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Next review:	February 2021
Staff Responsibility:	A Facchin
Linked policies:	
Signed by chair:	L. Rowbotham
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Boarshaw Community Primary School Educational Visits Policy

Context

We believe 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 Boarshaw Community Primary 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.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are 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. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- 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.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

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.

In addition to this Educational Visits Policy, Boarshaw Community Primary School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).

3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.
4. Supports staff with training on leading educational visits

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are expected to read these guidelines and are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are four 'types' of visit:

1. **Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval. These follow the Operating Procedures (Appendix 1) and School learning Area map (Appendix 2)
2. **Other non-residential visits within the UK that do not involve an adventurous activity.**
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval. These follow the Operating Procedures (Appendix 1) and must have a risk assessment generated for the visit.
3. **Sporting activities and fixtures at local venues, held during the normal school day or after school. This includes swimming lessons and dismissal at the end of the activity.**
These follow the Operating procedures (Appendix 1) and the Sport Risk assessment (appendix 3)
4. **Visits that are overseas, residential, or involve an adventurous activity.**
As number 2 but the Head authorises and then submits to the LA for approval. These follow the Operating Procedures (Appendix 1) and must have a risk assessment generated for the visit.

All visits must follow the emergency procedures when needed (appendix 4)

All visits that are entered on EVOLVE must be done a minimum of 3 working days before the visit. The visit leader must inform the EVC to say that the visit has been entered. It is also the responsibility of the visit leader to check that the visit has been agreed. It is not the responsibility of the EVC to do any chasing of any information needed.

Roles and responsibilities

All staff must follow this policy, supporting policies and procedures. This includes risk management, operating procedures and risk assessments.

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Abigail Facchin, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first points of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. The Governors will check that there is a trained EVC in place. They will also ensure that there is a current EV and charges and remissions policy in place. They will be aware of their role by keeping up to date with national policy and school policy. Individual governors may request 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Admin staff are responsible for assisting with the organisation of the trip. This includes sending out letters and collecting consent forms, booking transport, collecting money. They will check insurance details are sufficient. They will provide the visit leader with an up to date copy of EV6/EV7, contact details of pupils and staff, medical info, first aid equipment (including sick bucket) and emergency grab bag. Where volunteer or staff cars are being used, they will ensure appropriate forms are filled in and correct details are provided.

Risk Management

When planning for school visits, we follow LA and national guidelines and this policy. This includes

- All visit leaders having appropriate training
- All staff involved in the visit work together to plan the visit. This would include staff ratio, issues, ideas and the outcome of the meeting will form a risk assessment for the visit. This will be added to EVOLVE using the agreed format.
- All staff, including any parental volunteers, have a clear understanding of the risk assessment and of their role in managing risks.
- Pre visit has been undertaken where needed
- Providers having a LOtC Quality Badge- where possible these are used in preference to those who do not hold the badge, however, there may be occasions where there is not the option to use a provider with a QB
- Staff on the visit, and at base, are aware of the emergency procedures.
- Where possible, a first aid trained member of staff will accompany visits. They will definitely accompany all overnight residentials where the provider does not provide staff overnight.
- Staff ration on visits follows the schools recommended minimum staff (FS 1:4, KS1 1:6, LKS2 1:8 and UKS2 1:10) When planning a visit, staff must also think about individual staff, pupils and risks when deciding on their final ratio.

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.
- 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 Head Teacher or EVC 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.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 3). All staff on visits are familiar with this plan and it is tested at least annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Boarshaw Community's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Boarshaw Community's Educational Visits Checklist may be downloaded from EVOLVE Resources.

Parental Consent

The school obtains blanket consent at the start of each year for activities within the 'School Learning Area', that are part of the normal curriculum during normal school time. Activities may include local walks, visits to local allotments, visit to the church, the library etc.

For children representing the school at sporting fixtures, school will obtain blanket consent at the start of each year. This will include consent for children being transported to venues via: taxi, staff car, parent volunteers' cars and minibus.

Specific, (i.e. one off), parental consent must be obtained for each sporting event. For each event, parents will be provided with details of the venue, the times of departure and return and the planned method of transport. Parents will consent through a paper consent form.

Specific parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis. Parents will consent through a paper consent form.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. The school will follow the key principles for planning-

- Entitlement- the right to participate
- Accessibility --direct or by realistic adaptations or modification
- Integration- participation with peers
- Integrity – the learning outcomes identified at the start of the planning process are not compromised or lost in the process of adapting the visit

A pupil with behavioural needs, (not linked to a disability) which may impact on the leader's ability to carry out a safe visit, will be discussed with the Head Teacher. Where necessary a meeting will be held with parents, identifying what the inappropriate behaviours are and what the expectations are. If after this meeting no improvement is seen, then a decision will be made about the ability for the child to attend the visit.

Residential Visits

Staff with supervisory responsibility should be alcohol free. However it may be ok for a member of staff to have a drink during the course of a residential visit if the supervision arrangement/ratio is sufficient for a rota system to be in place. Staff who are designated 'off-duty' in an evening may choose to have an alcoholic drink, but in the event of a critical incident must still be fully able to resume supervisory responsibility. School staff retains the duty of care for behaviour management and welfare at all times

Charging / funding for visits

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing body has a 'Charging and Remissions' policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

The Governing Body has agreed the wording of the statement relating to charging that is to be included in letters to parents regarding educational visits. This forms part of the 'Charging and Remissions' policy.

First Aid

Where possible a qualified first aided will accompany all educational visits. Where this is not possible, the EVC or Head, will assess if the visit leader is competent and confident in administering basic first aid.

Transport

PRIVATE CARS Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head of Establishment, and a PRIVATE CAR Form must be completed and retained by the establishment on an annual basis. Refer to Transport in Private Cars in National Guidance. Where a parent is giving lifts, this must not occur on a regular basis so that a DBS is required.

COACHES The LA does not 'approve' coach companies. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other establishments within the LA that have used a particular company (via a search on EVOLVE) will help to determine the level of service that may be provided.

Insurance

As a school we buy into the LA insurance for visits. This ensures that we are covered for all visits, providing we adhere to the policy.

Monitoring

Monitoring of visits takes place to ensure that we identify any CPD requirements, ensure high quality learning experience, to help keep pupils safe and to celebrate success. Our monitoring will take place in different ways:

- Feedback form the pupils and staff
- The visit leader evaluating the visit

- The EVC monitoring the range of visits, learning outcomes and if this was the best place for the visit.
- The head, EVC or senior leader may accompany visits to assess the suitability of the visit and the systems in place.
- Accident and incidents will be reported to Head and followed up in line with LA policy.

Appendix 1 – School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- do not need to be recorded on EVOLVE

Boundaries

The boundaries of the School Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: e.g.

- Allotments
- The church
- The library

No go areas

The boundaries of the school learning area do not include any areas that have water as a feature. These must follow the procedures on point 2, types of visits. These include:

- Boarshaw Clough
- Hopwood Woods
- The canal

Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves. The adult must sign out the pupils on a signing out sheet provided by the admin staff.
- Staff must follow the operating systems for the School learning area. These are uploaded to Evolve and all staff have a copy in their EV folder.

- Only staff judged competent to supervise groups in this environment is approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedures of the 'School Learning Area' is explained to all new parents when their child joins the school, and a synopsis is on the school website.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles

Appendix 2– School Sports Fixtures

General

Sports fixtures and activities with other local schools that are part of the school normal procedure, taking part either within the school day or after school, follow the Operating Procedure below.

These visits/activities:

- do not normally need additional risk assessments / notes (other than the generic Sports Risk Assessment below)
- Do need parental consent for children to take part
- do not need to be recorded on EVOLVE

Transport

Parents of children competing for the school, at any competition, will be asked for blanket consent at the start of the year. This will include a section on the for all possible methods of transport . For all sport fixtures, parents will always be informed of the planned method of transport. If, for any reason, the method of transport needs to be changed on the day, this may happen without having to seek further consent of parents.

Generic Sport Risk Assessment-

All staff must follow this, alongside the operation Procedures. This risk assessment is uploaded to Evolve and all staff have a copy in their EV file.

Appendix 3 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry:
 - a) An LA Emergency 'Card' (see EVOLVE Resources)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.