered a danger to themselves or to the group may be prevented from going on the visit.

Parents

The group leader should ensure that parents are given information about the purpose and details of the visit and invited to any briefing sessions for longer visits. The group leader should also tell parents how they can help prepare their child by reinforcing the code of conduct.

Parents must:

- provide the group leader with emergency contact number(s);
- sign the consent form;
- give the group leader relevant information about their child's health, which might be relevant to the visit.

Planning off-site visits

Visit leaders must complete the application form for an educational visit and follow each step to ensure that all aspects of the trip have been organised. The forms are available from the EVC. Any amendments must be authorised by the Headteacher.

Risk Assessment

Risk assessments should be completed whilst planning the visit and recorded on EVOLVE.

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if students are in danger.

The group leader should consider the following factors when assessing the risks:

- the type of activity and the level at which it is being undertaken;
- the location and associated risks;
- the competence, experience and qualifications of supervisory staff;
- students with special educational or medical needs;
- the quality and suitability of available equipment;
- the seasonal conditions, weather and timing

Exploratory visit

Wherever possible the group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and students in the group;
- ensure that the group leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group.

First Aid

First Aid provision to be considered when assessing the risks of the visit. One first-aider, (Half-day emergency aid training is the minimum training required) must go with each visit. First aid kits must be taken on every visit (LA Circular 88).

Supervision

It is important to have a sufficient ratio of adult supervisors to students for any off-site visit. The factors to take into consideration include:

- sex, age and ability of group;
- special needs students;
- nature of activities;
- experience of adults in off site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities.

The school will ensure that appropriate staffing ratios are applied depending on the nature of the visit in line with DFCS guidelines.

Day Visits

For high risk activities 1 teacher or adult supervisor for every 15 students

For other activities 1 teacher or adult supervisor for every 20 students.

Residential Visits / Visits abroad

For high risk activities 1 teacher or adult supervisor for every 10 students

For other activities 1 teacher or adult supervisor for every 15 students

Mixed gender visits should have at least 1 male and 1 female members of staff.

If the school is leading an adventure activity, the Local Authority and Governing Body must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity. (Form C)

GDPR

Policy cycle

Policy to be reviewed every year and monitored by the Governing Body via the Behaviour and Safety committee

Appendices

1. Application for an educational visit
2. Medical Consent Form
3. Extra Guidance
4. Visit requirements
5. COVID 19 – Education Visits information

Application for an Educational Visit

STEP 1: Visit details

Visit Leader:

Year group:

Educational purpose of the visit:

Where to:

Date(s) of visit:

No. of days:

Proposed number of students:

Number of staff required:

Male:

Female:

PROPOSED STAFFING

NAMES	SIGNATURES (confirming agreement)

STEP 2: Costings

Cost of coach/travel:

Name of Transport Company:

Cost of accommodation:

Name of accommodation:

Other expenses:

PAYMENTS	AMOUNT	DUE DATE
Deposit	£	
Subsequent payments	£	
Final payment	£	

Costings checked by Senior Finance Officer:

STEP 3: CALENDAR/DIARY CHECK

Cover agreed on the date(s) proposed:

Yes/No DATE:

Signature:

STEP 4: Leadership Team APPROVAL

Yes/No DATE:

Signature:

Reason (for non-approval)

STEP 5: Governing Body APPROVAL

Yes/No DATE:

Signature:

Reason (for non-approval)

VISIT LEADER (VL) - After visit has been approved the following tasks must be completed. Please be aware that failure to do so in adequate time may result in the visit being cancelled.

ACTION REQUIRED	WHO	DATE BY WHICH IT MUST BE DONE	SIGNATURE
Letter to parents written.	EVC		
Letter to parents checked.	HT		
Students attending the visit approved.	AHT		
List of students completed on EVOLVE.	VL		
List of staff on EVOLVE.	VL		
Copy of parent letter attached to EVOLVE.	VL		

Copy of itinerary attached to EVOLVE.	VL		
Risk assessments attached to EVOLVE.	VL		
EVOLVE submitted to EVC.	VL		
First Aider qualification attached to EVOLVE.	EVC		
EVOLVE checked by EVC and returned to VL for amendments.	EVC		
EVOLVE forwarded for approval.	EVC		
EVOLVE submitted to LA. <i>6 weeks prior to visit (residential) 5 working days prior to visit (non-residential)</i>	AHT		
Copies of student medical forms and emergency contact numbers made.	VL		
Register taken on departure and sent to school office.	VL		
School contacted on arrival.	VL		
School informed of estimated time of return.	VL		

SUMMARY OF SCHOOL POLICY ON EDUCATIONAL VISITS

The Governing Body has adopted the guidance and procedures in the LA document Circular 146.

HIGH RISK ACTIVITIES/VISITS ABROAD/RESIDENTIAL VISITS

Any of the above must be sanctioned by the Governing Body and submitted to the LA Educational Visits Adviser for approval **at least 6 weeks in advance**. All steps must be completed in advance of this.

STAFFING RATIOS

Day Visits

For high risk activities 1 teacher or adult supervisor for every 15 students

For other activities 1 teacher or adult supervisor for every 20 students.

Residential Visits / Visits abroad

For high risk activities 1 teacher or adult supervisor for every 10 students

For other activities 1 teacher or adult supervisor for every 15 students

Mixed gender visits should have at least 1 male and 1 female members of staff.

FIRST AID

Every visit must have a First Aider with a minimum half-day emergency aid training. First aid kits must be taken on every visit (LA Circular 88).

ORGANISING AN EDUCATIONAL VISIT

- All steps on the application form and visit leader checklist must be completed.
- Evolve must be completed by the expected date (at least 5 working days before a day visit and 6 weeks before a residential). Failure to do so will prevent the visit from taking place.
- To access Evolve go to: www.rotherhamvisits.org.uk
- Money must be paid via the Schoolgateway payment system, Teachers must not take responsibility for the handling of payments.

PRIOR TO/DURING THE VISIT

- Remind students about the behaviour expected during the visit and what is considered appropriate dress.
- Advise students that they are responsible for their own valuables.
- Ensure students always wear seatbelts in cars or coaches.
- Alcohol must not be consumed by staff on educational visits. This is the policy of the LA and Teaching Unions.

- In the rare instance of inappropriate student behaviour e.g. drinking, parents/carers should be contacted and asked to make arrangements to get their child home. If this is not possible then the student must be closely supervised and the incident reported, as a potential safeguarding matter, on return to school.

September 2017

EVC - Moira Law

AHT (Educational visits) - Sean Murphy

AHT (Safeguarding) - Teresa Dixon

Appendix 2

PARENTAL CONSENT / MEDICAL FORM FOR AN EDUCATIONAL VISIT

Visit:

Date:

Student Name: **Form:** **Date of birth:**

	YES / NO
I consent to my child taking part in the visit as detailed in the trip letter.	
My child is in receipt of Free School Meals and will need a packed lunch providing.	
I consent to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.	
I will inform the Visit Leader/Headteacher as soon as possible of any changes in medical or other circumstances between now and the start of the visit.	

Does your child suffer from any conditions which the visit leader needs to be aware of for example: medical conditions, illness, allergies, travel sickness etc?	
Does your child take medication?	
Does your child have any special dietary requirements?	
Is your child allergic to any medication?	
When did your child last have a tetanus injection?	
Please provide any details of medical conditions, illness, allergies, travel sickness, dietary requirements, medication and how it is administered, timing, dosage and any side effects the medication may have or any other information that the visit leader will need to know.	
Name of Doctor:.....Telephone No:.....	
Emergency Contact Information	
Name:.....	
Contact phone numbers:/.....	
Home Address:.....	
Alternative contact details:	
.....	
Signed:..... Date:.....	
THIS FORM OR A COPY MUST BE TAKEN BY THE VISIT LEADER ON THE VISIT. A COPY WILL RETAINED BY THE SCHOOL WHILST THE VISIT IS IN PROGRESS	

Please ensure all parts of this form are completed.

Appendix 3 **Extra Guidance**

Hostels and Hotels

The school will bear in mind the following:

- the group leader should ideally have adjoining rooms with staff quarters next to the young people's – we will endeavour to obtain a floor plan of the rooms reserved for the group's use in advance;
- the immediate accommodation area should be exclusively for the use of the group;
- access by staff to student rooms must be available at all times;
- separate male and female sleeping areas for students and adults;
- ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions / exits, its regulations and routing, and that everyone can identify key personnel;
- security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;
- ensure that locks / shutters etc. work on all the rooms used by the group;

- storage of clothes, luggage, equipment etc., particularly safekeeping of valuables;
- adequate lighting – it is advisable to bring a torch;
- provision for sick, disabled students or those with special needs;
- safety in rooms (electrical connections, secure balconies);
- recreational accommodation / facilities for the group.

Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. The group leader should bear the following points in mind in the risk assessment of a coastal activity:

- tides and sandbanks are potential hazards so timings and exit routes should be checked;
- ensure group members are aware of warning signs and flags;
- establish a base on the beach to which members of the group may return if separated;
- look out for hazards such as glass, barbed wire and sewage outflows etc;
- some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds;
- cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times. Group leaders should consider whether it is safe for students to ride mountain bikes on coastal paths.

Swimming

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming/Paddling in the sea on a coastal visit, will only be allowed as part of a supervised activity, preferably in recognised bathing areas, which have official surveillance. Students should always be in sight of their teachers.

Farm visits

We recognise that farms can be dangerous even for the people who work on them. Taking children to a farm will be very carefully planned, and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E-coli 0157 food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities, clean grounds, and public areas. An exploratory visit should be carried out.

The basic rules for a farm visit will be:

We will never let students:

- place their faces against the animals or their hands in their mouths after feeding them;
- eat until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);
- ride on tractors or other machines;
- play in the farm area.

Appendix 4.

Visit requirements

Visit Type	Evolve required	First Aider Required	Medical form required	Ratio's apply
Day Visit	YES	YES	YES	YES
High Risk Day Visit	YES	YES	YES	YES
Residential	YES	YES	YES	YES
High Risk	YES	YES	YES	YES

Residential				
College/ University Visit	YES	NO	YES	YES
Visit out of term time (Transport is provided by school)	YES	YES	YES	YES
Visit out of term time (Transport not provided by school)	NO	NO	NO	NO
Educational work programme	YES	YES	YES	YES
Education off site	NO	NO	NO	NO

6t © OEAP 03-March-2020
6t FAQs – Coronavirus

Frequently asked questions and further training folder

Coronavirus (COVID-19) – What are the Implications for Visits?

Coronavirus (COVID-19) is a new highly infectious disease which is causing a serious threat to public health around the world. The national and international situation is changing rapidly, and so guidance about how to manage the risks associated with Coronavirus is also subject to change.

The latest government advice and information is available at:
www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public.

NHS advice about COVID-19 is at: www.nhs.uk/conditions/coronavirus-covid-19.
Welsh government advice and information is at:

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19>.
The Department for Education has issued guidance to educational settings about COVID-19: www.gov.uk/government/publications/guidance-to-educationalsettings-about-covid-19.

It also has a helpline to answer questions about COVID-19 related to education.

Staff, parents and young people can contact the helpline as follows (opening hours 8am to 6pm Monday to Friday):

- Phone: 0800 046 8687
- Email: DfE.coronavirushelpline@education.gov.uk

The Welsh government has also issued guidance to educational settings: <https://gov.wales/guidance-educational-settings-about-covid-19>.

Planning and Preparing for a Visit

When planning a visit, you should take the current advice and guidance about COVID-19 into account as part of your process of risk assessment, and then check it regularly in the days and weeks leading up to the visit and make any changes necessary to your plans.

Parents and participants may naturally be concerned, even if the visit is not to a place affected by COVID-19, so you should discuss their concerns with them and keep them informed about the situation and how you plan to mitigate any risks.

If you plan to visit a venue such as a museum or gallery, or to attend a public event such as a concert or sporting fixture, or to stay in accommodation such as a hostel or hotel, or if you are using a tour operator or activity provider, discuss the potential effects of COVID-19 with them at the time of booking, and keep in touch with them during the run-up to the visit.

If you make any bookings or financial commitments, you should clarify how the terms and conditions will apply if you have to cancel, or are prevented from going ahead because of COVID-19. You should also ensure that parents are clear about any financial consequences of cancellation.

If the visit involves any significant financial commitments, such as travel or accommodation, you should discuss the potential effects of COVID-19 with your travel insurance provider. For example, will the insurance cover the cost of cancellation, curtailment or delay due to virus control measures (such as members of the group being isolated at home or in a hotel and prevented from travelling)? See document 4.4c "Insurance".

The Association of British Insurers has published advice on the travel insurance implications of COVID-19, mainly focused on overseas travel, at: www.abi.org.uk/products-and-issues/topics-and-issues/coronavirus-qa

Because of COVID-19, there may be a higher than normal risk of leaders being unable to go on a visit, and so you may need to take this into account when planning the staffing of visits.

If you are planning a visit which involves another group (perhaps a group overseas), such as an exchange visit, or if you are planning to host or work with another group (perhaps an overseas group visiting the UK), you should keep in contact with them and be aware that they might need to change or cancel the arrangement.

Overseas Visits

For overseas visits, you should monitor the government's foreign travel advice for any country you are travelling to or through: www.gov.uk/foreign-travel-advice.

Liaise closely with your travel provider about the situation in the country that you are planning to visit and consider the alternatives and options should that visit no longer be able to proceed.

The advice given above about insurance is particularly important for overseas visits.

The Association of British Travel Agents (ABTA) has published guidance about travelling overseas at: www.abta.com/news/coronavirus-outbreak.

When returning from overseas, check the advice for returning travellers at: www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#returningtravellers
See also document 7r "Overseas Visits".

Title: Educational Visits Update

Date: 24 September 2020

To: EVC/Head

From: Colin Gratton-Rayson (Outdoor Learning Manager)

Contents:

1. COVID-19
2. Future Residential Visits, Cancelling Visits and Refunds
3. Supervision
4. Updated Risk Assessments
5. First Aid
6. EVOLVE House Keeping

1. COVID-19

The guidance from DfE in relation to educational visits currently remains unchanged from 2 July which supported resuming domestic day visits in the autumn term 2020. The DfE continue to advise against international and residential visits.

To support with the planning of day visits in the current climate a COVID-19 Day Visit generic/example risk assessment is now available on EVOLVE under the resources section, with a link to download the document from the home page. The COVID-19 risk assessment should be reviewed for each visit and attached to the visit application together with the other visit specific risk assessments.

The Provider Statement and Transport Provider Statement have both been updated and include a statement in relation to being COVID-secure; please ensure the current documents are used for all future visits.

In addition to the above the full medical/consent form has also been amended to include COVID-19 specific questions.

2. Future Residential Visits, Cancelling Visits and Refunds

In a Broad Sector group meeting held on 17 September it was announced by the DfE that the current guidance on overnight stays will remain for the autumn term with a review to be held in November as to the continuance of this advice from January 2021.

If a provider is requesting payment of the balance for a visit it is recommended that there is a clear understanding of the refund policy, should the visit not be able to proceed due to the current COVID-19 restrictions, to enable the school to consider the best course of action.

It is also recommended, if not already, that clarification is sort with the schools' insurance provider to establish the cover provided in relation to COVID-19.

If the school is looking ahead to book a residential it is recommended, as above, that there is a clear understanding of the cancellation policy and insurance cover and how this is effected by COVID-19 including: if current restrictions are still in place; if local restrictions are in place either within Rotherham or the location of the residential; key school staff needing to isolate resulting in the school not being able to staff the visit; provider staff needing to isolate resulting in the provider not being able to provide the dates booked; accommodation is closed for deep cleaning; pupils needing to self isolate. Parents should be made aware of any financial risk and consequences of cancelling.

Unfortunately, some providers have been reluctant to issue refunds following the national lockdown. If you are still experiencing issues with a provider in relation to a refund due to COVID-19 please let know so that I can feed this into the regional and national picture.

3. Supervision

There have been a few high-profile incidents during the past couple of years where there has been inadequate supervision on an educational visit. Please remind all staff of the need for appropriate supervision and specifically of the following:

- Need for head counts by leaders particularly at arrival/departure points, and when separating and reforming groups
- If pupils are able to come and go from an area/activity, then a careful register must be kept of which pupils are where so that staff know who is in the area/undertaking the activity at any given time.

The second point above is learning form a fatal incident.

4. Updated Risk Assessments

The All Visits Generic Risk Assessment (GRA1) has been updated (available on EVOLVE) with a number of amendments including the above control measures regarding supervision.

Terrorism has also been included in the All Visits Risk Assessment therefore the specific terrorism risk assessment (GRA36) only needs to be used if visiting a major city, venue or event, where the risk of attack may be greater.

To support with emergencies the All Visits Risk Assessment also includes the downloading of the apps CITIZEAID and what3words

The All Visits Risk Assessment should be reviewed and updated for each visit and attached to the EVOLVE application with other visit specific risk assessments.

The following generic risk assessments have also been updated: walking in normal country (GRA8); walking in remote terrain (GRA9); field studies in land water (GR12); cycling (GRA19). Further risk assessments will be updated in the next few weeks.

5. First Aid

As highlighted previously managers/head teachers have a legal duty to make sure that there is adequate first aid provision for those in their care at all times, including during offsite visits.

This involves ensuring access to a competent adult who has an appropriate level of first aid training (relevant to the planned activities and environments) and to adequate first aid equipment to enable all reasonable emergency action to be taken in response to any accidents, illnesses, and incidents.

For visits where other first aid assistance or professional medical care might not be available immediately, and is likely to take more than 15 minutes to arrive (or in more hazardous situations and environments, where the risk of illness or injury might be considered higher than normal), it is recommended that staff have completed at least 16 hours of first aid training. The training content should be relevant to the activities and environment planned to be used and the type of incidents and injuries that may occur.

Please ensure the above is taken into consideration when planning first aid training.

6. EVOLVE House Keeping

Cancelled visits – If your school have visit applications entered onto EVOLVE that did not take place due to COVID-19 please ensure that these are marked as cancelled if already approved or deleted.

How to show a visit was cancelled or did not run

This feature allows all users except staff users to record where a previously-approved visit has been cancelled or did not run. Visits with a 'Cancelled' status are now kept for records and are also reportable.

1. Log into EVOLVE
2. Click to open relevant visit form
3. Scroll to bottom of form
4. Click the 'Cancel'
5. Click to confirm you are sure you wish to cancel the visit
6. Add a reason
7. Click Continue.

Staff changes – In line with GDPR compliance please ensure any accounts for staff that have left have been disabled.

If you have new staff that have come from another Rotherham school please contact Colin Gratton-Rayson so that the account can be migrated – this is important as it brings across the staff visit history. Any new Head or EVC accounts are created at LA level.

Change of Email Address – If your school has introduced new email accounts, perhaps following the removal of the RGFL email, please ensure these are updated on EVOLVE.

Title: Educational Visits Update

Date: 6 November 2020

To: EVC/Head

From: Colin Gratton-Rayson (Outdoor Learning Manager)

The Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020 were made on 3 November 2020: <https://www.legislation.gov.uk/uksi/2020/1200/contents/made> and contain the legal basis for the current health protection restrictions which came into force on 5 November.

As a result, the following government guidance which affects outdoor learning and off-site educational visits and activities had been updated: New National Restrictions from 5 November (last updated 3 November 2020): <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>; DfE Guidance for full opening: schools (last updated 5 November 2020): <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>; Education and childcare settings: New National Restrictions from 5 November 2020 (last updated 5 November) <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools>

Key points regarding outdoor learning and off-site visits and activities:

- Type of visit: UK based day visits remain permissible subject to full and thorough risk assessment and COVID-compliant infection control measures. Overnight and overseas visits remain advised against.
- Activity/visit venues: Schools are advised to make use of outdoor spaces in the local area to support the delivery of the curriculum.
- Travel and group size: Where activities are for the purpose of education and training and they are judged to be reasonably necessary an exemption from the legal restrictions on group size and travel remains in place. However, note that general advice is to avoid travel and to reduce the number of journeys made, to keep things local where possible with walking the preferred option; therefore if planning to travel it is recommended that the reasons for this are recorded in order to evidence, in case required, that this was reasonably necessary.
- Extra-curricular and out of school activities: Permitted where primary purpose is to support parents' work or for respite care. Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care.
- Sports fixtures: Competition between different schools [and colleges] should not take place.

Title: Educational Visits Update

Date: 27 November 2020

To: EVC/Head

From: Colin Gratton-Rayson (Outdoor Learning Manager)

The November review regarding residential visits has now been completed and the government guidance has been updated accordingly, please see below which applies from 2 December 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits>

Overseas educational visits

We continue to advise against overseas educational visits. This advice remains under review.

Domestic (UK) overnight educational visits

We continue to advise against domestic (UK) overnight educational visits.

The department recognizes the enormous benefits overnight residential educational visits can provide for children.

In February 2021, we will review the possibility of changing our advice for overnight residential education visits to resume from Easter 2021 on the proviso the scientific evidence supports any such change.

This advice will therefore be reviewed and updated again in February 2021.

Non-overnight domestic educational visits.

During the autumn term schools have been able to take pupils on non-overnight domestic educational visits. This should include visits for pupils with SEND connected with their preparation for adulthood (for example, workplace visits or travel training). Schools should also make use of outdoor spaces in the local area to support the delivery of the curriculum.

As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they are planned and carried out safely and in line with relevant national and local restriction tier guidance protective measures, such as keeping children within their consistent group and any coronavirus (COVID-19) secure measures on transport and at the destination.

Schools should consult the health and safety guidance on educational visits when considering visits and make sure that the appropriate insurance arrangements are in place.

The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak. If schools have any further questions about their cover or would like further reassurance, they should contact their travel insurance provider.