



## Educational Visits Policy

Out-of-classroom learning makes a unique contribution to a child's education, and offers many varied benefits to them, not least developing a sense of place and wonder for the world around them. By taking part in these experiences throughout their time at school, children learn lessons that complement those taught within the classroom. At the same time, they also have fun and get some exercise in the fresh air.

### Policy Statement

This policy has been prepared for the support of all teaching, support staff and volunteers who take pupils out of school, for any form of off-site, educational visit. It has been developed to ensure the establishment of High Quality Educational Visits and in doing so, to maximise the educational benefits to the pupils and to minimise the risk to all persons taking part. The policy embodies the Blackburn with Darwen Borough Council guidelines for educational visits; ensuring that visits follow all protocols, demonstrate good practice and sound and on-going training is readily available.

This policy should be read in conjunction with:

- OEAP National Guidance - for Off-site visits, Adventurous Activities and Learning Outside the Classroom
- BwDBC Requirements for Off Site Visits and Adventurous Activities v1.1 July 2013
- HSE School Trips – Tackling Health and Safety Myths
- HASPEV – Health & Safety of Pupils on Educational Visits 1998
- Guidance on First Aid for Schools 2002

### Purpose of the Policy

- To provide clear and unambiguous guidance for organising Educational Visits
- To establish a protocol and systems for the planning and preparation of Educational Visits
- To establish a robust inspection system of the requirements for Educational Visits

## Definitions

EVC – Educational Visits Co-ordinator

Visit Leader – A member of staff who is deemed 'competent'; i.e. has a real sense of responsibility, extending beyond the teaching of the subject; has concern for the pupils' well-being and possess the necessary organising ability.

EVOLVE (EV1) – web based calendar of visits with specific dates/times/destinations and staff ratios indicated. (see appendix 1)

ESRA (EV5) – Event (and group) Specific Risk Assessment (see appendix 2)

EV6 – Use of private vehicles (see appendix 3)

EV7a and EV7b – Visit leader's emergency contact cards for daytime and out of hours visits (see appendix 4 & 5)

EV8a –Emergency Card for base contact (see Appendix 8)

EV8b – Additional Info for Heads/Managers (see Appendix 9)

EV4 – Tour Operator Provider Form ( see Appendix 10)

## Planning a Visit

The visit leader must visit the establishment/venue prior to arranging the Educational Visit.

Before a visit takes place the visit leader will establish the educational aims of the visit and confirm that all pupils have been given parental permission to attend the visit. Where general permission for visits within the local area has been given at the start of the academic year, then parents will be informed of the nature of the visit.

## Arranging the Visit – approval system

(see BwD Approval of Educational Visits – appendix A)

Following the format for Approval of Educational Visits, the visit leader will log onto [www.blackburnvisits.org](http://www.blackburnvisits.org), add their personal log in details and complete the EVOLVE checklist. (see appendix 1). Particular consideration must be given here, to staffing levels, to ensure the staff:pupil ratio is adequate to meet the needs of the particular group of pupils attending the visit. The trained First Aider must also be indicated on the EVOLVE.

An Event Specific Risk Assessment (ESRA) (see appendix 2) must then be attached to the EVOLVE. The ESRA will consider the establishment/venue for the visit AND the specific needs of the group to be taken. It will identify issues/hazards associated with the venue and the group and establish control measures by which the safety and security of all attendees is maintained. For example, staff would need to be aware of how to deal with any issues arising from a particular pupil's medical condition or sensory impairment. A list of attendees can also be attached to the EVOLVE or the list can be sent by e-mail or given to the EVC. A list of the attendees and the date(s) and time(s) of the visit should also be given to the school nurses.

The EVOLVE is then 'submitted' to the EVC – who is alerted by e-mail that a new visit has been submitted. The EVOLVE will be submitted no later than one week before the intended visit takes place. This will allow time for the EVC to carry out a robust check of the EVOLVE and ESRA and cross reference these with the list of the attendees. If the EVC is unsatisfied with any of the information then it can be 'returned' to the visit leader for alteration/further consideration.

### External Providers

If the visit is to be has been arranged using an external events/tour operator, then it must be established whether or not the external provider has a Learning Outside the Classroom (LOtC) Quality Badge. If not, then the external provider must complete an EV4 – a Tour Operator Provider Form (see Appendix 10) to ensure the the provision complies with the BwD BC policy. The EV4 can then be attached to the EVOLVE.

Once the check has been carried out and the EVC is satisfied that all elements of the Educational Visit have been covered, then the EVOLVE is sent through to the Head Teacher for final approval.

If the visit is taking place within the local area (i.e. is not an 'adventurous activity' – see appendix 6) then once the Head Teacher has approved the visit, the visit can take place. Once the Head Teacher has approved the visit, it cannot be returned for alteration. However, if any factors change after the visit has been approved and before the visit takes place then the visit leader can use the 'add note' facility to inform the EVC and the Head Teacher of any changes.

N.B. If the visit is an 'adventurous activity' then the EVOLVE must be sent through to the Local Authority (LA). 30 days notice must be given in order to gain LA approval for an 'adventurous activity' (see appendix 6)

## Transport

If transport is to be used for the visit then the visit leader must indicate on the EVOLVE what form the transport will take. This could be a public service vehicle, a hired minibus/coach, the school minibus or a private vehicle.

In the case of a private vehicle being used to transport pupils then an EV6 must be completed. This will ensure that the correct drivers insurance is in place. If the school minibus is used then ONLY trained MIDAS (Minibus Driver Awareness Scheme) – drivers will be permitted to drive.

## Medical Considerations including First Aid

Newfield School has trained nurses on site at all times. The nurses should be informed of a visit and if, on the day of the visit, the visit leader has any concerns about the health or well-being of any of the pupils then they will seek advice from the nursing staff. The nurse will then decide whether or not the pupil should attend the visit.

The BwD BC guidelines for first aid provision for a visit are as follows:

*'The level of first aid provision for a visit should be based on risk assessment. The EVC (or Visit Leader) should make a professional judgment as to the level of first aid required for a particular visit. This decision could be influenced by factors such as the environment and proximity to emergency services or professional care. However, as a minimum, BwDBC asserts that for all visits there should be a responsible adult with a good working knowledge of first aid.'*

All off site visits must include a staff member who has received training in First Aid

The First Aider will arrange to take a First Aid kit on the visit; First Aid Kits are also located on each of the school minibuses. (For further information please see: Newfield School First Aid Protocol)

## When the Visit takes Place

On the day of the visit the visit leader must:

- have all pupils' emergency contact details
- collect an EV7a or EV7b (see appendices 4 & 5) (or both if the visit is to take place during school hours and continue after school) An EV7a and EV7b can also be found on each bus.
- check all pupils have suitable clothing for the visit and have any necessary medication (e.g. asthma inhaler)
- collect a first aid kit

On departure, the visit leader must leave a Community Visit Plan (appendix 7) Plan in the office at school. The visit form must include:

- the names of all the pupils and staff attending the visit
- the destination
- a contact mobile telephone number
- an expected time of return

### Quality Assurance and Monitoring

The quality and appropriateness of out of school visits will be monitored regularly by the EVC. This will take place through the rigorous checking of the Evolve and risk assessments and by conducting first hand monitoring of a representative sample of visits by type and across phase. Following the monitoring visits, a report will be completed which will be fed back to the Senior Leadership Team and a written report presented to the governors.

### Training

All staff who wish to be considered as a potential visit leader, receive training in the completion of the EVOLVE system, including the considerations necessary for the establishment of the ESRA. Regular updates are offered to trained staff and training in the EVOLVE system forms part of the induction process for newly appointed staff, which is delivered by the school EVC.

Review – This policy will be reviewed annually.

### Equality Duty

Newfield School complies with the general and specific duties of the Equality Act (2010). In accordance with the duty we publish information that demonstrates that we have due regard to the need to;

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

These specific duties have been considered in relation to all our policies and procedures in school. Our objectives will be reported on and published as part of the Governance public documents available for inspection under the Freedom of Information Regulations and Data Protection duties and in the school newsletter to parents.

## Safeguarding

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Geoff Fitzpatrick, Head Teacher and Designated Senior lead for Safeguarding and Child Protection.