



Educational Visits Policy

Mission Statement



**At SS John & Monica's, we learn through
the example of Jesus to
Love, Respect, Understand and Value each other.**

SS John & Monica's School believes that school visits are an essential resource for the teaching of a broad and balanced curriculum. We strive to offer an excellent and enjoyable educational opportunity for each child, one which develops them as a whole person. Alongside visits off-site, the school invites in speakers, groups, artists or other adults to enrich and extend the experiences of our pupils.

Aims:

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with special educational needs and disabilities.

Basic Legal Requirements

National Guidance Adopted by Birmingham City Council

Birmingham City Council has formally adopted the "*Outdoor Education Advisers*

Panel National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom". This guidance can be found on the following web site:

<https://oeapng.info>. As a Maintained school, SS John and Monica Catholic Primary School follows this guidance.

Educational Visits Co-ordinator

The EVC is Mrs M.Elliott. When planning for a visit, teachers should consult the Educational Visit File on the Shared Drive/in the school office and then liaise with Mrs Elliott (Educational Visits Co-ordinator) to ensure correct procedures and paperwork is followed. A pre-trip meeting should take place to discuss any safeguarding issues or concerns for children engaged in the trip.

Training

The EVC has undergone the relevant EVC Training as recommended by Birmingham City Council. This includes revalidation every three years. The EVC then provides in-house training with regards to policy and procedures to Educational Visit Leads.

Educational Visits

Curriculum links

For each subject in the curriculum there is a corresponding programme of activities (which can include visits to the school by specialists). Our cross curricular approach offers many opportunities to link subjects and topics together. Examples of educational visits or visitors include:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, town trails;

Residential activities

All children at SS John & Monica's will be offered a chance to attend an adventure residential during the autumn term of Year 6. This provides children with opportunities to problem solve, work

as a team, develop leadership skills and take part in a range of physical activities not tried before. This experience is enjoyed by our children who grow in maturity as a result of attending.

The residential visit enables children to take part in outdoor and adventure activities. The school only takes part in this trip with the prior approval of the Governing Body. We ensure that only qualified instructors deliver the specialist activities that we offer the children.

NB All Residential Visits will require a FORM OE 2020 (Notification of Adventurous Activities) to be completed and sent to the LA (see below).

Approval and Notification of Activities and Educational Visits

When planning for a visit, teachers should consult the Educational Visit File on the Shared Drive/in the school office and then liaise with Mrs Elliott (Educational Visits Co-ordinator) to ensure correct procedures and paperwork is followed. Mrs Elliott, the school's educational visits coordinator will be involved in the planning and organisation of visits (where staff need support). The Head will authorise visits at the planning stage, the EVC will also sign authorisation forms and will monitor the paperwork required, Risk Assessments, evaluation after visits and training needed by staff.

NO VISITS OFF SITE ARE ALLOWED WITHOUT THE APPROVAL AND WRITTEN AUTHORISATION OF THE HEAD TEACHER (Deputy Head teacher when deputising for the Head teacher) USING THE EDUCATIONAL VISITS RISK ASSESSMENT PROFORMA.

Birmingham uses a system of notification for all visits involving adventurous activities. These visits **are** notified to the Council using the form OE2020. Visits requiring notification to the Council should be submitted at least 4 weeks prior to the day of the visit. Non- adventurous activities do not require notification.

Although forms for **Adventurous Activities** and **Overseas Visits** are submitted to Education Safety Services schoolsafety@birmingham.gov.uk

Safety Services (Ashted Lock)
P.O. Box 15630
Birmingham
B2 2QF
Tel.: 0121 303 2420

Class Teachers or Staff who wish to organise a visit assume the role of **VISIT LEADER** and it is their responsibility to get authorisation for their planned visit off site. All visits, including swimming and church require paperwork to be completed (Swimming paperwork can be filled in once at the start of the term and reviewed as necessary during class changes or as circumstances change, also with church visits – a generic RA will be completed by EVC). Staff should be aware that the Head and the EVC have the right to CANCEL or POSTPONE any visit that does not have the correct paperwork or planning in place.

The Head Teacher/EVC (as delegated by the head and Governing Body) will:

- Ensure that visits do not proceed without a written authorisation from Head and EVC
- Ensure that visits have a learning purpose
- Ensure the competence of staff who assume the role of VISIT LEADER and also those who attend the visit as supervisor/helper
- Liaise with the Head Teacher where concerns about a visit may arise
- Ensure that Risk Assessments are carried out correctly

- Gather copies of all required paperwork before a visit occurs and maintain this paperwork for a period of 5 years (in case of any legal issues arising)
- Support Visit Leaders in completion of paperwork, planning their visits, making curriculum links and attending pre-visits (if required)
- Liaise with the Office Manager to ensure that all DBS checks are in place for permanent members of staff. Adult volunteer checks need to be completed before adult helpers are selected.
- Ensure that all parental information and consents are in place
- Ensure that medical data is up to date
- Organise the emergency arrangements for each visit with the VISIT LEADER
- Organise related staff training in Risk Assessment, Visit Leading and relevant sporting/outdoor activity qualifications.
- Monitor and review the policy bi-annually unless legislation/LA guidance dictates otherwise.

The VISIT LEADER will:

- Plan visits in good time to allow necessary paperwork to be completed
- Consult the Educational Visits Folder before organising any visits
- Complete an Approval form before making any bookings and await the approval being returned before further plans are made.
- Ensure that parents are informed of all aspects of the visit in advance (to allow informed consent) and also ensure that all consent and medical data is collected.
- Ensure that all requested paperwork is completed by the date given by the EVC
- Plan the day and discuss this with the Head to seek her approval for organisation and personnel
- Undertake a preliminary visit to the off site facility to aid curriculum planning and/or Risk Assessment
- Ensure that the comprehensive Risk Assessment is completed (taking into account any documentation already produced by an establishment)
- Ensure that all supervisors and helpers are appropriately briefed for the visit
- Ensure that any adventure activities are led by appropriately qualified instructors
- Ensure discipline, supervision and good order at all times during the visit
- Safeguarding the health, well being and safety of all young people and staff during the visit
- Ensure appropriate child protection measures are in place.
- Have a suitably delegated stand in prepared in the event of incident involving the VISIT LEADER
- Record any incidents or accidents immediately and give documentation to the EVC
- Be aware of:
 - <https://oeapng.info>. The National guidance for the management of outdoor learning, offsite visits and learning outside the classroom
 - <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> Health and Safety on Education Visits

Inclusion

Every effort is made to ensure that educational visits and learning outside the classroom activities are available and accessible to all, irrespective of special educational or medical needs, disability, ethnic origin, gender, sexuality or religion. If a visit needs to cater for children and young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved. SS John and Monica School take all *reasonably practicable* measures to include all children and young people, unless risk assessment determines otherwise. In accordance with the Equality Act

2010 the principles of inclusion should be promoted and addressed for all visits and reflected in the establishment's policy, thus ensuring an aspiration towards:

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

We may seek guidance from parents and facilitators to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Management

SS John and Monica School has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level. This requires that suitable and sufficient risk management systems are in place. The risk management of an activity should be informed by the benefits to be gained from participating. BCC strongly recommends a "Risk-Benefit Assessment" approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. HSE endorse this approach through their "**Principles of Sensible Risk Management**" <http://www.hse.gov.uk/risk/principles.htm> and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

A comprehensive risk assessment will be carried out by the visit leader before the proposed visit is put forward to the Head Teacher. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?

Where there is a potential hazard or an actual hazard and no foreseeable precaution/solution can be identified, the visit will NOT be given approval.

Risk assessments must be written in consultation with all adults going on the visit (and must take their needs into account). **The Visit Leader must ensure that ALL staff read and sign the Risk Assessment before the RA is submitted to the Head and EVC. All Risk**

*** Risk Assessments must be given to the EVC at least 3 days before the visit to sign off. A final copy should be given to the office, along with the list of children attending before the visit**

RISK ASSESSMENT IS AN ONGOING PROCESS.

It does not stop once the form has been completed and submitted to the EVC.

All educational visits and learning outside the classroom activities should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group needs and expectations. Such information gathering is essential in

assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety.

EVCs and Leaders should have a basic understanding of where and when the provision of adventurous activities is legally regulated.

The Activity Centre (Young Persons Safety) Act (1995) established the Adventure Activities Licensing Regulations and the Adventure Activities Licensing Authority (AALA). The scheme is now the direct responsibility of HSE and operated through the Adventure Activities Licensing Service (AALS).

Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Governing Body (via the approval of the EVC and Head Teacher) will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following **minimum** ratios:

- 1 adult to 3-5 pupils in Reception Class (depending on the needs of the class)
- 1 adult to 6 - 10 pupils in Years 1 to 2
- 1 Adult to 10 pupils in Years 3 – 6

Any trip will require a minimum of three adults. However, these are **minimum** requirements, and may **not** provide adequate supervision in all cases. This should be considered in the Risk Assessment stage of planning.

The group leader will be responsible to asking any parents or adults to helping on any Educational Visit. Parents Helper/Volunteers must be chosen carefully and must not be left in charge of a group on their own at any time. **All volunteers must sign a Safeguarding and Safety Information for Visitors Proforma before they help on an Educational Visit.** In addition, only Teachers and LSA's should be responsible for supervising children when they use the bathroom facilities.

A risk assessment must also cover transport to and from the venue. The coach company used on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- The provision and required use of seat belts;
- Proper vetting of the driver by the police;
- Proper insurance for the driver;
- Details of first aid and emergency equipment;
- Breakdown procedures.
- Contact Numbers for the Coach Company (and driver where s/he is not staying with the class all day)

A copy of the completed risk assessment will be given to the EVC as part of the visit planning paperwork. LA, DfES and additional guidance is provided in the Educational Visits Folder and the EVC will support staff in completion of their Risk Assessments.

Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an educational visit or learning outside the classroom activity has either:

- Suffered a life threatening injury or fatality;
- Is at serious risk;
- Or has gone missing for a significant and unacceptable period.

Schools must have emergency planning procedures in place in the event of a critical incident. Including being issued with an Emergency Reference Card. Every visit leader must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to visit leaders.

First Aid

A large proportion of the teaching and support staff at SS John & Monica's have a current First Aid qualifications (Introduction to First Aid, Level 3 First Aid and Paediatric Training) and these are being reviewed and updated on a cyclical basis.

Staff are aware that they are required to take a First Aid Kit on all Off Site visits. Any First Aid concerns can be addressed to Mrs Hodges before the visit/during the Risk Assessment process.

All accidents and incidents are to be reported in writing to the EVC on return to school.

Transport

The costing of off-site activities should normally include any of the following that apply:

- Transportation Costs (coach hire, bus fares)
- Entrance fees
- Additional Insurance
- Provision of any special resources or equipment;
- Costs related to adult helpers;
- Any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit. Children are not allowed to leave their seats during transportation to minimise injury risks.

We only allow the transport of children in private vehicles in emergencies. We have completed Risk Assessment and have designated staff who have the correct level of business insurance for this role. Staff who volunteer to do this are aware of the law regarding child seats and booster seats in under 12 year olds.

Employer's Liability Insurance

Employer's Liability Insurance is a statutory requirement. The BCC holds a policy that indemnifies it against its legal liability in respect of all claims for compensation resulting in bodily injury suffered by any Council employee and employees in schools maintained by the Council. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors.

Public Liability Insurance

The Council also holds Public Liability Insurance, indemnifying it against its legal liability in respect of claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified under the policy, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as educational visits and off-site activities including school sports, together with approved extracurricular activities organised by all establishments and settings for which the employer is responsible.

Employees

The Council operates an Employees Personal Accident Scheme. Cover under this section is provided for all Council employees and employees in schools maintained by the Council, in the course of their employment, providing predetermined benefits in the event of an accident. The scheme's benefits are designed to provide compensation for injury where the employer is not deemed negligent. The Personal Accident Scheme provides cover for all full and part-time employees. Details of the scheme may be obtained from the appropriate staffing section within Human Resources.

Insurance for Pupils

The Council only covers accidents to pupils when due to its negligence and these claims are covered within its Public Liability Insurance detailed above. Personal Accident Insurance for pupils is not arranged by the Council but may be arranged by the school direct; however there is no statutory requirement for governors to arrange this cover. The cost of Personal Accident Insurance arranged by the school may be recharged to parents. Parents should be reminded that the Council does not insure children's belongings.

Car Insurance

All staff using their private vehicles for school purposes, including transporting pupils, parents or other staff members, should ensure that their private motor insurance policy extends to provide them (the driver) with business use cover. They should not use their vehicle unless this extension of cover is operative.

Charging Policy

Staff should refer to the school policy for charging when planning their visits. It should be remembered that Parents cannot be charged for visits that take place during the school day. We are allowed to ask for a contribution, particularly towards the cost of transport. It is therefore

feasible that some visits will only be viable with the financial support of the Parents and failure to receive that support may necessitate the visit being cancelled.

VISIT LEADERS and/or the School Office would be advised to complete a financial prediction for the visit at the planning stage, to ensure that it is viable.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

Where a contribution is required from Parents, this should be made clear from the initial information stage and all matters relating to collection of money and recording of payments must be done correctly. Where deposits are required it must be made clear if these are refundable (since they have very often been committed to coach companies or entrance fees etc). ALL monies collected for Educational Visits are to be sent to the school office for recording and counting, and not retained by the VISIT LEADER. All invoices are to be marked for the attention of the Office and dealt with by Mrs Broadhurst.

A record of and all permission slips are kept by the class teacher. It is the class teacher's responsibility to speak to parents and send additional letters if consent slips have not been returned. If a parent still has not returned the consent slip class teachers will ask the Office to phone parents.

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities (unless it is a local visit whereby consent forms have already been signed.) However, parents should still be informed about any trips off the school premises).

Emergency contact details will be taken by the VISIT LEADER and should the need arise Parents will be contacted.

In the event of an emergency where hospital treatment is required staff will take all steps necessary to contact Parents, however the needs of the child will be paramount in these circumstances and acting "in loco parentis" we will ensure that all necessary treatment is received, while still continuing to make contact.

We do not allow children to take mobile telephones away with them on any visit (Including the Year 6 Residential)

Further health and safety considerations

All adults accompanying a party must be made aware, by the visit leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number and the visit leader's number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

IN THE EVENT OF A CRITICAL INCIDENT: KEY CONTACTS

For all incidents during school hours please contact BCC School and Governor Support below:

First point of contact: 0121 303 2541 (08.30 -16.15)

Email school.support@birmingham.gov.uk

Out of hours Incidents (16.15- 0830) BCC CCTV Control Centre 0121 303 4149 Ask for the resilience duty officer

Other Key Contacts

Birmingham City Council Press Office (Office hours) 0121 303 3885 / 07920 088 571

Press Office out of hours number: 0121 303 3287.

Educational Psychology Service

Tel: 0121 303 0100 Mobile: 07766 925152

Education Safety Services

BCC Education Safety Services (ESS) have the responsibility for Educational Visits for all maintained schools and other BCC educational establishments. They also have responsibility for Voluntary Aided schools as well as some Trust schools and Academies in this area. Educational Visits support notification and telephone advice is now a chargeable service. Please contact BCC Education Safety Services to arrange a SLA.

Birmingham Education Support Services (BESS) Online. This provides easy access to key information, guidance and training from Health and Safety and other BCC Services for schools. You can use the website to book training courses, access policies, guidance, toolkits and renew your service SLA/subscriptions or sign up as a new service user. You will also be able send queries and messages to individual services including Educational Visits. Click the link below to take you to the site.

<http://www.birminghameducationsupportservices.co.uk/>

Guidance issued on BCC School Noticeboard and BESS website above including

Visits to Cities June 2017

Visits to Theme Parks June 2017

Visits Abroad June 2017

Important Contact Numbers and details.

Education Safety Services

schoolsafety@birmingham.gov.uk

Safety Services (Ashted Lock)

P.O. Box 15630

Birmingham

B2 2QF

Tel. 0121 303 2420

Educational Visits and Outdoor Learning Advisers:

Tom Lilley: 07980266367 or

Richard Batty: 07432053936

Vetting and DBS Checks

It must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of children, young people or vulnerable adults. Those volunteer adult helpers e.g. parents, who do not require a DBS check should not be left alone, responsible for a child or group. Only those with enhanced DBS clearance and are a member of staff are allowed to have responsibility for a group.

Careful consideration is given to whether a voluntary helper may require a DBS Enhanced Disclosure. In general terms, those helpers with *frequent* or *intensive* contact e.g. working with a group or groups regularly or involved in accompanying a residential are checked.

Before a party leaves the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the EVC the possibility of excluding that child from the activity. This will only be done if the Risk Assessment reflects a danger in terms of pupil safety OR maintenance of good order & discipline.

VISIT LEADERS must make sure the following is completed:

- Appropriate risk assessment – **signed and understood by all parties**
- Copies of all letters sent to Parents about visit
- Consent Forms
- Report on preliminary visit (Where one has occurred)
- Application for approval of visit
- General information about venue to be visited
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule, importantly arrival and departure times
- Accommodation plan (if applicable);
- Full schedule of activities
- Fire precautions and evacuation procedures
- Coach Booking Details
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for the emergency contact
- Medical questionnaire returns
- First-aid boxes.

Evaluation of Educational Visits

On return to school VISIT LEADERS must evaluate their visit and make a note of any adjustments they would make next time. A first time visits to a setting must be evaluated and a copy saved on

the shared drive under Risk Assessment Evaluations. Evaluations must also be completed if there is significant evaluation/change/recommendation for future visits to the same location.

Monitoring and review

This policy is monitored by the governing body and will be reviewed every two years or before if necessary.

Named Person Responsible for educational visits/EVC: Mrs Melanie Elliott

Policy Updated: Nov 2024

Policy to be reviewed: Nov 2026