

Boundary Primary School



Educational Visits Policy

Review period: Annually

Date policy last reviewed: September 2021

Person Responsible for Policy: EVC

Boundary Educational Visits Policy

1. Introduction

This policy applies to all Educational visits involving students at Boundary school. This type of curriculum enrichment varies in duration from less than half a day to substantial residential trips both in UK and abroad. Educational visits are defined as events that involve students being away from the normal school sites, whilst in the care of Boundary school.

The following give an indication of the wide range typical of the school's off-site provision: visits to art galleries, theatres, manufacturing and service industries, farms and historical sites; sporting events; urban and rural field studies; adventure and outdoor pursuits; art and dance workshops; regional and national competitions.

In line with our Safeguarding Policy within school which includes Prevent, staff must be vigilant whilst out on trips and with guest visitors in school. All lessons that are planned by visitors must be shared before being presented and also monitored whilst taking place. If on any occasion should anyone be concerned about what is being discussed/shown, then the Teacher should stop the lesson and inform SLT immediately.

When out on a trip if any comment is made which concerns a member of staff it must be addressed immediately and reported immediately in line with the Safeguarding Policy.

2. Outdoor Education Advisers' Panel National Guidance

This policy must be used in conjunction with the National Guidance (NG) published by the Outdoor Education Advisers' Panel (OEAP) found at <http://oeapng.info>. The site provides detailed guidance about many aspects of outdoor learning, off-site visits and Learning Outside the Classroom, and includes essential reading for all key staff roles.

Boundary school employees must follow that guidance as well as the requirements of this policy. Should there be any conflicting areas, please consult with the school's Educational Visits Co-ordinator (EVC).

3. Roles

OEAP NG sets out the responsibilities and functions regarding Educational visits of specific roles including those of Governors, Headteacher, EVC and Visit leader.

The **Headteacher** is responsible for:

- Ensuring approval for visits is given, including liaising with the LA where appropriate;
- Ensuring residential visits are approved by the Governing Body before the visit;
- Ensuring that the governing body is made aware of visits;
- Ensuring all off site visits are thoroughly risk assessed;
- Ensuring risk assessments are specifically written for the activity and for those taking part;
- Ensuring all risk assessments are read, understood and signed by all staff taking part in the visit;
- Ensuring that arrangements are in place for the educational objectives of a visit to be achieved and are inclusive;
- Ensuring that all accreditation or verification of providers has been met;
- Ensuring that visits are evaluated to inform the operation of future visits;
- Ensuring that each visit has an appropriately competent Visit Leader;
- Ensuring that all teachers are aware of the LA policy and guidance;
- Ensuring that the school has an emergency procedure in case of a major incident, which has been shared with all staff.

The **EVC** is responsible for:

- Ensuring educational visits meet the employer's and school's requirements;

- Supporting the governors with approval and other decisions;
- Assessing the competence of prospective leaders and staff and approval of group leaders
- Ensuring all off site visits including those on Evolve are thoroughly risk assessed;
- Ensuring risk assessments are specifically written to the activity and for those taking part;
- Ensuring all risk assessments are read, understood and signed by all staff taking part in the visit;
- Ensuring that risk assessment procedures meet requirements and finalized copies of all risk assessments are kept in the off-site risk assessment file;
- Organising training and induction;
- Keeping records of visits, accidents or incident reports;
- Reviewing systems and monitoring practice.

The **Group Leader** is responsible for overseeing the supervision of the visit, including direct responsibility for pupils' and staff's health, safety and welfare and must:

- Be approved to carry out the visit by EVC and HT, suitably competent and knowledgeable about the school and LA's policies and procedures;
- Plan and prepare for the visit and assess the risks;
- Request guidance for visiting schools;
- Check providers have £5 Million Public Liability Insurance;
- Complete the risk assessment process which includes all staff signing the risk assessment to say that they have read and understood it;
- Apply for approval for the visit;
- Ensure parents are informed and have given consent;
- Ensure emergency and communication arrangements are in place;
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

Further guidance can be found in OEAP NG documents 3.4a – 3.4o

4. Procedural requirements

Regular off site visits to the @theGrange that take place within the school day can be covered by blanket consent and do not need to be entered on to EVOLVE.

Approval for all other visits is sought using EVOLVE and requests must be submitted by the Visit Leader to the EVC for approval within the following timescales:

- Overseas visits – a minimum of 7 weeks before a visit is due to take place
- Residential visits and/or adventurous activities – a minimum of 5 weeks before a visit is due to take place
- Other visits – a minimum of 3 weeks before a visit is due to take place

If it appears these time frames are unlikely to be met for a particular visit, the visit leader must speak to the EVC at the earliest opportunity.

For all types of visits, due regard must be given to the following:

- Risk management
- Parental consent
- Itineraries
- Information about participants' medical conditions, special needs and conduct
- Emergencies
- Monitoring
- Evaluation

Further guidance can be found in OEAP NG documents 3.1a – 3.1b

- Request guidance for visiting schools

- Check that the provider has public liability insurance of 5 million pounds

5. Monitoring

The Headteacher is responsible for ensuring compliance with this policy and for the monitoring of visits organised by Boundary Primary School. The EVC is often best placed to carry out routine monitoring. In case of doubt or concern, advice may be obtained from the LA Educational Visits Adviser.

Further guidance can be found in OEAP NG document 3.2b

6. Induction and training

New members of staff cannot act as a Visit Leader until they have accompanied at least one offsite visit in a deputising capacity and are deemed competent by the EVC.

Visit leader training will be offered to all staff once per year. Although not compulsory it is strongly recommended that staff wishing to act as visit leaders attend this training.

The EVC will attend training with the LA and follow this up with refresher courses.

Further guidance can be found in OEAP NG document 4.3a

7. Risk management

Visit Leaders must produce a risk assessment for all visits and ensure it is shared with all other adults on the visit and signed by them.

The risk assessment process should cover the following aspects of a visit:

- Pupil/Staff ratio for the visit is based on SEN, medical need, type of activity and competence of staff. ALL RATIOS ARE BASED UPON RISK MANAGEMENT. If an adult is there to support the special needs of a child, THEY CANNOT BE INCLUDED IN THE RATIO.

PLEASE READ AND MAKE REFERENCE TO OEAP NG DOCUMENT 4.3b and 4.4k CORONAVIRUS DOCUMENT

- Staffing requirements and ratios
- Group characteristics
- Activities on offer and necessary qualifications/experience
- Transport
- Environmental conditions
- Distance from support mechanisms in place at the home base
- Downtime and handovers
- First Aid requirements
- Emergency procedures

Further guidance can be found in OEAP NG document 4.3c

8. First Aid

On all visits there must be a responsible adult with a good working knowledge of first aid appropriate to the environment. On visits where First Aid is more likely to be needed, or where access by the emergency services may be delayed, a qualified First Aider must be present. Any residential visit or adventurous activity will be accompanied by, or have access to, qualified first aid provision, minimum 2day award. On residential visits, the Visit Leader must ensure that access to first aid is available at all times.

Based on the nature of the particular visit, the EVC and/or Visit Leader will make a judgement regarding the level of first aid required. A first aid kit appropriate to the visit must be carried, along with medical details for

trip participants, and there should always be someone who is nominated to deal with first aid issues. This person is responsible for ensuring the correct first aid equipment is taken.

Further guidance can be found in OEAP NG document 4.4b

9. Assessing venues and providers

Visit leaders must visit intended venues unless otherwise agreed with the Headteacher.

Visit Leaders should look for LOtC Quality badge and AALA Licences centres as holding one of the above is a credible assurance of appropriate Health and Safety Management Systems.

A Visit Provider form can be found in the 'resources' section of EVOLVE to support your research into providers that do not hold the above accreditation.

10. Emergency procedures and incident reporting

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

- REMAIN CALM - Assess the situation.
- Safeguard yourself and then any other uninjured members of the group.
- Make sure all other members of the party are:
 1. Accounted for
 2. Safe
 3. Adequately supervised
 4. Briefed to ensure that they understand what to do to remain safe.
- Delegate Deputy Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
- Call emergency services as appropriate.
- Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
 1. Preserve life
 2. Prevent the condition worsening
 3. Promote recovery

Essential First aid:

- Casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
- You need to try to find and stop any serious external bleeding
- You need to protect the casualty from the environment - keep them warm
- Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate situation is contained:

- Inform the School/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact 01253 477600. They will need the following information:
 1. Who you are,
 2. Which Establishment you are from and what your role is within the group
 3. What number can you be called back on?
 4. What is the nature of the emergency?
 5. How many casualties there are and their status
 6. The total number of people in your party
 7. Your current location

8. Whether you are staying where you are or moving – if you are moving where to?
9. What time did the accident/incident happen?

- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Complete the Group Leader Action Card for accident/serious incident while off site.
- Complete an accident/near miss report form at the earliest convenience

Visit leaders must carry their Boundary First Aid Bag which will contain; A Copy of the Risk assessments and Evolve, all emergency information (yellow serious incident procedure card, basic class data sheet (in line with GDPR) including medical information and their own personal mobile phone, in case of emergency.

Base contact

The School Base Contact must have immediate access to all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

- In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), the base contact will:
- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.
- If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:
- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts that may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention, the Headteacher or Deputy Headteacher must be contacted immediately. The Visit leader must carry the emergency procedure cards with them at all times.

11. Behaviour and Safety during the Visit

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These will be reemphasised as appropriate during the visit. Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety.

Pupils/students are expected to abide by Boundary school Behaviour and Discipline policy when on educational visits or outdoor activities. On residential trips, any pupil/student whose behaviour is inappropriate or unacceptable will be returned home with any additional costs paid by parents/carers.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances – for example: over-busy lunch area, rain, rising water levels, etc.

Following the visit, the visit leader should record any significant issues, for both reference and to inform future visits.

12. Inclusion

Educational Visits should be available to all students, regardless of background or abilities. Visit Leaders must ensure that their provision meets the requirements of the Equality Act 2010, the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001. Guidance about inclusion can be found on the OEAP National Guidance website (see section 2 above).

13. Insurance

The Visit Leader must ensure that the trip has appropriate insurance cover for staff, pupils and any other authorised person(s) attending.

Personal accident insurance cover is in place for all trips in the UK and abroad; however, speciality INSURANCE may be required for all potentially hazardous activities, and for some trips abroad.

PLEASE CONTACT RISK AND RESILIENCE TEAM FOR ADVICE AND GUIDANCE 478584

Please check that providers have at least £5 Million Public Liability Insurance. The limit should be determined by undertaking a risk assessment to establish the potential cost of the worst case scenario. Further advice may be sought from the Risk and Resilience Team.

Appendices

TO BE READ IN CONJUNCTION WITH THIS POLICY

<http://oeapng.info>

3.2d Assessment of Activity and Visit Leader Competence

3.2a Underpinning Legal Framework

4.3b Ratios and Effective Supervision

4.4k Coronavirus

Visit Leader Check List

This list is designed as a final check on visit planning. The relevance of the bullet points and the complexity of the responses are dependent on the nature of the particular visit.

- The benefits and risks of all aspects of the visit have been considered and the visit plan has an appropriate balance and an acceptable level of residual risk.
- The visit plan has involved leaders and helpers before the visit and they are clear about what they are expected to do in order to manage the risks.

Content and Aims

- There are clear and well-considered aims that are particular to the learning and development of the group as a whole and individuals within it, which contribute to the wider curriculum or ethos of the establishment.
- Evaluation and visit review arrangements are in place.

Staffing

- There are sufficient leaders to ensure effective supervision and deal with incidents and emergencies.
- All members of the Visit Leadership Team have received all relevant information on both the visit and the group.
- I have kept my EVC informed during the planning process.

Activities

- Activities are appropriate to the aims of the visit and the nature of the participants, are well planned and organised.
- Appropriately competent activity leaders are in the Visit Leadership Team or a suitable Provider has been contracted to lead activities.

Groups

- There is a sufficient amount of suitable equipment for activities.
- Up to date contact details, medical information, dietary requirements and information about special needs are available and shared verbally with the Visit Leadership Team and any relevant provider staff. Physical copies will be held with the Base contact (e.g. school office)
- Information has been provided to parents and young people to enable informed consent.
- Participants have been provided with information about what to do and what is expected of them.
- Safeguarding issues are addressed.
- Inclusion issues are addressed.

Environment

- Environmental factors (weather, daylight hours, temperature, water levels etc.) have been considered.
- Accessibility issues are addressed.
- Safety and security have been checked and considered.
- I have undertaken a preliminary visit if appropriate or required by establishment policy. In the absence of a preliminary visit, I have sufficient information from other sources.
- There is access to first aid at an appropriate level.
- Accommodation, where used, is safe, suitable and appropriate.
- Travel or transport arrangements are appropriate for all children.
- There is a Plan B/alternative options in place, where necessary.
- There is an emergency plan in place and leaders, helpers, participants, providers and emergency contacts have been given relevant information about it.
- Suitable insurance is in place.
- Appropriate cleaning products and hand sanitiser to be taken.
- There is a plan in place for if a child displays Coronavirus symptoms.

Final checks

1. Have you checked the calendar and added your visit?
2. Have you arranged transport? Booked out the mini-bus and driver, booked coach/taxi?

3. Have you ordered packed lunches with Sarah and Debbie?
4. Have you arranged staffing with Phase Leaders? Gate/lunch/break cover?
5. Have you arranged for the letter permission/payment to be checked and sent out in enough time?
6. Have you asked Helen/Dan to put it on the website calendar?
7. Have the risk assessments been read, understand and signed by all staff on the trip?

