



Educational Visits Policy

September 2023, Updated March 2024

Date of Next Review: September 2024

Person Responsible: Miss Jodie Colbourne

Old Park School

This Policy must be read alongside the DfE Guidance Document: Health and Safety of Learners on Educational Visits.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

It is also written in accordance with Outdoor Education Adviser Panel guidance. For up to date information please refer to <https://oeapng.info/>

Rationale

Learners benefit enormously from taking part in educational visits. It is an extension of their learning outside the classroom and. As well as enhancing their learning, learners have the opportunity to undergo experiences not available in the classroom and such visits help to develop additional skills such as:

- Confidence to cope with change.
- Increased curiosity and resilience.
- Increased levels of trust.
- Greater sense of personal responsibility.
- Increased risk management of skills.
- Team work encouraging communication skills.
- Understanding of a range of environments.
- Opportunities for learning in the 'real world' and learning local culture.
- Experiential learning takes place.
- Learners' worldview is expanded.
- Reinforces classroom material.

Purpose and Organisation

Educational visits provide a variety of opportunities to enable our learners to achieve a fuller understanding of the world around them through direct experience and offer a valuable enhancement to the curriculum. We regard them as an essential element of good teaching practice. We recognise that thorough planning and risk assessments of educational visits, are crucial to ensure their success. These processes help to safeguard learners and the adults supporting them. Visits are designed to provide a rich, learning experience for learners in a safe, managed environment.

Educational visits are integral to preparing our learners for adulthood and sit hand in hand with our school motto of 'Towards Independence'.

At Old Park we endeavour to use organisations that have achieved The Council for Learning Outside the Classroom (LOtC) award as they meet nationally recognised standards. If a provider does not hold this award, we ask them to complete a provider statement as per the OEAP National Guidelines.

We use the online tool EVOLVE for risk assessing and evaluating educational visits.

The following guidelines support the planning and implementation of educational visits at Old Park School.

Head Teacher/EVC Responsibilities

At Old Park School the Educational Visits Co-Coordinator are:

- Miss Jodie Colbourne - Head teacher
- Miss Claire Read – Assistant Head teacher
- Mrs Amy Croft – Assistant Head teacher

The Head Teacher, EVC Leads and EVC admin will ensure that:

- A named suitable (confident and competent) Visit Leader will be assigned with overall responsibility for the organisation and monitoring of the visit together with liaising with school staff. This person must have completed Offsite Visit Leader training (or refresher) within the last two years.
- All required actions have been completed before the visit begins.
- Risk assessment templates are completed and authorised prior to the visit taking place.
- Any identified training requirements, pertinent to the nature of the educational visit, have been met.
- The Visit Leader and/or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor.
- The Visit Leader and other supporting adults are aware of school's systems and protocols for educational visits including managing off-site emergency situations (e.g. child missing/ absconded).
- All supervisors on the visit are appropriate people to supervise learners and have appropriate vetting clearance. All supervisors/supporting adults accompanying pupils on residential visits will have DBS vetting check clearance.
- Signed parental consent forms are completed for all learners (Use of Dudley LA consent form).
- Agreed arrangements have been made for all known medical and behavioral needs.
- The mode of travel is appropriate, safe and risk assessed.
- Expected travel times, both departure and return, are known and monitored.
- There is adequate and relevant insurance cover.
- Full details of the visit venue are known by the school.

Educational Visit Type/Risk Assessment

At Old Park School here are two types of visits:

1. Local Learning Area

These are covered by the individual class group Local Learning Area generic risk assessment. They are considered as lessons in a different classroom. Parental/carer permission has already been sought via the Local Authority consent form (LA1). Local Learning Area risk assessments cover educational visits within 30 minutes driving time (not including motorways) of the school postcode, within the Dudley borough.

In addition to the Offsite Visits Record form, a 'note' must be added to Evolve risk assessment detailing the following:

- Date/time of planned visit
- Location
- Pupil: staffing ratio
- Purpose of visit

The significant issues/hazards within our Local Learning Area:

- Safe and appropriate staffing ratios
- Appropriate transport
- Uneven surfaces and slips, trips and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)
- Behavioural needs
- Medical needs

These are managed by a combination of the following:

- A member of the SLT must give signed approval before a group leaves. This will include checking appropriate staffing ratios.
- Only staff judged confident and competent to supervise groups in this environment are approved.
- Staff are familiar with the Local Area.
- Appropriate clothing and footwear are checked prior to leaving school.
- Staff are aware of any relevant medical/behavioural needs of the group.
- Visit leader (and other supporting adults where necessary) will carry a fully charged school mobile phone.
- Visit leader will call on arrival/departure from destination. This call will be confirmed with a member of SLT.

2. Outside the Local Area Visits - visits that need extra planning including:

- residential visits
- adventurous activity visits
- visits with additional risks beyond the Local Learning Area
- visits outside of the Dudley Borough or with a greater than 30 minutes travelling time

All these visits begin with a preliminary visit undertaken by the Visit Leader. The preliminary visit highlights any potential hazards and actions that can be taken to address these. Visit leaders need to consider STAGE:

- Staff
- Transport
- Activity
- Group
- Environment

Some hazards to consider regarding the above are:

- Staff competence and confidence
- Transport safety and distance
- Knowledge of potential hazards at each location/venue to be visited (city centre, lake, beach, country/coastal walk, farm etc)
- Learner missing or getting lost
- Changeable factors (weather)
- The activities undertaken (rock climbing, swimming etc)
- Hazards during any 'informal activities' (evening, recreational activities)
- Accommodation (fire, balconies, security etc)

Risk assessments should be shared with identified EVC a minimum of two weeks before a planned visit so it can be approved by EVC, Head teacher and where appropriate, the Local Authority. Additional permissions maybe required from parents/carers.

Offsite Visit Record Form

In addition to the EVOLVE risk assessment, an Offsite Visit Records Form must be completed by the Visit Leader and signed by all staff who are supporting. This form should also be signed by a member of the Senior Leadership Team to confirm that they are satisfied with the arrangements and that the visit can go ahead.

At Old Park School we use Apple AirTag technology to help safeguard our learners whilst offsite. Consent is sought from parents/carers for this. A record of the AirTag allocated to each learner is recorded on the Offsite Visit Record Form.

A copy of the form can be found in Appendix A.

Emergency procedures

There is always a nominated emergency base contact for any visit, this is the Head teacher and secondly the main office who can inform a member of the Senior Leadership Team. Outside school hours the nominated contact will be the Head teacher or SLT. Nominated contacts will have the relevant medical information of all participants.

On visits, staff will follow the emergency procedures stated on the Visit Leader Emergency Procedure Card which is carried by the leader. All educational visits school rucksacks contain an Educational Visits Emergency Pocket guide which includes:

- Immediate actions and priorities in an emergency.
- What to do if there is a lost child.
- Who to contact in an emergency - key numbers.
- Who to inform and what to tell them.
- Emergency first aid actions.

The Head teacher and SLT know to request support from the local authority in the event of an incident that involves serious risk, injury or fatality, or where it is likely to attract media attention.

Guidance can be found at OEAP Guidance <https://oeapng.info/>

4.1f-Emergencies-and-Critical-Incidents-Guidance-for-First-Contact

4.1g Emergency procedures for visit leaders

First Aid Provision

First Aid provision will be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad we will always endeavour to send a member of staff that is first aid trained. Where it is not possible to send a first aid trained member of staff, there will be first aid arrangements in place. Staff will have a first aid kit. All adults in the group will have telephone numbers of local hospitals and numbers for NHS helpline.

All staff will be advised how to contact emergency services and the procedures for liaising with school should an emergency occur.

The minimum first-aid provision is:

- A suitably stocked first-aid box to be taken.
- A named person will be appointed to be in charge of first-aid arrangements.
- An emergency contact sheet will be included in the first-aid box.

When signing consent to the educational visit, the EVC will assess if the level of first-aid is adequate. A Paediatric first aider to accompany EYFS visits.

Monitoring

As a school we will internally monitor all visits through:

- The Educational Visits Co-ordinator (EVC) and Head Teacher will check and monitor all visit risk assessments thoroughly via the Evolve system
- The EVC/SLT will take part in some visits and evaluate.
- The EVC will ask staff to complete an evaluation where applicable.
- The EVC/SLT will ensure that suitable training, guidance and support is available for all Visit Leaders.
- Subject Leaders will monitor school planning, evidence and displays to ensure visits are included in the curriculum.
- Head teacher to ensure that the school follows the OEAP National Guidance when responding to an incident during an off-site visit

Appendix A

Old Park School Educational Visits Record

The Evolve risk assessment details associated with this form: Reference Number: Date:

Headteacher

Claire Read

Amy Croft

Consideration and planning must be given to the following and all details shared with staff supporting.						
<ul style="list-style-type: none"> ▪ What risks are associated with the journey / activity? (e.g. parking, disembarking, transferring to venue, taking pupils to toilets) What mitigating actions have you planned? ▪ What risks are associated with individual pupils? (e.g. behavioural, risk of absconding, allergies) What mitigating actions have you planned? ▪ For pupils with specific communication / behavioural / medical needs which are relevant for the duration of the visit what resources / equipment are needed and who is responsible for provision and / or delivery? Remember to prepare and take visuals/timetable to support pupil comprehension. ▪ Have you communicated visit specific information to any long-term agency staff members (green lanyard) to ensure they have the necessary information to fulfil their role competently? If so, what? ▪ Do you have parking permit / mobile phone? ▪ Have you ensured appropriate funds have been requested, are available and have been collected? ▪ Are you visiting a workplace? Will pupils encounter employers/employees? Is there an employment/careers skill focus? If yes, remember to record/tag this on EFL, pupil evidence sheet. 						
Date of Visit	Class/Group		Departure Time		Expected Return Time	
Destination		Has a pre-visit been completed for this visit?		WALT (We Are Learning To)		
Mode/s of Transport (including registration number/s, where a private hire vehicle is used record registration, make/model and name of driver) <i>*Where public transport is being used, a pre-visit must have been completed including checking relevant stops/stations etc.</i>						
School Mobile Numbers (Remember to take a minimum of two mobiles, check they are charged and working before leaving school)						
Agreed Emergency MUSTER point at destination			Air tag Set Red/Blue (Please highlight)			
Staff Name - <i>First Named to be Visit Leader</i> <i>Please indicate who is responsible for medication and pupil records.</i>	Pupil Name		Pupil Name		Pupil Name	
	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A
	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A
	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A
	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A

	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A
	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A
	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A	Air tag colour/no.	B M W A

Ratios
 Staff Number: Pupil Number: Pupil Age Range* (National Curriculum Yr Group):

*Remember that Reception age pupils **must** be accompanied by a paediatric first aider. Check date of certificate.

Additional adults accompanying visit:

 Responsibility during visit:

Are any pupils remaining in school, and what are the arrangements for these pupils?

I confirm that I have completed offsite visit leader training within the last 2 years. I confirm that I am accountable, confident, and competent to lead this group, on this visit, in this environment.

Visit Leader
 Print name: _____ Signature: _____

Date

I understand that I am responsible for the safe operation of the minibus. I will ensure that I have the blue disability badge and seatbelt cutters.
**The driver of private hire vehicles does not need to sign this form.*

Minibus Driver Signature:
 Print name: _____ Signature: _____

I will remain vigilant during the visit and inform the visit leader immediately of any concerns.

Accompanying staff signatures:

Print name: _____ Signature: _____

Print name: _____ Signature: _____

Print name: _____ Signature: _____

Print name: _____ Signature: _____

Print name: _____ Signature: _____

Print name: _____ Signature: _____

Date

I am satisfied that appropriate planning and risk assessment has taken place. I have checked that the visit destination is included as a note on the Evolve risk assessment stated. I confirm that the visit leader is accountable, confident, and competent to lead this group, on this visit, in this environment.

SLT Signature: _____

Date

Air Tag Checklist

- Check Air Tag permission
- Collect Air Tag bag and check contents (Matching phone and iPad, chargers, Air Tags)
- Check battery life
- Turn on the Hotspot on the phone
- Switch iPad Wi-Fi connection to Red/Blue Off-site
- Ensure Air Tags attached learners before you leave site

To be completed by SLT staff.

Arrived	Time	Signed
Departed	Time	Signed