

Holy Family Catholic Primary School

Educational Visits and Learning Outside the Classroom Policy



We live, love and learn together in the light of God by...
praying together
learning together
playing together
and
respecting each other.

Approved by:

Linda Mockler

Date: 14th December 2023

Next review due by:

December 2025

Introduction

This document is the policy for Holy Family Catholic School and aligns with Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom which is attached as a web link to ensure a comprehensive read. There are links to the guidance materials to support our school policy.

"We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

" Such experiences "help us to make sense of the world around us by making links between feelings and learning. They stay with us into adulthood and affect our behaviour, lifestyle and work. They influence our values and the decisions we make. They allow us to transfer learning experienced outside to the classroom and vice versa".

Holy Family School provides a rich and varied programme of opportunities for pupils to learn outside the classroom, within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives. We strive to provide educational visits for all children including those with SEND and additional needs.

3.2e Inclusion <https://oeapng.info/download/1086/>

[https://oeapng.info/downloads/download-info/5-1c-rigorous-evaluation-of-lotc-meeting-ofsted-expectations/\(2022\)](https://oeapng.info/downloads/download-info/5-1c-rigorous-evaluation-of-lotc-meeting-ofsted-expectations/(2022))

This policy covers all offsite visits and some on site learning outside the classroom. The Head Teacher and Educational Visit Coordinators manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)

Aim

The aim of this policy is to sustain and promote a broad range of off-site Educational Visits from Holy Family School, whilst ensuring safe practice and competent supervision and excellent opportunities for learning linked to the curriculum providing our children

with real life experiences which will support their understanding, develop their skills and give them opportunities to experience the world around them.

Background Information:

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/carers of the pupils or young people attending. A visit may take place at any time of the year.

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/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
- All visits must follow COVID guidance
- Well planned visits lead to successful visits

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 (The Birmingham Primary and Secondary guarantees)

Teachers will set appropriate learning challenges, responding to pupils' or young people's diverse learning needs. The school/establishment will make provision, with well planned reasonable adjustments made to support pupils or young people, enabling them where possible to participate effectively in all educational visits.

Roles and Responsibilities

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 to governors who 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 (Ensures that medical and personal/address details for all pupils or young people are updated termly or half yearly.
- 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 if 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.

Educational Visits Co-coordinator

- Promotes and 'Champions' Educational Visits from Holy Family School 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 approval, notification forms, checklists and 'Provider Questionnaires' are completed appropriately
- Ensures that all the procedures outlined in the School 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, neighbouring 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 Holy Family School's Policy for Educational Visits.

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 Holy Family School's 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.
- 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.

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 Holy Family School's 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

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 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.

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.**

All staff have a current DBS and have received training in basic first aid and safeguarding. Any volunteers on the trip will follow school guidance and checks so they can go.

During the visit

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

- 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

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.

Roles

All roles are clearly defined on the NG website. www.oeapng.info

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.

There is specific Guidance and information for each above role and relevant documents. Within the school all roles are covered and managed by staff and the Governing Body. The school has Trained EVC who is **Maria Aldred**. All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

NG~3.1a Requirements and Recommendations for Employers

<https://oeapng.info/download/1074/>

Competence of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff that want to lead adventure activities and the adviser will give advice in that area.

NG~3.2d Approval of Leaders

<https://oeapng.info/download/1084/>

Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide from the menu bar and can be reached via First Time Visitor

NG Documents in section 1 basic essentials are useful including

<https://oeapng.info/downloads/basic-essentials/>

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone - then the visit rises into the next Zone up for further guidance and planning. Staff should consult the EVC for support.

Zone 3

4.2b Residentials

<https://oeapng.info/download/2662/>

Adventure/Abroad and very complex visits (includes Alton Castle/Whitemore Lakes due to adventure activities)

These visits require specific approval at School level and the notification of the Education Visits and Outdoor Learning Adviser. These must be submitted to the Adviser at least 4 weeks before the departure date. The current notification for BCC is via Schools Safety Service

Forms for Adventurous Activities and Overseas Visits should submitted to

Email; schoolsafety@birmingham.gov.uk

Education Safety Services
5-6 Ashted Lock Way
PO Box 15630
Birmingham
B2 2QF

Telephone: 0121 303 3685

The adviser monitors these visits on behalf of the employer.

Zone 2

Enhanced Planning Visits

(includes one off's eg Think Tank, Interfaith & Theatre Visits, Symphony Hall etc)

These visits along with Zone 1 visits constitute the majority of schools visits. There will be aspects of complexity that require careful planning. All visits are required to be planned sent to the EVC, and will then be approved by the EVC and Head. The Education Visits Adviser can provide advice on these visits if required. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted. This should be embedded within the school process.

Zone 1

Local regular visits

(usually walking visits and minibus for sports fixtures only)

These are visits that are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which have generic risk assessments saved on staff common/One Drive. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

The menu of activities that this school includes in Zone 1 are local walking visits for example to Asda, Small Heath Park, Holy Trinity School, Small Heath Library and Oldknow Road for example to look at housing types or conduct traffic survey.

Small Heath Park or Small Heath Library, although local will require a specific risk assessment, example hazards include, busy side roads with parked cars when crossing

roads, stray dogs, potential needle stick injuries and groups of adults/teenagers meeting in the park.

4.5b Transport in Minibuses

<https://oeapng.info/download/1164/>

Visits by minibus are also included in Zone 1 for the following specific activities

- Sporting activities eg football fixtures, either during school time or after school.

Any visit that requires public transport, minibus or coach travel other than those listed above will not fall into Zone 1 and will require specific risk assessments as per Zone 2 activities.

Please ask EVC for advice if you are not sure.

Specific Advice

4.3e Safeguarding

<https://oeapng.info/download/1288/>

All safeguarding issues are to be reported to the DSL team during trip and recorded following school policy.

On residential trips a DSL will attend and support.

4.5e Hiring a Coach

<https://oeapng.info/download/2869/>

4.3g Risk Management - What to Record and How

<https://oeapng.info/download/2684/>

Medical

4.4d Medication

<https://oeapng.info/download/1438/>

All staff will have a medical list and medication for those children needing it. KS2 children will carry their inhaler. A spare inhaler and piriton will be carried on all trips. All staff have had medical training for asthma and epipen training during INSET beginning of each new academic year.

First Aid

4.4b First aid

<https://oeapng.info/download/1148/>

4.4o Joint Visits and Partnership Working

<https://oeapng.info/download/12646/>

Planning residential with St Bernadettes School follows procedures.

3.2e Inclusion

<https://oeapng.info/download/1086/>

4.4i Special Educational Needs and Disabilities

<https://oeapng.info/download/1160/>

4.3b Ratios and Effective Supervision

<https://oeapng.info/download/1142/>

Procedures for off-site visits

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits policy.

Full risk assessments are carried out.

A list of all the children's names is carried by the trip leader and the children split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls. All staff carry a mobile phone.

If a child goes missing in school

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed:

- A roll call will be taken to ascertain that the child is missing.
- If a child goes missing staff will maintain safety and well-being of other children. Locate a member of staff to supervise your group.
- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- After 15 minutes, if the child is not found, the staff member will contact school for guidance,
- Once contact with parents has been made the Head teacher or Deputy will contact the police if the child is still missing (if school has been unable to contact parents the head will still proceed in contacting the police).
- Contact will be made with parents and the police, once police arrive all relevant information about the child will be given. The police will then take over the search. • If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site.

When the situation has been resolved, the Head teacher and SMT will review the reasons for this event happening and revise measures if necessary.

Reducing the Risk of Lost Children when on Educational Visits

- Children must be briefed before setting off of the importance of staying with the group leaders and encourage each other to keep with the group.

- Children must be instructed that in the unlikely event of being separated from the group, they must STAND STILL so that the group can re-trace their steps to locate the child.
- Children must wear school uniform on educational visits to ease identification of lost children and to be easily identifiable as a group.
- Children must wear high visibility jackets and school ID wrist bands
- Children can be advised that adults are there to help them and that if they are lost, they must STAND STILL. If they are approached by a person in uniform e.g. a zoo warden or the police, or a parent with children, or an adult - they should feel they can talk to the person to let them know they are lost. In no circumstances must they go with the person. They should remain where they are but ask that a message is taken so that an announcement can be conveyed by loudspeaker alerting the group leader or requesting that the group leader/school is telephoned.

Parental Consent

The school takes into account the following points regarding consent.

- Holy Family School obtains blanket parental consent for a range of regularly occurring activities which are likely to be in Zone 1 visits.
- In the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental authority are fully informed of all visits.
- When an activity is part of the establishment's curriculum or normal working practices and no parental contributions are requested, there may not be a need for specific parental consent.
- Zone 3 visits require specific formal consent.
- Zone 2 visits require specific formal consent. If in doubt consult your EVC

4.3d Parental Consent and Informing Parents

<https://oeapng.info/download/1264/>

Group Management

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website.

Behaviour and Inclusion

The Schools inclusion policy and behaviour standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits.

3.2e Inclusion

<https://oeapng.info/download/1086/>

Pre Checking Venues and Providers

Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.

Staff will have completed a previsit to check suitability and value for money.

4.4h Using External Providers

<https://oeapng.info/download/1158/>

External Providers

Shapestone Outdoor Consultancy and Birmingham City Council endorse and support the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the attached form.

5.1d Evaluation

<https://oeapng.info/download/5693/>

Adventure Providers Assurances

Reference should be made to Nationally accredited provider schemes if in doubt consult your EVC. Note: Notification is required for Adventurous Activity visits

Emergency Procedures

Schools must have emergency planning procedures in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to EVCs and visit leaders.

The schools Emergency Procedure is outlined in our staff handbook and our Critical Incident and Disaster Recovery Management Plan (CI/DRMP).

This policy integrates into the School Emergency plan, which addresses all critical incidents.

Emergencies and Critical Incidents - Guidance for Leaders

<https://oeapng.info/download/1136/>

The EVC and Senior staff have access to the Critical Incident plan, and the advice below

4.1b Emergencies and Critical Incidents – Overview

<https://oeapng.info/download/4697/>

Transport

National Guidance contains full information for cars, minibuses and public transport. For transport requests for this school please ensure that you request and book transport 8 weeks in advance.

Evaluation

Staff should follow the school Evaluation procedure. They should complete the evaluation to aid and inform future visits. Involvement of young people in this process would enhance the evaluation.

Insurance

Schools should carefully consider the appropriate insurance for the activity or visits they are undertaking due reference should be made to the BCC guidance. At present our insurance is with Zurich

Insurance.4.4c Insurance

<https://oeapng.info/download/1150/>

Finance

All financial details for a visit must follow school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled. Parents should also be told of any arrangements that the school may have for any young people that can not afford a visit. This is part of our Charging and Remissions Policy October 2023.

Help and Support

Support Advice and professional discussion are available from the EVC This policy links and integrates to the following School policies: •

- Health and Safety Policy
- Critical Incident and Disaster Recovery Management Plan
- Safeguarding Policy

For advice and support, please contact Educational Visits and Outdoor Learning Advisers, Tom Lilley Tom.Lilley@shapestone-oc.co.uk 07980266367; Richard Batty Richard.Batty@shapestone-oc.co.uk 07432053936 Educational Visits and Outdoor Learning Advisers