



## **ST MATTHEW'S CHURCH OF ENGLAND PRIMARY SCHOOL** **EDUCATION VISIT POLICY AND PROCEDURE**

### **1. Introduction**

This document is the policy for St Matthew's Church of England school and aligns with Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside of the Classroom. It also includes and adopts all the recommendations from the national guidance: [www.oeapng.info](http://www.oeapng.info) National Guidance from the Outdoor Education Advisers Panel, 2017.

### **2. Aim**

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

### **3. Background Information:**

#### **3.1 Definition of an Educational Visit:**

Any organised, off-site visit involving pupils or young people that requires the permission and approval from the EVC, Head Teacher, Senior Manager and the parents/guardians of the pupils attending. A Visit may take place at any time of the year.

#### **3.2 Joint Educational Visits:**

Joint visits by establishments are entirely acceptable and offer many educational benefits, however full application of approval and record keeping procedures (Policy and Guidance for Educational Visits) must be made by each establishment's EVC regardless of the number of pupils or young people attending.

The Visit Leader on Joint Visits must be specifically known and approved by the EVC/Head Teacher/Senior Manager EVC from each participating establishment and each establishment must be satisfied, approve and record centrally in their own establishment all the arrangements agreed.

#### **3.3 Key Points for all visits:**

- All Educational Visits must have clearly identified aims and objectives.
- All Educational Visits must have an approved competent Visit Leader who is a BCC employee.
- Approval for an Educational Visit and for the designated competent Visit Leader role is made by the Head Teacher/Senior Manager and EVC.
- All visits must provide evidence of a prepared written risk assessment.
- Visit Leaders must carry copies of all supporting documentation on the visit, eg emergency contacts, itinerary, names and group detail.
- EVC's must retain and record all supporting documentation centrally.
- Parents must be fully informed of all arrangements
- Well planned visits lead to successful visits.

The school fully recognises that the benefits for children engaged on educational visits include:

- Raising achievement through organized, 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 and widening horizons.
- Being involved in teamwork and problem-solving through residential experiences
- Engaging pupils or young people and making learning 'real' and relevant.
- Supporting national agendas and initiatives.

### **3.4 Inclusion and Entitlement**

Educational visits are an integral part of the curriculum. All pupils or young people are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities.

Each pupil or young person 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' or young peoples diverse learning needs. The School will make provision, with well-planned reasonable adjustments made to support pupils, enabling them where possible to participate effectively in all educational visits.

## **4. Roles and Responsibilities**

### **4.1 Head Teacher/Senior Manager**

- Must be consulted on any educational visit being organised and kept informed of arrangements, as necessary.
- Ensures that the Educational Visits Co-coordinator (EVC) is aware of his/her duties and that a clear line of responsibility is established.
- Head Teachers/Senior Managers, who sign approval forms for Educational Visits must in turn have evidence of recent and relevant training through either: full- day EVC training, half-day EVC top-up training or EVC twilight training delivered by the Outdoor Learning Service.
- Ensures the Educational Visits Co-coordinator (EVC) is competent, trained and is revalidated/accredited through Local Authority Top-Up courses every three years as a minimum.
- Makes sure through the Head Teacher/Senior Manager report, that governors 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 (*on EVC training we recommend half yearly inset for whole staff*)
- Ensures that medical and personal/address details for all pupils or young people are updated termly or half yearly.
- For Repeat activities
- Annual basis or termly
- Considers Insurance matters for Educational Visits and fully informs parents.
- Writes and fully informs parents regarding regular and repeated activity that is either on or off-site PE and sporting activity and fixtures or regular repeated programme of off-site Educational Visits.
- Ensures BCC policy for transporting children in cars is adhered too.
- Parents are informed they have responsibility for transporting their own children to and from venues when transport is not provided.
- Ensure there is an updated 'charging and remissions policy' links to BCC and national guidance.

#### 4.2 Educational Visits Co-coordinator

- Promotes and 'Champions' Educational Visits from the School/establishment and takes a lead in policy development, monitoring, INSET and other training for Educational Visits.
- Approves all visits and notifies the LA for categories of 'Adventurous Activities' and 'Overseas Visits'.
- Approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff (consultation with the Head Teacher/Senior Manager may be desirable/advisable on occasions)
- Ensure the Visit Leader is a BCC employee.
- Ensures compliance with requirements of Birmingham's Policy and Guidance document 'Learning Outside The Classroom'.
- Ensure approval, notification forms, checklists and 'Provider Questionnaires' are completed appropriately
- Ensures that all the procedures outlined in the School/establishment 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
- 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. Records of all accidents reports and near misses are held centrally in the school/establishment by the EVC. i.e the Risk Management Portfolio.
- Records of all visits are held centrally in the school/establishment by the EVC. i.e the Risk Management Portfolio for each and every visit which will include lists of all participants, risk assessments itinerary and programme information.
- Ensures appropriate staff 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 or young people in own cars).
- Ensure records are kept of all monitoring, internal and external monitoring eg with local EVC's (Cluster Groups, neighboring schools etc)
- Review staff evaluations of trips and provide and encourage staff training and CPD
- Ensure an annual review of any generic school/establishment risk assessments and an annual 'Fit for Purpose' review of the School/establishment Policy for Educational Visits.

#### 4.3 Visit Leader, Teaching and Support Staff

- The Visit Leader must ensure there are clear educational aims for the visit, be specifically competent and approved as the Visit Leader by the Head Teacher/Senior Manager & EVC.
- Have a thorough up to date knowledge of the School/establishment Educational Visits Policy and procedures.
- 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
- All staff included on a visit must have a clear understanding of accident/emergency procedures.
- The Visit Leader must carry an Emergency Contact List of everyone going on the visit in addition to the Emergency Base Contacts. This list must include: names, addresses and telephone numbers 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.

- Ensure parents are kept fully informed of visit arrangements, details and itinerary.
- Plan the visit carefully and carry out risk assessments prior to visit. Ensures that copies of these details are given to the Head Teacher/Senior Manager and EVC in the agreed time.
- 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'.
- Collate and check parental consent forms for all pupils or young people. A clear risk assessment must be made for any named child with known medical or behavioural issues.
- 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.
- 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 behavior 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 or young person medical and consent information, the risk assessment inc 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/establishment office and a copy of emergency contacts.
- 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. The risk assessment must show evidence first aid has been considered.
- 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.

##### **5. Notes on 'Risk Management' and the Planning and Preparation for Educational Visits**

Thorough preparation for a visit must be undertaken. The EVC and the Head Teacher/Senior Manager 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:

- Matters of supervision, 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. Any cost of the visit must take into account the School/establishment Charging Policy.
- 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. The web address is [www.outdoorlearningbham.org.uk](http://www.outdoorlearningbham.org.uk)

### 5.1 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:

- Identify any significant risks which pupils or young people, 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;
- Be passed on to the EVC and Head Teacher/Senior Manager 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.

### 5.2 The six main considerations in undertaking risk assessments are:

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures

More detailed prompts under each consideration, to help in undertaking risk assessments, may be obtained from the EVC. **With more hazardous or unusual visits close contact between school/establishment and the venue/provider is an important safeguard. A preliminary staff visit should be made if necessary. Seek advice of Head Teacher/Senior Manager EVC.**

Risk Assessments must be passed on to the EVC/ Head Teacher/Senior Manager/Senior Youth Worker as follows:

- *Off-site visits* – at least 1 week prior to the visit. (The LA will require at least one month's notification for Adventurous Activities and six months notification for Overseas Visits).

## 6. During the visit

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

- If traveling by coach, **EITHER** hand a copy of the emergency contact list, in a sealed envelope, to the driver (this **must** be collected from the driver as you exit the coach) **OR** ensure driver has school/establishment contact details
- 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

## 7. 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.

**8. Notes from EVC Training to cross reference and review against your bespoke Educational Visits policy : Forming a School/Centre Policy**

- Roles & Responsibilities
- Checking Qualifications/Competence
- Risk Assessments
- Pre Visits
- Ratios
- Volunteers
- Records inc Checking Qualifications/Competence
- Communications
- First Aid
- Supervision
- Insurance
- Emergency procedures
- DCSF / LA Advice
- Discipline
- Pupils or young people with Special Medical and Educational Needs

**9. Additional Considerations**

- Transport
- Visits Abroad
- Joint Visits
- Policy to be adopted by Governors
- Policy may be part of OFSTED focus
- Monitoring through approval procedures:
  - Forms
  - Categories
  - Checklists
- Informing and receiving comment from the Head and Governors
- Monitoring specific programmes
- The monitoring work of the Outdoor Learning Service and responding to comments from the LA /Employer
- A new electronic Ed Visits database for Birmingham
- Acting on comments from OFSTED
- Ref 'Learning Beyond the Classroom' doc BCC Policy and Guidance for Educational Visits.
- Links to BCC Physical Education and Sporting Fixtures Guidance (on OLS website).

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