

## Educational Visits Policy

As a Rights Respecting School, we ensure that our children have access to their rights in all aspects of the curriculum and school life, including off-site visits. Our children have the right to a good quality education (Article 28), the opportunity to use education and develop talents and abilities (Article 29) and the right to a special education (Article 23).

### Aim

The aim of this policy is to sustain and promote a broad range of valuable off-site Educational Visits from this Primary School, whilst ensuring safe practice and competent supervision.

### Background Information

The school fully supports the vision behind the Government's 'Learning Outside the Classroom' Manifesto. We recognise that the benefits for children engaged on educational visits include:

- Raising achievement through organised, powerful experiences and opportunities.
- Participating in challenging physical activity and encouraging healthy lifestyle
- Raising self-esteem, confidence and independence.
- Appreciating landscape diversity through exploring natural environments
- Experiencing a range of built environments & extending their cultural awareness
- Being involved in teamwork and problem-solving through residential experiences
- Engaging pupils and making learning 'real' and relevant.

St John Paul II MAC adopts the BCC Working Outside of the Classroom Policy and Guidance.

### Inclusion and Entitlement

Each pupil has an entitlement to experience:

- Effective learning opportunities
- Success in learning
- Achieving as high a standard as possible
- A Residential experience

Teachers will set appropriate learning challenges, responding to pupils' diverse learning needs. The school will make provision, where necessary, to support pupils to enable them to participate effectively in all educational visits and will plan accordingly.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities.

Should the behaviour of pupils cause concern for their safety and others, then consideration should be given for the withdrawal from an activity.

The Principal will not routinely exclude pupils with special educational needs, a disability or medical needs from school visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures that may need to be addressed at the planning stage. Where necessary, individual risk assessments should be carried out. The Principal may exclude any individual if the risk cannot be managed.

## **Roles and Responsibilities**

### **Principal**

- Must be consulted on any educational visit being organised and kept informed of arrangements, as necessary and approve all visits (in line with the 'Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning Outside the Classroom')
- Notifies Shapestone Outdoor Consultancy Ltd for categories of 'Adventurous Activities' and 'Overseas Visits'
- Ensures that the Educational Visits Co-coordinator (EVC) is aware of his/her duties and that a clear line of responsibility is established.
- Ensures the Educational Visits Co-coordinator (EVC) is competent, trained and is revalidated/accredited through Local Authority Top-Up courses or through an accredited trainer every three years.
- Makes sure through the Principal's report, that the Academy Committee are kept informed of the nature and progress/success of educational visits.
- Ensures adequate Staff Inset, Visit Leader Training, First Aid and CPD for Educational Visits
- Ensure that the Trip Leader has suitable training and experience to manage an educational visit successfully and safely
- Careful consideration should be given as to whether a voluntary helper requires a DBS Enhanced Disclosure. If a helper will be alone with a group of children, for example leading an activity, then they would require a DBS check.
- Ensures that medical and personal/address details for all pupils are updated regularly.
- Considers insurance matters for educational visits and fully informs parents.
- Ensures BCC policy for transporting children in cars is adhered too and ensure that accompanying adults and coach drivers have had satisfactory police checks.

### **Educational Visits Co-coordinator**

- Promotes educational visits from the School and takes a lead in policy development, monitoring, INSET and other training for Educational Visits
- Approval of educational visits will include approving the competency of the Visit Leader and all accompanying staff (in consultation with the Principal)
- Ensures compliance with requirements of Birmingham's Policy and Guidance document 'Learning Outside The Classroom'
- Ensure Principal's approval, parental consent and notification forms, checklists are completed appropriately
- Ensures that all the procedures outlined in the school policy are followed.
- Supports and advises colleagues in planning visits
- Ensures that appropriate risk assessments are completed and appropriate control measures are in place reducing risk to an acceptable level

- Ensures that a 'Collective Discussion' regarding the 'risk assessment' process prior to the visit has taken place, this ensures ownership of the 'risk assessment' by the Visit Leader and all accompanying staff
- Ensure that arrangements have been made for all of the medical needs and special educational needs of all of the children
- Travel arrangements are confirmed
- Appropriate insurance cover is held
- Ensure that companies involved are GDPR compliant if accessing any school data
- Ensures all staff are aware of Educational visits procedures via documentation and Inset sessions, staff training and relevant meetings
- Checks to ensure parents are kept fully informed of visit arrangements and details.
- Ensures accident and emergency procedures are in place and understood by all staff
- Ensures appropriate records are collated for all Educational Visits and then stored; including checks on staff qualifications and driving details (including car insurance with business use if transporting pupils in own cars).
- Review staff post-visit evaluations of trips and provide and encourage staff training and CPD
- Ensure an annual review of any generic school risk assessments and an annual 'Fit for Purpose' review of the School Policy for Educational Visits.

### Visit Leader, Teaching and Support Staff

- The Visit Leader must ensure there are clear educational aims for the visit
- Have a thorough up to date knowledge of the School Educational Visits Policy and procedures
- Ensure all information and documentation has been authorised by the Principal and an educational visit approval form has been completed and passed to the school office
- Ensure parents are kept fully informed of visit arrangements, details and itinerary and have given written consent that their child can be involved in the visit
- Plan the visit carefully and carry out a comprehensive risk assessments prior to visit. Ensures that copies of these details are given to the Principal and EVC in the agreed time
- Understand the importance of the 'Collective Discussion' regarding the 'risk assessment' process prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff
- It is the Visit Leader's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional adult/volunteer helpers, if possible invite them to take part in the 'Collective Discussion' to promote 'ownership'
- All staff included on a visit must have a clear understanding of accident/emergency procedures
- Collate and check parental consent forms for all pupils including approval for photographs in line with GDPR. A clear risk assessment must be made for any named child with known medical or behavioural issues.
- The Visit Leader must carry an Emergency Contact List of everyone going on the visit. This must include: names of each child and adult; any special medical requirements; any

negative consents to medical treatment; any special dietary requirements; helpers and the groups that the children will be in

- The Visit Leader must carry the school mobile phone and the emergency contact number of the DSLs.
- It is the Visit Leader's and support staff's responsibility to ensure children are suitably briefed at all stages of the visit. All group members must be clear of rules and behaviour code. Children should be involved in the ongoing risk assessment
- The Visit Leader has responsibility for whole group and must ensure the following documentation is taken on all visits: all relevant pupil medical and consent information, the risk assessment including a Plan B, itinerary details, emergency contact details and 'Critical Incident' emergency numbers. Copies of these documents must be kept by the Visit Leader, the school office and a copy of emergency contacts for the coach driver (which will be taken back once children are off the coach)
- It is the Visit Leader's responsibility to ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as appropriate.
- All staff and adult helpers should be made aware of who is responsible for first aid.
- For EYFS children a paediatric first aider must be on the trip
- Transport for all visits must meet LA guidance/standards. The itinerary, the arrangements and drop off and collection places must be checked and agreed upon.
- Arrange a parents' information evening for residential visits
- Complete a Post Visit Evaluation Report and give this to the EVC. This should include any 'near miss' or incidents that require a review of the risk assessment and/or evaluation of outcomes against the stated aims.

### Pupils

Pupils must:

- Not take unnecessary risks
- Follow the instructions of the leader and other adults
- Dress for the conditions and behave sensibly and responsibly
- Look out for anything that might hurt or threaten anyone in the group and tell the Trip Leader accordingly
- Not undertake any task that they fear may be out of their comfort zone or that they think will be dangerous
- The visit leader will ensure that pupils have a knowledge of what to do if approached by strangers; a knowledge of meeting places; action to take if separated from the group; emergency procedures; and understanding of standards of behavior and the need to follow rules

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be prevented from participating on the visit or may be sent home at the discretion of the Trip Leader.

## **Transport and Pupils**

Pupils using transport on a visit should be made aware of basic safety rules:

- All pupils and staff should wear seatbelts
- Pupils should be aware of safe crossing procedures
- Appropriate access and securing facilities for those in wheelchairs
- Adequate supervision at all times when travelling
- Head counts are carried out when the group is getting off or on to transport

## **Communication with parents and carers**

- The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents or carers must give their permission in writing or electronically before a child can be involved in any off-site activities.
- Funding for off-site activities is provided mainly by parental contributions (voluntary, except in the case of residential visits). This must be made clear to parents and carers in all correspondence about an educational visit at the planning stage. Parents will have sufficient notice of charges to enable them to make payments.
- No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents and carers will be informed of this principle through the school prospectus and letters sent home about intended visits.
- The timetable for the payment of contributions should allow for the Principal to make a decision about the financial viability of the activity in reasonable time.

## **Risk Management**

Thorough preparation for a visit must be undertaken. The EVC and the Principal should be consulted regarding the arrangements, nature and purpose of the visit. The visit should have clear educational aims. The following must be addressed in further planning:

The risk assessment must be completed four weeks prior to the trip/event and agreed with the EVC/Principal.

- Provider checks, content of the day(s) activities, first aid and transport must be considered and organised in advance.
- Parents must be advised of the details of any visit and kept fully informed.
- All necessary permission/consent slips must be obtained.
- A charged mobile phone should be taken on all trips. Check that mobile phone coverage is in the area that you are visiting.
- An Emergency Contingency Plan B needs to be in place, detailing alternative arrangements due to inclement weather, transport breakdown etc.
- Planning support, notification forms, provider questionnaire, checklists and generic risk assessments can be accessed through resources and information on the Outdoor Learning Service website pages 'Planning Ed Visits' and EVC pages. Birmingham's Policy and Guidance document 'Learning Outside the Classroom' is located on the EVC page and is broken down into sections, which are all downloadable.

### How to undertake a risk assessment and who to submit it to

In addition to the above planning, a written Risk Assessment (a statutory requirement) must be made for any proposed educational off-site visit. It should:

- The risk assessment should reference a pre-visit or people who have been on the visit before
- Identify any significant risks which pupils, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level
- Include steps that will be taken in an emergency
- Include an acceptable ratio of adults to children
- Be passed on to the EVC and Principal for consultation and approval
- During the visit, be kept with the Emergency Contact List and other planning and risk management documentation
- Check if the venue and/or provider have their own risk assessments
- Ensure a suitable 'Collective Discussion' takes place regarding the 'risk assessment' prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff. Any 'Generic' risk assessments must be changed, adapted or modified to suit the specific considerations and needs of the group during this discussion/meeting.

*The trip leader should consider the following when assessing the risks:*

- The type of activity and level at which it is being undertaken
- The location
- The competence, experience and qualifications of supervisory staff
- The group members' age, competence, fitness and temperament
- Pupils with special educational or medical needs
- The quality and suitability of available equipment
- Suitable conditions for the activity i.e. weather and timing

*During the visit -*

In addition to measures documented on the Risk Assessment staff should -

- Complete the Educational Visit Checklist Form on the day of the visit, prior to leaving school
- If traveling by coach, ensure the driver has school contact details and a contact number for the trip leader
- Carry a class list/register. This is to be called before starting a trip and departing from any visit. In addition a head count should be done
- Ensure adequate supervision and check children are always given suitable briefings in their group with their group leader and staff take regular head counts
- Be prepared to make 'ongoing' professional judgments related to assessment of risks

*After the visit -*

- A post visit evaluation report should be completed, any accident/incident details recorded and the risk assessment reviewed appropriately
- Where possible encourage children and adult helpers to contribute to this report. A copy of the report should be given to the EVC

### **Ratios**

It is important to have an adequate ratio of adult supervisors to pupils for any off-site visit. As starting points for consideration, ratios are as follows:

EYFS: 1 adult for every 5 children

Year 1-2: 1 adult for every 7 children

Y3: 1 adult for every 8 children

Y4-6: 1 adult for every 10 children

KS3 and KS4: 1-15 (except for higher risk activities, e.g. skiing the ratio will be 1:10)

It is important that the following points are considered when establishing ratios:

age and ability of the children; behavioural, medical, emotional and educational needs; experience of adults in offsite visit supervision; duration and nature of the journey; the nature of the activity; the location and environment in which the activity will take place and staff competence.

### **Residential Visits**

Residential visits take place with agreement from the insurers and directors. Qualified instructors are provided for all specialist activities. The school will plan for provision of the sick, disabled pupils or those with special educational needs. The school obtain a room plan of the rooms reserved for the group's use in advance. Separate male and female sleeping areas will be provided for pupils and adults. The whole party will be made aware of:

- the lay-out of the accommodation, its fire precautions, exits and regulations and key personnel
- security arrangements
- how locks and shutters work on all of the rooms used by the group
- where to store clothes, luggage, equipment, etc., particularly safekeeping of valuables
- safety in rooms (electrical connections, secure balconies, etc.)

### **First Aid**

First aid provision should be considered when assessing the risks of the visit. For all visits, particularly adventurous activities, visits which involve overnight stays or travel abroad, it is sensible to have at least one trained first-aider in the group. The trip leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services and the distance to the nearest hospital.

### **Records**

The EVC will keep a record of all visits taking place, including:

- Educational visit approval forms
- Risk assessments
- Any incidents / near misses
- Post-visit evaluation forms

### **The Academy Committee**

As part of its responsibility for general conduct, the Academy Committee must:

- Ensure that a policy exists for the coordination of visits and for their effective and safe management;
- Assure itself that appropriate risk assessment procedures are in place;
- Ensure a school approval system for visits is in place;
- Ensure that Shapestone Outdoor Consultancy Ltd are notified of defined adventurous activity provision;
- Determine its procedures for responding to a major emergency;
- Have a Charging and Remissions Policy.

**Written: March 2020**

**Reviewed by Sacred Heart Local Governing body yearly.**

**Next review- March 2022**