



This Addendum must be read in conjunction with the School's own Online Safety Policy, brought to the attention of those currently employed or volunteering in the school and shared with those individuals upon induction to the setting. It should be available to parents and displayed on the school website.

HAYTON C E PRIMARY SCHOOL

OFF-SITE VISITS PROCEDURES COVID-19 ADDENDUM

September 2020

Approved by¹	
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Position:	Acting Head Teacher
Signed:	
Date:	September 2020
Proposed review date²:	

REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original	September 2020

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1 Introduction

This addendum has been created following DfE guidance [Actions for schools during the coronavirus outbreak \(Full Opening: Schools\)](#), [Actions for Early years and childcare providers](#) and [Actions for Special schools and other specialist settings](#), and [specific travel advice for educational settings](#), and applies to all schools (mainstream and alternative provision): primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. Independent schools are expected to follow the same control measures in the same way as state-funded schools.

It is an addendum to the School's Off-Site Visits Procedures and must be read in conjunction with the Health & Safety and related Policies or Procedures e.g. aspects of Behaviour, Child Protection, First Aid.

The school's Off-Site Visits Procedures along with this Addendum must be available on request and must be read and understood by all those individuals involved in planning learning outside the classroom for children and young people from this school.

2 Context

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the Covid-19 response - who absolutely need to attend.

From 01 June 2020, schools were asked to open to more pupils in addition to the children of key workers and those who are deemed vulnerable.

From the beginning of the autumn 2020 term, all pupils, in all year groups, should return to school full-time.

We are also aware of our additional responsibilities arising from our regulation as an Early Years and Foundation Stage setting.

Despite temporary bans or significant curtailment of some kinds of activities e.g. residential visits, contact sports, song and music events, **our Off-Site Visits Procedures are fundamentally the same** with this addendum setting out some of the extra guidance visit leaders need to understand and follow and the additional adjustments we are making in line with the altered arrangements in force and following advice from government and local agencies.

This Addendum will be reviewed regularly as the nature of the pandemic and local or national responses, or government guidance on how we should operate significantly changes.

Once adopted, this Addendum may be referred to in any disciplinary proceedings where action or inaction by staff or other adults might have been unacceptable.

3 Planning Visits during a Pandemic

Learning outdoors has many educational and health benefits, and during a pandemic, it also provides opportunities for 'social distancing' and fresh air, so we will consider how we can maximise the amount of time that children and young people spend outdoors. In addition to using our own playgrounds and gardens, we will try to routinely use outdoor areas adjacent to and nearby school for educational activities, sometimes designated as a 'Local Learning Area'.

We will use our judgement and government guidance to work out how to use these spaces within current limitations with the right protective measures or negotiate temporary exclusive use with a facility or landowner.

The DfE currently advises schools:

- against all domestic (UK) overnight and overseas educational visits and this advice remains under review;
- can resume non-overnight domestic educational visits from the start of the autumn 2020 term.

These day-visits should include any trips for pupils with Special Educational Needs and/or Disabilities (SEND) connected with their preparation for adulthood (for example, workplace visits or travel training). This should be done in line with protective measures, such as keeping children within their consistent group, and the Covid-secure measures in place at any destination.

As normal, visit leaders should make plans in line with current school policies, procedures & extra addendums, and undertake a full and thorough risk assessment before their visit can be given final approval. This process may need to include specific reference to some of the following:

- Association of British Insurers (ABI) information about [travel insurance implications](#) (and any Covid-19-specific advice from whoever administers the travel insurance applicable to the trip).
- Outdoor Education Advisors' Panel (OEAP), [4.4k: Coronavirus](#), 2 Sept 2020.
- OEAP, [7.3b: Get Outside - Supporting Teachers to Take Learning Outside the Classroom](#), 10 Aug 2020 (for guidance on the practicalities of getting off-site in a Covid-secure way).
- OEAP, [7.3d: Taking Learning Outside the Classroom – Adapting Activities](#), 2 July 2020 (for ideas on how to adapt teaching and links to UK sporting national governing bodies for advice on their sport).
- Institute for Outdoor Learning (IOL), [Support for Schools](#) signposting & resources, July 2020, and OEAP, [7.3c: Learning Outside the Classroom – Activity Cards](#), 2 July 2020.
- AfPE, [Interpreting Government Guidance in a PESSPA Context](#) (Physical Education, School Sports & Physical Activity), July 2020.
- National Youth Agency (NYA), [nya.org.uk/guidance](#). (for guidance on outdoor learning including camping and other residential experiences, and travel for longer term reference).

3.1 Event Preparation

When planning any kind of educational visit, leaders are expected to consider from the outset:

- 1) Whether we can achieve the educational aim in a safer way while giving due regard to the importance of the whole experience.
- 2) If any part of the visit involves a currently prohibited activity like contact sports and whether the visit would be prohibited under current rules on gathering if it were not exempt as a work or school event i.e. gathering rules only apply to private homes and some private or public gatherings but we will consider how gathering might significantly increase risks and be sure what reasonable steps we can take to address them *before* deciding whether to begin planning a trip.
- 3) Whether the use of outdoor spaces has been maximised, large indoor spaces selected over smaller ones, physical contact minimised, social distancing maximised, and bubbles/groups preserved.
- 4) The specific risks to individual staff or pupils who are BAME, pregnant, or who have SEND or a relevant health or medical condition and what participation options they will be offered.
- 5) Any insurance implications i.e. whether insurance is available, cost, extent of cover e.g. Covid-19 related cancellation, curtailment, self-isolation, medical treatment, repatriation etc.
- 6) If plans are likely to be affected by current or anticipated travel bans or local lockdown conditions i.e. whether on the proposed trip date, staff or pupils might already be self-isolating after holidays abroad, or after a spike in infections here has led to a local lockdown (often coinciding with key holidays in tourist areas) and being alert to local lockdown warnings here or at the destination approaching the trip date.
- 7) Whether a planned visit might have unacceptable effects on the safe running of school or effective delivery of the curriculum afterwards i.e. result in department wide illness or trigger a local lockdown.
- 8) If infection control standards with any host, provider or facility are in line with [government guidance for their industry or sector](#) and adequate, and whether our established routines can be supported and integrated or adjusted appropriately.
- 9) How to carry out pre-visit quality assurance checks or familiarisation remotely i.e. virtual tours etc.

- 10) Whether all supervisors understand their infection control role and responsibilities and any special vulnerabilities in the group (supervisors or participants), and whether participants know and can safely apply infection control routines and procedures appropriate to their age or ability.

3.2 Assembling

In readiness for final approval, visit leaders are expected to have checked that:

- 1) Their plans have adequately considered potential issues in the areas outlined in [7.3b: Get Outside - Supporting Teachers to Take Learning Outside the Classroom](#) and [4.4k: Coronavirus](#).
- 2) Their risk assessments accurately reflect their plans and how they will be implemented, and that they are suitably anonymised for sharing more widely than usual i.e. if parents ask to see them.
- 3) Infection control routines have been appropriately integrated or adapted including for journeys, first aid, medical needs, emergencies, equipment sharing etc.
- 4) The infection control implications of any broken Duty of Care (DOC) or use of parents to provide transport etc. have been considered i.e. consistently enforced hygiene and cleaning standards, avoiding piercing the established household/support bubbles meant to protect people outside of school and work if things like car sharing are unavoidable, including what will happen if a newly symptomatic person is a key driver or supervisor.
- 5) Supervisors have arranged to provide enough personal data to facilities and providers so that they can comply with the requirement to give it to the UK Test & Trace Service if supervisors, participants or someone they have had contact with has symptoms of or a positive test result for Covid-19.

3.3 Journeys

In planning and executing journeys, visit leaders are expected to have ensured that:

- 1) We have avoided public transport, prioritised walking and cycling, or organised dedicated transport (minibus or coach).
- 2) Infection control issues on all modes of transport (and in enclosed public places) have been considered and adequately addressed e.g. managing legally required face coverings on public transport (and in enclosed public places); hygiene supplies; organisation of and hygiene & behaviour aboard private transport; use of service stations, transport terminals and other potentially high traffic or enclosed public places.
- 3) All drivers whether contracted-in, staff, or volunteers understand their agreed responsibilities for infection control e.g. any additional pre-drive checks, cleaning after journeys and at the very least between use by different bubbles or groups, scheduling with scope to include extra cleaning or personal hygiene stops etc.

3.4 Facilities, Providers, Hosts, Events & Competitions

Before we commit to using any facility or provider or participating in any event or competition organised by a third-party, visit leaders are expected to have checked that:

- 1) There was no better way to manage the event remotely e.g. virtual competitions.
- 2) Infection control standards with any host, facility or provider are adequate and that our routines have been supported and integrated appropriately (planned from the outset and checked on at least once close to departure or immediately on arrival).
- 3) Our policy on infection control is clear and will be adhered to (or appropriately adapted) regarding personal and food hygiene, personal effects, clothing & equipment, any clothing & equipment we might provide and manage, and similar items third parties provide and manage.

3.5 Event Evaluation

Immediately that a trip has concluded it must be evaluated regarding any infection control incidents that need to be reviewed and/or reported for two reasons.

- So that the correct action can be taken, and information recorded and passed on to parents, the authorities, and anyone else the authorities deem we should tell for public health reasons; and
- So that we can review our procedures to see how we might prevent a recurrence or better mitigate outcomes in future.

A report must be made to the Head Teacher as soon as is reasonably practical during the trip or on return in case follow up action is urgent.

Any report required to the national or local Test and Trace Service because our infection control incident involved someone displaying symptoms of Covid-19 or who has tested positive for the virus will be made as soon as possible, and will include details of other people who meet the [close contact definition](#) where we have them.