



## **Flamborough CE (VC) Primary School- Educational Visits Policy**

Date Policy Becomes Effective: January 2021

Review Date: January 2023

Person Responsible for Implementation and Monitoring: Head teacher

The Governor with special interests in educational visits: Mr Murphy

### Introduction

*'Schools and colleges should, as far as is reasonably possible, take a whole institution approach to safety procedures for Educational Visits during COVID-19. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to planning and safety on visits.'*

*'It is important schools and colleges review and revise their Educational Visits Policy and keep it under review as circumstances continue to evolve. In some cases, a COVID-19 annex/addendum that summaries any key COVID-19 related changes might be more effective than re-writing and re-issuing the whole policy'*

Coronavirus (COVID-19): Actions for schools during the coronavirus outbreak (updated 5<sup>th</sup> Feb 2021)

### Context

**In response to this school COVID guidance the specific contingency plans and awareness raising measures are outlined in this addendum to the existing Educational Visits Policy. As such these contingency arrangements are obligatory and must be followed by all staff.**

Whilst the existing arrangements and responsibilities outlined in the school Educational Visits policy remain in place, in the current context specific and vital additional strategies are required to be implemented to ensure that continuity of support for children and others attending on Educational Visits at this time.

This document provides guidance for planning and managing outdoor learning, offsite visits and learning outside the classroom during the Coronavirus (COVID-19) pandemic.

It must be read in conjunction with the LA Educational Visits guidance, your establishment Educational Visits Policy and within the context of current government guidance, which is likely to change as the situation develops.

All Educational Visits should involve some form of risk assessment and the new risk assessment for Educational Visits and COVID-19 should be used in conjunction with all other risk assessments applicable for the visit (all generic risk assessments are available in the resources section of EVOLVE).

### **Government Guidance**



It is essential that current government guidance is followed. It should therefore be monitored for any changes.

If, you are planning a visit to a different country in the UK (England, Wales, Scotland or Northern Ireland), you should check current government guidance for that country, as well as the guidance for England.

The latest government advice and information about Coronavirus is available at:

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) (England);

<https://gov.wales/coronavirus> (Wales);

[www.gov.scot/collections/coronavirus-covid-19-guidance](http://www.gov.scot/collections/coronavirus-covid-19-guidance) (Scotland);

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19> (Northern Ireland).

### **Guidance applying in England**

The Department for Education (DfE) has issued a range of guidance for teachers, school leaders, carers, parents and students, at: [www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)

This includes guidance for schools, at: [www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

and for Further Education providers including sixth-form colleges, at:

[www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term](http://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term)

and for providers of community activities, holiday or after-school clubs and other out-of-school settings, at: [www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak](http://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)

These advise against all educational visits during the national lockdown. However, there are good reasons why you should encourage learning outside as much as possible.

DfE has also issued guidance on travel for students over 18 and staff organised by educational settings, at:

[www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings](http://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings)

### **Planning and Managing Outdoor Learning**

The following guidance for planning and managing activities is specific to operating during the COVID-19 pandemic. You should also be familiar with other Local Authority Guidance documents relevant to your role, as the normal principles of good practice still apply. You should review your standard operating procedures to ensure that they include the measures that you need to take to reduce the risks from COVID-19.

It is particularly important to follow government guidance about 'social distancing', group sizes, consistent groups or 'bubbles', personal protective equipment and hygiene, whether indoors or outdoors, on-site or off-site.

You should consider avoiding activities which have a high likelihood of minor injuries, so as to reduce the need for first aid, close contact with participants, or visits to hospital.



If the planned activity is in an area open to the public, you should consider carefully how you will ensure that your group is isolated from the public.

The same attention should be given to hygiene when outdoors as when indoors. For example:

- Regularly washing/sanitising hands including when going outside, before and after touching shared objects such as activity equipment, before eating, after using the toilet, when getting on or off transport such as a minibus, when returning inside;
- Avoiding touching objects shared by the public – for example, a member of staff could hold a gate open to avoid everyone touching it;
- Avoiding activities which involve touching each other (e.g. holding hands);
- Sanitising equipment before it is used.

Consider carrying, or having easily available, antiseptic hand gel, antiseptic wipes, tissues, bags for waste, gloves and face masks and possibly disposable aprons and eye protection, in case staff need to administer first aid or give direct support or personal care to a participant.

Be aware that antiseptic hand gel usually contains a high proportion of alcohol, and could therefore be a temptation for abuse by some young people. It should be used under close staff supervision.

During some activities, it may be possible to designate or mark out ‘zones’ within which individual participants work, to avoid contact between them.

It is important to keep parents informed about your plans and the precautions you are taking, both indoors and outdoors.

### **Planning and Managing Off-Site Visits**

When planning a visit, you should take the current government guidance 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.

It is important to have contingency plans in case of changes to government guidance or, for example, staff becoming unavailable because of a requirement to self-isolate.

You should consider the ability of participants to comply with COVID safety measures at the venue.

Parents and participants may naturally be concerned, 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 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.

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.



You should check that any provider you intend to use has assessed the risk of coronavirus and implemented control measures to prevent infection. Some providers may not have had the benefit of the advice and support available to education establishments, and so may not be fully aware of the measures that are expected. You should consider making a preliminary visit to check the measures in place and to discuss any issues with the provider.

### **Travel**

In normal times, using public transport for a visit has many educational, environmental and social benefits. However, the government currently advises that public transport should be avoided if possible.

Where walking or cycling is not possible, dedicated transport (such as a minibus or coach) should therefore be used.

The principles and procedures for using dedicated transport 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 the groupings (e.g. 'bubbles') 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;
- adequate ventilation on the vehicle (ensure pupils have appropriate clothing for the journey);
- the use of face coverings.

### **Managing the Financial Risks**

If you make any bookings or financial commitments, you should clarify how the terms and conditions will apply if you, or the provider, have to cancel, or are prevented from going ahead because of COVID-19 or its effects – for example, due to government guidance or a 'lockdown'. You should ensure that any assurances you are given, such as a 'COVID Promise', are included in the terms and conditions of the contract with the provider.

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 or the LA Insurance department. For example, will the insurance cover the cost of cancellation, curtailment or delay due to changes in government guidance or virus control measures (such as members of the group being isolated at home or in a hotel and prevented from travelling, or due to a 'lockdown')? You should ensure that any assurances you are given are included in the insurance policy.

You should ensure that parents are clear about any financial consequences of cancellation or other effects of COVID-19.

### **Overseas Visits**

Current government guidance for educational settings in both England and Wales advises against all overseas visits for children under 18. You should monitor the government's foreign travel advice for any country you plan to travel to or through: [www.gov.uk/foreign-travel-advice](http://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.

Specific advice for people travelling overseas during the pandemic, and the rules for entering the UK, is at: [www.gov.uk/guidance/travel-advice-novel-coronavirus](http://www.gov.uk/guidance/travel-advice-novel-coronavirus)

The advice given above about cancellation terms and conditions, and 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](http://www.abta.com/news/coronavirus-outbreak)

**Review of policy Addendum:**

We will constantly review the operation of this addendum and make adjustments if identified and on receipt of further Government, DfE, ERSCP, ER LA or other advice and updates etc.