



Educational Visits Policy

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An academy within:



“Learning together, to be the best we can be”

1. Context

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

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Improved achievement and attainment across a range of curricular subjects. To encourage pupils to be active participants, not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more aware of real life dangers in day to day life.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

1.2. This policy covers all educational visits that occur outside of the school premises including:

- Walks around the locality;
- Visits in and around Doncaster;
- Visits outside of the Borough;
- Residential visits.

2. Types of visit

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

- I. Category 'A' - Local visits within the school's locality. If these are not a regular visit, they are entered onto the 'Exeant' system and are sent to the EVC for checking and approval. If they are a regular visit by the group/ cohort, please refer to section 13 – 'Coppice School Regular and Local Visits – Category A'.

- I. Category 'B' - Day visits within the UK that do not involve an adventurous activity, are not within London and do not take place in a challenging environment. These are entered onto 'Exeant' by the Visit Leader for initial approval and must then be fully submitted to the EVC for checking at least 14 days in advance. The EVC will discuss any questions or queries with the Head of School if needed.
- III. Category 'C' - Visits that are overseas, residential, within London, take place in a challenging environment and/or involve an adventurous activity are checked by the EVC, approved by the Head.

3. Application and Risk Assessment Procedures

- 3.1. Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.
- 3.2. In addition to this Educational Visits Policy, Coppice School:
- 3.2.1. References the OEAP National Guidance;
 - 3.2.2. Commends the use of 'Exeant', the web-based planning, notification, approval, monitoring and communication system for off-site activities.
- 3.3. All staff are required to plan and execute visits in line with school policy (i.e. this document), and national guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.
- 3.4. Coppice School's Educational Visit Record forms part of the risk management process for visits and off-site activities. This is a comprehensive list of steps that a trip leader needs to follow in order to ensure all aspects of the trip is planned safely and in a timely manner and recorded before they go on their visit (Appendix 1).
- 3.5. As part of the online Exeant system, Trip Leaders must complete the following documents which should be attached to the application before approval by the EVC and Headteacher:
- Risk Assessment
 - A copy of the parental consent letter if it is a one-off or special visit that parents have not already giving permission for on a yearly basis.
 - Map of the route to be taken
 - Visit Leader Checklist
 - Visit Leader emergency action plan (Appendix 2)
- 3.6. The Risk Assessment form should list the significant and foreseeable hazards and the appropriate control measures for the following sections:
- Transport

- Safeguarding and Supervision
- Incident/illness
- Environment/weather
- Venue/provider/site
- Activity arrangements
- The group. This must list:
 - The specific skills of the staff on the trip i.e. trip leaders, drivers, first aiders, gastro feeders, staff trained to administer emergency medication and staff nominated to go to hospital in case of emergency.
 - The specific needs of the students in the group i.e. need for suction, emergency medication, gastro-feeding and behaviour support.

3.7. The Educational Visits Record (EVR) Form (Appendix 1) should be updated on the morning of the trip listing students and staff present at school and submitted to the Admin team. This is then left with the office in case of emergency along with any other relevant documents, such as the route plan.

3.8. The Whole School Outlook Calendar or Post 16 Outlook Calendar must be updated before every visit, detailing where the visit is and the initials of the pupils and staff who are out of school.

3.9. It is recommended that a recce visit is made by the Group Leader, and where applicable the EVC, for all educational visits to new venues.

3.10. If an educational visit is taking place at a venue where the Group Leader is delivering a session, they must ask the provider to complete a Provider Assurance Declaration Form. This is available as a PDF online:

[https://dmbcwebstolive01.blob.core.windows.net/media/Default/Schools/Documents/Education%20Standards%20and%20Effectiveness/Provider%20Assurance%20Form%20\(PAF\)%20-%20PDF%20Format.pdf](https://dmbcwebstolive01.blob.core.windows.net/media/Default/Schools/Documents/Education%20Standards%20and%20Effectiveness/Provider%20Assurance%20Form%20(PAF)%20-%20PDF%20Format.pdf)

3.11. Outline permission will be granted when all the requirements identified have been considered, the visit can be accommodated within the school timetable, Coppice School buses are available (if applicable) and the ethos of the visit is one with which the school wishes to be associated.

3.12. Regularly repeated visits on a rolling program may receive block approval. However, the Educational Visits Form must still be completed, signed by a member of the Admin team and the Outlook calendars must be updated.

3.13. Following each visit the Group Leader will undertake a review. Any incidents or accidents will be reported to the Headteacher and the Trust Chief Executive Officer.

4. Emergency Procedures

- 4.1. The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school that may be needed as a link between the party, the parents, Coppice School and Nexus MAT in the event of an emergency.
- 4.2. In the event of any delay (including beyond 3:00p.m.) or of an incident resulting in harm to any attending participant: pupil, staff member or volunteer, then the school must be contacted as soon as possible to inform the EVC or Headteacher; so that they can decide:
- A. If the incident is of a less serious nature then the next of kin or parents/carers of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Group Leader will be designated to undertake this task.
 - B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident or a fatality) then the EVC, Headteacher or the home contact must inform the Trust Chief Executive Officer.
 - C. In the event of a party being overdue and without contact by more than 30 minutes, the EVC, Headteacher or the home contact, must investigate the reason and may, where appropriate, need to involve the Trust Chief Executive Officer and the police.

5. Roles and Responsibilities

- 5.1. **Visit leaders** are responsible for the planning of their visits, and for entering these on 'Exeant' (where required). Using the 'Exeant' system, they are to obtain initial approval for a visit from the EVC prior to formally planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. Prior to the initial approval process, staffing arrangements must be agreed by SLT.
- 5.2. Group Leader's must have successfully completed training, including training on the Exeant Risk Assessment System.
- 5.3. It is the responsibility of the Group Leader to:
- Plan and prepare for the visit and assess the risks.
 - Ensure a relevant risk assessment has been completed and signed off.
 - Ensure the educational visit checklist is completed and signed by all staff members who are going on the visit.

- Define the roles and responsibilities of other staff and pupils to ensure the effective supervision of what they do, including that each staff member is responsible for named pupils during the visit.
- Ensure each pupil has a signed 'Community Visit Passport' (Appendix 4) signed and agreed by parents, including permission for where each pupil is allowed to visit, and the ratio of staff that the pupil needs for that particular visit.
- Ensure pupils have parental permission of the trip.
- Ensure pupils carry identification in the case that they become separate from the group or staff member, that provides the school/ emergency contacts on and any allergies.
- Ensure that the outlook calendar is updated informing SLT of the location of the visit, pupils and staff in attendance.
- Ensure parents have been made aware that pupils are going on that particular visit on that particular date.
- That the First aid kit and medication are stored and carried effectively whilst on the trip.
- That a specific letter has been sent to parents to sign permission for the visit, if the visit is not covered by generic educational visits permission.
- Have overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare.

5.4. The Educational Visits Coordinator (EVC) are *Terri Christian, Tracey Senior and Natalie Swearman*, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters. Initial approval requests for visits will go through to the EVC via the 'Exeant' system. At the point of initial approval the decision is made by the EVC as to whether the visit requires the approval of the Head. When a trip leader has formally applied through the 'Exeant' system, the EVC reviews and approves accordingly. Only then is it passed on to the Headteacher for final approval if applicable.

5.5. The EVC is the main point of contact for us of the 'Exeant' system and is responsible for the management of the 'Exeant' system with regards granting access to the system for establishment staff. The EVC has the following responsibilities:

- Receive all online Exeant Risk Assessment forms and either paper or electronic copies of the Educational Visits' Form and check all visit details are completed;
- Ensure the educational visit meets the Trust and school's requirements;
- Ensure arrangements are in place for the educational objectives of a visit to be inclusive;
- To be aware of the need for best value;
- Assess the competence of Group Leaders and accompanying staff;
- To ensure all trip leaders have had training in the following areas:
 - Use of the Exeant System
 - Understanding of the paperwork required
 - Understanding of how to clamp wheelchairs where needed.
- Administration and storage of medication whilst on trips

- Emergency Procedures
- Support the Trust with approval and other decisions regarding category C visits;
- Ensure the risk assessment meets requirements;
- To grant outline permission;
- To check that any further requirements for category C visits have been undertaken;
- To liaise with the central Trust regarding any category C visits;
- Organise training and induction for new Group Leaders;
- To ensure an Annual Record of Visits is maintained;
- Review systems and monitor practice.

5.6. The Headteacher has the following responsibilities:

- To grant final permission for an out of county, adventurous or residential visit when all organisational and planning requirements are completed.
- To ensure Coppice School has an emergency procedure in case of a major accident, which has been discussed and reviewed by staff.

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

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

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role. Exeant training is provided by an EVC as part of the induction process.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.
- In deciding whether a member of staff is competent to be a visit leader, the EVC and Head Teacher will take into account the following factors:
 - Relevant experience.
 - Previous relevant training.
 - The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
 - Knowledge of the pupils, the venue, and the activities to be undertaken.

6. Staffing Ratios

- 6.1. Coppice School requires all trips to have adequate and reasonable staffing ratios for the specific needs of the students in a particular group. These will always be in accordance with minimum requirements but will take into consideration things such as disabilities, medication, suctioning, seizures, behaviour issues.
- 6.2. Generally this will mean 1:1, 1:2 or 1:3 ratio for our regular classes but may be less for 6th form groups in accordance with their independence skills and their abilities to follow instructions and keep themselves safe. Staff to use the pupils Community Visit Passports RAG rating system to make decisions on minimum ratios for each individual and each visit, dependent on where the visit takes place. We recognise that individual pupils may need higher support in certain environments than others.
- 6.3. Any staffing ratios will be agreed by the EVC and Headteacher before trips are approved.

7. Public Health Implications

- 7.1. When planning and delivering a trip off-site, leaders should take the following into consideration:
- Current government guidance, including public health advice, 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 during a residential visit, and make any changes necessary to your plans.
 - Leaders should have contingency plans in case of changes to government guidance.
 - 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 any relevant public health incident with them at the time of booking, and keep in touch with them during the run-up to the visit. You should check if they have any specific requirements, such a requirement for visitors to prove that they have been vaccinated.
 - Leaders should assess the risks of using any form of public transport, taking account of current public health advice. The procedures should align as far as possible with those used in the school or other setting. You should consider:
 - how participants are grouped together on transport – where possible this should reflect any groupings used in the school or other setting;
 - the use of hand sanitiser when getting on and off transport;
 - additional cleaning of vehicles;
 - ensuring that boarding and disembarkation are organised;

- distancing on transport where possible;
- the use of face coverings where necessary.

8. Parental Consent

8.1. Trip leaders must obtain parental permission for planned trips that are out of the ordinary and that standard consent hasn't been granted for, and should include the following information:

- Dates and times of the trip;
- The purpose, the activities and location of the trip;
- Any specific effects, if any, that the trip has on day to day arrangements like lunches and transport;
- Any specific equipment or clothing required for the activities or extreme weather conditions;
- An explanation of costs, including the transportation costs for the use of the school minibuses;
- As part of the detachable signed and dated section of the letter, separate tick box should be included to acknowledge the need for special medical needs, including some or all of:
 - Routine medication to be administered off site,
 - Emergency medication to be administered by trained staff in case of seizures (Eg Buccal Midazolam),

8.2. Additional permission may be required for residential trips that have special sleeping, moving and handling or medication procedures.

8.3. Each pupil should have a signed Community Visit Passport agreed with parents and updated on an annual basis.

9. Inclusion

9.1. Coppice's fundamental aim is to include all students in Learning Outside of the Classroom, and to provide the best possible education for all its pupils; treating them as an individual and meeting the needs of all taking into account: gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances.

10. Charging / funding for visits

10.1. Monies collected for trips are to be recorded on the 'ParentPay'.

10.2. Please refer to the Trust Charges & Remissions Policy for more information.

11. Transport

- 11.1. Coppice School complies with the Education Act 1996 (section 451) and procedures are outlined in the school's Charging Policy.
- 11.2. Most trips are organised with Coppice School minibuses. Trips should be planned around availability of these buses and drivers should adhere to the details stated in the Minibus policy.
- 11.3. Trips using outsourced contracts will comply with the contracted company's risk assessments but staff should comply with relevant sections of Coppice School's Health and Safety, Minibus and Safeguarding policies at all times.
- 11.4. All leads should ensure that transport has a copy of the 'Vehicle Breakdown Action Plan (VBAP) (Appendix 5) on the transportation and this is followed in the event of a breakdown.

12. Insurance

- 12.1. Trip Leaders must see the school office team and inform them of the number of students and adults leaving school on an off-site trip. This information is entered on the Annual Travel Policy – Schedule of Visits. This list is our record of trips that occurred so that the EVC can track such off-site visits.

13. Coppice School Regular and Local Visits (Category A):

- 13.1. This applies to visits taking place in the venues listed below. It is the responsibility of the Visit Leader to ensure that all relevant elements of this policy are followed for the duration of the visit by all staff. This policy is to be used in conjunction with the Educational Visit Record (EVR) form.

Venues

- 13.2. The following venues are covered by the 'Coppice School Regular and Local Visit Policy':
- Sports/ leisure Centres in the Doncaster Area
 - Local Parks
 - Doncaster Supermarkets
 - Retail Parks
 - Cafés



- Restaurants
- Doncaster Lakeside
- Council managed woodland
- Doncaster Museum
- Doncaster town centre
- Council hubs
- Community centres
- Allotments and garden centres

13.3. A visit to any venue that is not listed above and is not a regular occurrence for that class/ cohort **must** be entered and approved on the 'Exeant' system.

Generic Operating Procedure

13.4. This section outlines the generic significant and foreseeable hazards involved in visits to venues covered by this policy and outlines the appropriate control measures that **must** be in place and followed by the visit leader and staff on the visit.

Hazards and Risks

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| Getting to the venue | <ul style="list-style-type: none">• Road traffic accident• Transporting of group members• Wheelchairs/equipment in transport• Getting onto/off vehicles• Crossing roads / car parks• Travel sickness• Vehicle breakdown |
| Looking after the group | <ul style="list-style-type: none">• Lack of safeguarding / general public• COVID-19• Group member lost / separated from group• Pre-existing medical needs, conditions and anxieties of group members• Incorrect feeding of group members• Personal care routine• Illness / medical emergency / incident• Group member in crisis• Venue / provider issue |
| Environmental factors | <ul style="list-style-type: none">• Uneven surfaces, pavements and kerbs• Obstructions on pavements• Dogs• Environmental issues such as litter, brambles, nettles, low branches etc.• Weather conditions |

Control Measures

Getting to the venue

Coppice School vehicle:

- Driver checks vehicle prior to driving
- School staff drivers completed MIDAS course, including clamping of wheelchairs where appropriate
- Knowledge of route to be taken
- Appropriate weather conditions for driving
- Ensure pupil stays seated when on the transport with seatbelts fastened
- Use of child booster cushions / seats as required
- Adequate support staff distributed throughout the vehicle
- Ensure that all wheelchairs and their occupants are securely fixed with the correct webbing
- All equipment, unoccupied chairs are secured
- Appropriate safe area used to get on / off vehicle with sufficient safe space to use tailgate lift on minibus
- Exits are clear of any bags/obstructions with access possible to wheelchair users
- Knowledge of any group members who may be travel sick and sick bowls etc. taken as necessary.
- Any bags and other equipment is securely stowed on vehicle
- Breakdown cover in place (contact details in individual minibus folders) or contact school office for assistance.
- In the event of RTA dial 999, if safe, remove group to a place of safety, follow directions from emergency services and inform school

Hired vehicle with Coppice School driver

- Vehicle hired from a reputable provider
- All points from 'Coppice School vehicle' followed

Hired vehicle with driver (minibus / coach / taxi):

- Reputable provider used
- Coppice School staff to oversee seating of students/securing of wheelchairs by provider (including unoccupied wheelchairs/equipment)
- Ensure pupil stays seated when on the transport with seatbelts fastened
- Use of child booster cushions / seats as required
- Adequate support staff distributed through the vehicle
- Appropriate area used to disembark/embark off/onto vehicle
- Coppice school staff to challenge provider over any practice that is deemed unacceptable
- Clear communication with provider to ensure that any pick up point/time is agreed for return journey.

Public service bus:

- Understanding of bus route/timings
- Waiting at bus stop a safe distance away from edge of road as vehicles approach
- Moving onto/around/off vehicle when stationary
- Seating allocated to Coppice School students on a priority basis if not enough free seats for all party members.
- Awareness of general public on vehicle and appropriate spacing

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| | <ul style="list-style-type: none"> • Staff positioned on vehicle in most appropriate position to supervise group • Follow directions from driver <p>Public tram service:</p> <ul style="list-style-type: none"> • Understanding of tram route/timings • Waiting on platform a safe distance away from edge of road as tram approaches • Moving onto/around/off tram when stationary • Seating allocated to Coppice School students on a priority basis if not enough free seats for all party members. • Awareness of general public on tram and appropriate spacing • Staff positioned on tram in most appropriate position to supervise group • Follow directions from operator staff <p>Walking to / from venue and during visit:</p> <ul style="list-style-type: none"> • Appropriate route(s) chosen to needs and abilities of group • Appropriate footwear and clothing • Knowledge of route to be taken • Walking on footpaths, not cycle-paths (wheelchair users may use cycle-paths due to surface) • Students briefed/aware of not walking on very edge of roadside pavement and of passing other users on non-roadside edge. • Crossing of roads at appropriate points and with appropriate levels of staff supervision • Ensure that if wheelchair users in group, route to be used is appropriate with regards dropped kerbs/gradients/crossing points. • In the event of RTA dial 999, if safe, remove group to a place of safety, follow directions from emergency services and inform school. |
| <p>Looking after the group</p> | <p>Group Management</p> <ul style="list-style-type: none"> • Visit leader deemed by SLT to hold a sufficient level of competence, confidence and common sense to deal with any foreseeable incidents • Visit leader to have prior knowledge of venue/activity • Venue/provider is suitable and sufficient for needs of group and assurances have been sought to demonstrate this • Safeguarding procedures followed at all times • Level of staffing adequate for group and in the event of an emergency • Regular head counts throughout visit and head count prior to leaving any venue and prior to transport departure • Staff on visit have awareness of any potential exit points from venue which may allow a young person with a 'flight risk' to escape. • Clear briefing at start of visit • All staff aware of which students are on the visit and all students aware of which staff are on the visit • Appropriate levels of supervision and vigilance by staff at all times • Awareness of the general public • If group is to split into smaller sub-groups, sufficient staff supervision, communication maintained and clear meeting point identified • Suitable public toilet facilities used with appropriate supervision by Coppice School staff |

COVID-19

- All group members to leave/enter school via reception area as a single group
- All group members to sanitise hands on leaving school and on return to school building
- Reminders to group and appropriate supervision and vigilance by staff with regards group members touching objects whilst out on visit... i.e. staff to operate road crossing control buttons and sanitise hands after touching equipment
- If any of the group are planning on eating food whilst on the visit, measures in place so that hands can be sanitized prior to consuming food
- Awareness of the general public so that social distancing can be maintained between the group and members of the general public
- Hand sanitiser taken on visit
- Staff to carry and use face masks in the event of being needed whilst on the visit e.g. if on transport, if in public areas such as shops as necessary or if a venue/provider requires them to be worn
- If any group member starts to show symptoms of COVID-19 whilst on the visit, school to be contacted immediately

Pre-existing needs of group members

- Pupils supervised by Coppice School staff with awareness of needs/pre-existing anxieties of group members. Staff used to working with specific students who have pre-existing anxieties and trained staff to accompany those students who require rescue type medication
- Take and follow care plans as required and visit leader to be aware of and follow any individual risk assessment and support plan that is relevant to a participant on the visit.
- Ensure all rescue medication taken and administered in accordance with care plan
- Routine prescribed medication taken, stored and administered as per medicines policy
- Oral feeding only by trained staff
- Allergies known for group members.
- Safe area identified upon arrival at venue for any group members showing signs of anxiety/distress. If group member is not considered calm enough to participate on morning of visit, pupil will stay behind with member of staff
- Backup plan for students showing signs of anxiety
- Personal care procedures followed at all times, along with moving and handling procedures

Illness/Incident/Emergency

- Access to first aid provision and/or first aid trained staff
- Location of nearest hospital/treatment centre known
- Follow any directions from present emergency services in the event of an incident/emergency

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| | <ul style="list-style-type: none"> Follow emergency evacuation routes at any venues being used and upon arrival at any venue, staff to make themselves aware of emergency evacuation routes as required. <p>Group member in crisis</p> <ul style="list-style-type: none"> Awareness of potential pre-existing anxieties Sufficient staffing to deal with any issue Area identified at each venue for any group member in crisis to use as a 'quiet' area. Contact school for further assistance <p>Venue/Provider Issue</p> <ul style="list-style-type: none"> Suitable and sufficient venues used that are appropriate to the group. Appropriate checks undertaken of any activity provider in-line with LA guidance to ensure that appropriate insurance and risk management procedures are in place. |
| Environmental factors | <ul style="list-style-type: none"> Weather forecast checked prior to departure and plans adapted if weather forecast dictates – Plan 'B' in place Appropriate clothing worn/taken by group members and plans in place for hot weather – sun protection and sufficient fluid intake / cold wet weather – appropriate footwear and clothing Appropriate routes followed for needs of group and awareness of obstacles on pavements such as parked cars, wheelie bins etc. Awareness of dogs encountered and avoided as necessary Awareness and supervision as appropriate for slippery surfaces, wet leaves/grass etc. generally during Autumn and Winter months. |
| GDPR | <ul style="list-style-type: none"> Should any document be lost or misplaced which contains personal or sensitive information it must be immediately reported to the Schools Data Protection Officer and the Data Breach Incident Reporting Policy followed. |

Venue Specific Operating Procedure

13.5. This section outlines the specific significant and foreseeable hazards involved in visits to venues covered by this policy and outlines the appropriate control measures that **must** be in place and followed by the visit leader and staff on the visit (in addition to the generic control measures outlined above).

| Sports/ leisure Centres in the Doncaster Area | Hazards and Risks |
|---|--|
| | <ul style="list-style-type: none"> • Car park • General public • Changing areas • Swimming/Water • Gym Equipment |
| | Control Measures |
| | <ul style="list-style-type: none"> • Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to car park to/from venue entrance • Supervision of group by Coppice school staff and vigilance towards members of general public • Assurances sought from Sports Centres with regards the measures in place for dealing with COVID-19 and with regards to the suitability of the provision of physical activities • Safeguarding procedures followed at all times with specific reference to changing areas • Briefing of group with regards slippery surfaces and supervision and vigilance by Coppice school staff • Pastoral supervision of Coppice students by Coppice staff with activity delivery by Sports Centre staff (incl. lifeguard cover by Sports Centre staff) • Appropriate students for intended activity and appropriate activities delivered for nature of students • Appropriate measures in place for any young person with grommets etc. • Specific parental consent obtained • Coppice students to follow centre staff instructions on the safe use of gym equipment. • Appropriate clothing and footwear to be worn whilst using gym equipment. • Coppice staff to assess the suitability of gym equipment depending on the needs and abilities of Coppice students. • Coppice staff to supervise students as appropriate when using gym equipment. |

| Local Parks | Hazards and Risks |
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| | <ul style="list-style-type: none"> • Car park • Water features • Play areas/equipment • Café |

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| | <ul style="list-style-type: none"> • General public • Dogs • Absconding • Slips trips and falls |
| | <p style="text-align: center;">Control Measures</p> <ul style="list-style-type: none"> • Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park • Awareness of general public and appropriate supervision and vigilance by staff at all times. • Close supervision if near any water features • Awareness of uneven surfaces/steps/rocks and appropriate supervision and footwear • Staff aware of manual handling re moving manual wheelchairs up/down steeper paths • Awareness of location of potential exit points from park that are close to roads. • If using MUGA areas, appropriate games to be played with supervision by staff. Gate to be closed once group inside MUGA. • Any elements of play areas/equipment used by the group are appropriate to the needs/abilities/aptitude of the group. Supervision and vigilance at all times by sufficient staff, positioned in appropriate area to ensure the safety of young people whilst using equipment esp. at height • Appropriate use of sand play areas by young people • Hands sanitised by all group members following use of play equipment • Awareness of dogs, staff to be vigilant and avoid if necessary • If visiting a café, staff to supervise movement within café with specific reference to any hot surfaces and hot drinks/food items as necessary. |

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| Supermarkets and shops and Retail Parks | Hazards and Risks |
| | <ul style="list-style-type: none"> • Car Park • Travelator/lift • Trolleys • Lifting of items/heavy bags • Hot items in cafe |
| | <p style="text-align: center;">Control Measures</p> <ul style="list-style-type: none"> • Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park • Awareness of general public and appropriate supervision and vigilance by staff at all times. • Appropriate weight shopping bags • Careful lifting of any items from higher shelves • Supervision when using trolleys with appropriate students to control trolley using both hands |

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| | <ul style="list-style-type: none"> • Staff supervision/accompaniment when using lift/travellator • If visiting a café, staff to supervise movement within café with specific reference to any hot surfaces and hot drinks/food items as necessary. |
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| Cafes and Restaurants | Hazards and Risks |
|-----------------------|--|
| | <ul style="list-style-type: none"> • Car Park • Hot items in cafe • General Public • Uneven surfaces/ Slips trips and falls |
| | Control Measures |
| | <ul style="list-style-type: none"> • Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park • Awareness of general public and appropriate supervision and vigilance by staff at all times. • Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park. • Awareness of general public and appropriate supervision and vigilance by staff at all times. • Staff to supervise movement within café with specific reference to any hot surfaces and hot drinks/food items as necessary. • Briefing of group with regards slippery surfaces and supervision and vigilance by Coppice school staff |

| Council Managed Woodland | Hazards and Risks |
|--------------------------|--|
| | <ul style="list-style-type: none"> • Car park • Water features • Play areas/equipment • Café • General public • Dogs • Absconding • Uneven surfaces/ slips, trips and falls |
| | Control Measures |
| | <ul style="list-style-type: none"> • Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park • Awareness of general public and appropriate supervision and vigilance by staff at all times. • Close supervision if near any water features • Awareness of uneven surfaces/steps/rocks and appropriate supervision and footwear • Staff aware of manual handling re moving manual wheelchairs up/down steeper paths. |

| | |
|--|--|
| | <ul style="list-style-type: none"> • The group to be supervised by Coppice staff and clear paths to be followed. • Staff to be aware of the route to be followed. • Awareness of location of potential exit points from the woods that are close to roads. • Any elements of play areas/equipment used by the group are appropriate to the needs/abilities/aptitude of the group. • Supervision and vigilance at all times by sufficient staff, positioned in appropriate area to ensure the safety of young people whilst using equipment esp. at height • Appropriate use of sand play area by young people • Hands sanitised by all group members following use of play equipment • Awareness of dogs, staff to be vigilant and avoid if necessary • Staff to supervise movement within café with specific reference to any hot surfaces and hot drinks/food items as necessary. |
|--|--|

| | |
|--|--|
| Doncaster Museums and Galleries | Hazards and Risks |
| | <ul style="list-style-type: none"> • Car park • Travelator/lift • Café • General public • Absconding • Slips, trips and falls |
| | Control Measures |
| | <ul style="list-style-type: none"> • Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park • Staff supervision/accompaniment when using lift/travellator • Awareness of general public and appropriate supervision and vigilance by staff at all times. • Awareness of uneven surfaces/steps/slopes • Staff aware of manual handling re moving manual wheelchairs • Awareness of location of potential exit points from the museum/gallery Staff to supervise movement within café with specific reference to any hot surfaces and hot drinks/food items as necessary. |
| Doncaster Town Centre | Hazards and Risks |
| | <ul style="list-style-type: none"> • Car park • Travelator/lift • Cafés • General public • Absconding • Slips, trips and falls • Dogs |

| | |
|--|--|
| | <ul style="list-style-type: none"> Public toilets |
| | <p>Control Measures</p> <ul style="list-style-type: none"> Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park Staff supervision/accompaniment when using lift/travellator Awareness of general public and appropriate supervision and vigilance by staff at all times. Awareness of uneven surfaces/steps/slopes Staff aware of manual handling re moving manual wheelchairs Staff to supervise movement within cafés with specific reference to any hot surfaces and hot drinks/food items as necessary. Awareness of dogs, staff to be vigilant and avoid if necessary Smaller manageable sub groups with staff assigned. Public toilets to be checked if used. |
| Council hubs | <p>Hazards and Risks</p> <ul style="list-style-type: none"> Car park Travelator/lift Cafés/canteen General public Absconding Slips, trips and falls Public toilets |
| | <p>Control Measures</p> <ul style="list-style-type: none"> Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park Staff supervision/accompaniment when using lift/travellator Awareness of general public and appropriate supervision and vigilance by staff at all times. Awareness of uneven surfaces/steps/slopes Staff aware of manual handling re moving manual wheelchairs Staff to supervise movement within cafés/ canteen with specific reference to any hot surfaces and hot drinks/food items as necessary. Smaller manageable sub groups with staff assigned. Public toilets to be checked if used. |
| Doncaster Museums and Galleries | <p>Hazards and Risks</p> <ul style="list-style-type: none"> Car park Travelator/lift Café General public Absconding Slips, trips and falls |
| | |

| | |
|---|---|
| | <p style="text-align: center;">Control Measures</p> <ul style="list-style-type: none"> • Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park • Staff supervision/accompaniment when using lift/travellator • Awareness of general public and appropriate supervision and vigilance by staff at all times. • Awareness of uneven surfaces/steps/slopes • Staff aware of manual handling re moving manual wheelchairs • Awareness of location of potential exit points from the museum/gallery Staff to supervise movement within café with specific reference to any hot surfaces and hot drinks/food items as necessary. |
| <p>Community centres</p> | <p style="text-align: center;">Hazards and Risks</p> <ul style="list-style-type: none"> • Car park • Travelator/lift • Cafés • General public • Absconding • Slips, trips and falls • Dogs • Public toilets |
| | <p style="text-align: center;">Control Measures</p> <ul style="list-style-type: none"> • Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park • Staff supervision/accompaniment when using lift/travellator • Awareness of general public and appropriate supervision and vigilance by staff at all times. • Awareness of uneven surfaces/steps/slopes, keep to paths where possible. • Staff aware of manual handling re moving manual wheelchairs • Staff to supervise movement within cafés with specific reference to any hot surfaces and hot drinks/food items as necessary. • Awareness of dogs, staff to be vigilant and avoid if necessary • Smaller manageable sub groups with staff assigned. • Public toilets to be checked if used. |
| <p>Allotments and Garden Centres</p> | <p style="text-align: center;">Hazards and Risks</p> <ul style="list-style-type: none"> • Car park • Cafés • General public • Absconding • Slips, trips and falls |

| | <ul style="list-style-type: none">• Dogs• Public toilets• Gardening equipment | | |
|---|--|------------------|---|
| | <table><tr><th>Control Measures</th></tr><tr><td><ul style="list-style-type: none">• Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park• Staff supervision/accompaniment when using lift/travellator• Awareness of general public and appropriate supervision and vigilance by staff at all times.• Awareness of uneven surfaces/steps/slopes, keep to paths where possible.• Staff aware of manual handling re moving manual wheelchairs• Staff to supervise movement within cafés with specific reference to any hot surfaces and hot drinks/food items as necessary.• Awareness of dogs, staff to be vigilant and avoid if necessary• Smaller manageable sub groups with staff assigned.• Public toilets to be checked if used.• Supervision when using gardening tools• Gloves to be worn when gardening• Hands to be washed after gardening/handling compost/plants</td></tr></table> | Control Measures | <ul style="list-style-type: none">• Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park• Staff supervision/accompaniment when using lift/travellator• Awareness of general public and appropriate supervision and vigilance by staff at all times.• Awareness of uneven surfaces/steps/slopes, keep to paths where possible.• Staff aware of manual handling re moving manual wheelchairs• Staff to supervise movement within cafés with specific reference to any hot surfaces and hot drinks/food items as necessary.• Awareness of dogs, staff to be vigilant and avoid if necessary• Smaller manageable sub groups with staff assigned.• Public toilets to be checked if used.• Supervision when using gardening tools• Gloves to be worn when gardening• Hands to be washed after gardening/handling compost/plants |
| Control Measures | | | |
| <ul style="list-style-type: none">• Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park• Staff supervision/accompaniment when using lift/travellator• Awareness of general public and appropriate supervision and vigilance by staff at all times.• Awareness of uneven surfaces/steps/slopes, keep to paths where possible.• Staff aware of manual handling re moving manual wheelchairs• Staff to supervise movement within cafés with specific reference to any hot surfaces and hot drinks/food items as necessary.• Awareness of dogs, staff to be vigilant and avoid if necessary• Smaller manageable sub groups with staff assigned.• Public toilets to be checked if used.• Supervision when using gardening tools• Gloves to be worn when gardening• Hands to be washed after gardening/handling compost/plants | | | |

13.6. All Visit Leaders must ensure that they have read and understood the venue specific risk assessment that has been created for each venue above. If they believe this is not an adequate risk assessment for the visit, they must enter a risk assessment on 'Exeant' and be sent to an EVC for approval before the visit commences.

Appendix 1 Coppice Educational Visits Record (EVR Form)



City of
Doncaster
Council



EVR: Educational Visit Record

(Version 1.3 2023)

| | | |
|-------|-----------------|--------------|
| Date: | Departure time: | Return time: |
|-------|-----------------|--------------|

| | |
|--------|-------------|
| Venue: | Activities: |
|--------|-------------|

| | |
|---------------|--|
| Visit Leader: | Leader contact number while on visit (mobile): |
|---------------|--|

| |
|--------------------------------------|
| Coppice staff on visit: |
| Volunteers (or other staff on visit) |

| | |
|---|----------------------------------|
| Group/Class: | Number of young people on visit: |
| Group members with Medication: | |
| Group members with Health Care Plans: | |
| Group members with PBS Plans: | |
| Group Ratio (Staff: Students for this particular visit) | |

| | | |
|-------------------|---------------------|---------------------|
| No of Red pupils: | No of Amber pupils: | No of Green pupils: |
| Names: | Names: | Names: |

| | | | |
|---|----------------|------------|-------|
| Total number of <u>staff</u> needed to safely run the visit: | | | |
| Method of transport (if school minibus, please record driver and registration number) | | | |
| Walking In Local Community | School Minibus | Public Bus | Train |

| | Visit Leader (Please tick) | EVC (Please tick) |
|--|-------------------------------|----------------------|
| Group list of actual attendees will be carried by the visit leader, a copy will also be left with the emergency contact at the establishment. | | |
| 'Community Visits' Outlook Calendar is up to date for this visit with staff and pupil initials | | |
| Relevant specific medical information/care/behaviour plans will be taken on the visit as required. | | |
| Appropriate risk management systems/risk assessments in place. <small>(Any additional issues NOT covered by the establishment's Extended Learning Locality Statement have been recorded and attached to this form.)</small> | | |
| Specific risk assessment attached <small>(Include mode of transport and activity if regular timetabled activity)</small> | | |
| Community Passports read by involved staff and attached | | |
| If using an activity provider, assurances have been sought regarding their suitability and sufficiency to provide appropriate and risk managed activities. | | |
| Appropriate First Aid provision is in place. | | |
| Parental permission gained for all pupils (for both regular visits and one-off visits) | | |
| Parents have been made aware that their child is going on this visit, giving them the opportunity to opt out if needed. | | |
| Risk assessment read and understood by all staff. | | |
| All pupils have a school ID lanyard attached to them for the visit | | |
| All staff/volunteers/young people have been/will be briefed prior to departure and safeguarding procedures will be followed at all times. | | |
| First Aid kit, emergency procedures sheet and mobile phone will be taken on the visit | | |

This form is to be used to record details of a regular and routine visit that takes place under an Extended Learning Locality Statement/Procedure.

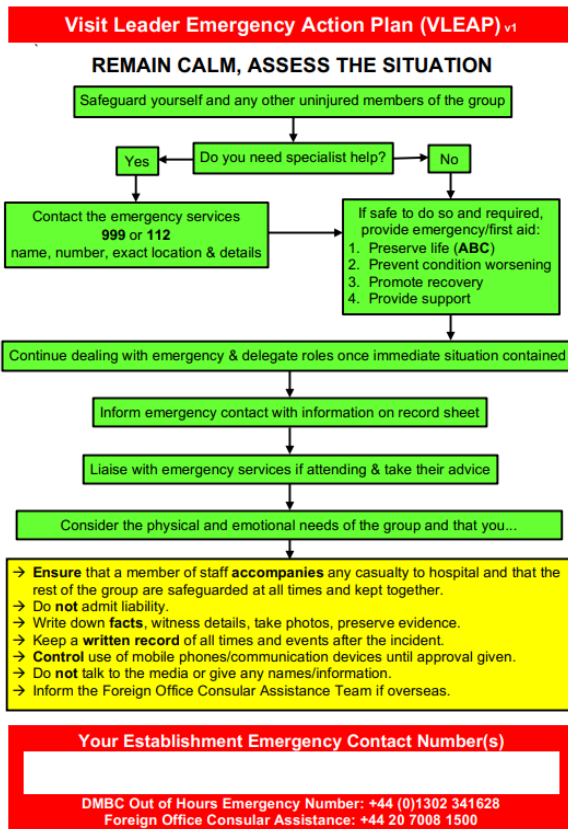
*In signing this form, I confirm that the planning and risk management for the visit has been checked and approved in accordance with current guidance. The Establishment Off-site Visits Policy has been compiled with and the visit leader has received appropriate training/induction.



| | |
|------------------------------|--|
| Visit Leader signature: | Names of pupils who are allocated to VL (if applicable): |
| Supporting staff signatures: | Names of pupils allocated to support staff: |
| | |
| | |
| | |
| | |
| | |
| First Aiders: | |
| EVC Signature: | |

This form should be retained by the EVC on file at school, together with all other documentation relating to the visit. ☐

Appendix 2 Visit Leader Emergency Action Plan



| EMERGENCY RECORD SHEET | |
|--|--------------------------------|
| Name of caller: | Role of caller: |
| Caller's telephone number: | Time of call: |
| | Time of incident: |
| Total number in party: | Current location: |
| Nature of emergency: | |
| Name of casualties & their injuries: | |
| Emergency services alerted? | Is the rest of the party safe? |
| Have any party members gone to hospital? | |
| If yes, who is with them? | |
| Caller's proposed plan of action: | |

Appendix 3 'Community Visit Passport'

Community Passport

| | |
|---|---|
| <p>Pupil Name:</p> <p>Will Respond to:</p> <div style="border: 1px solid blue; width: 100px; height: 50px; margin: 10px auto;"></div> | <p><u>Favourite/ Familiar Community Locations and Services:</u></p> <p><u>Disliked Community Locations or Services:</u></p> |
| <p><u>Strengths in the Community:</u></p> | <p><u>Challenges in the Community:</u></p> <ul style="list-style-type: none"> |
| <p><u>Strategies to Support in the Community:</u></p> <ul style="list-style-type: none"> | |
| <p><u>Emergency Contacts:</u></p> | <p><u>Medical and Physical Needs:</u></p> <p>None</p> |
| <p><u>Staffing ratio</u></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: red; width: 50px; height: 20px; display: flex; align-items: center; justify-content: center; color: white; font-size: 8px;">1-1</div> <div style="width: 10px; height: 10px; background-color: white; border: 1px solid black;"></div> <div style="background-color: yellow; width: 50px; height: 20px; display: flex; align-items: center; justify-content: center; color: black; font-size: 8px;">2-1</div> <div style="width: 10px; height: 10px; background-color: white; border: 1px solid black;"></div> <div style="background-color: green; width: 50px; height: 20px; display: flex; align-items: center; justify-content: center; color: white; font-size: 8px;">3-1</div> <div style="width: 10px; height: 10px; background-color: white; border: 1px solid black;"></div> </div> | |

Community Consent:

I give my young person permission to access: Signed

Venue specific RAG rating

| | | | | | | | |
|------------------|-------------------|------------------------|-----------------------|-----------------------|-------------------|---------------------------|-------------------------------|
| Public Transport | Walking to Venues | Supermarkets | Shops | Museums and Library's | Parks | Council Managed Woodlands | Retail Parks |
| | | | | | | | |
| Leisure Centres | Lakeside | Café's and Restaurants | Doncaster Town Centre | Council Hubs | Community Centres | Religious Venues | Allotments and Garden Centres |
| | | | | | | | |

Appendix 4 Vehicle Breakdown Action Plan

Vehicle Breakdown Action Plan (VBAP) v1

REMAIN CALM, ASSESS THE SITUATION

