



# **Educational Visits Policy**

## **Bamburgh School**

## Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Bamburgh School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. I.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Bamburgh School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info) (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

# Types of Visit & Approval

There are three 'types' of visit:

- 1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**  
A risk assessment will be carried out for every visit.
- 2. Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, farms, theme parks, theatres, etc.**  
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
- 3. Visits that are overseas, residential, or involve an adventurous activity.**  
These follow 2. above, but the Head then submits the visit to the LA for approval.

## Roles and responsibilities

**Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

**The Educational Visits Coordinator (EVC)** is Mrs Doyle, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

**The Head Teacher** has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the LA for approval.

**The Governing Body's** role is that of a 'critical friend'. Visits/outdoor learning are included on Governing Body meeting agendas and are a standing item in the Head teacher's report. Governors consider the place and contribution of visits/outdoor learning to the school's ethos.

**The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.

- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## **Emergency procedures**

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

## **Educational Visits Checklist**

Bamburgh School Educational Visits Checklist forms part of the risk management process for visits and off-site activities, and may be downloaded from EVOLVE Resources. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

## **Parental Consent**

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

The school obtains blanket consent at the start of each year for certain other routine activities, e.g. after school fixtures, etc. Parents provide consent through a traditional paper consent form.

Specific, (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc.), so that consent is given on a 'fully informed' basis. As above, parents consent via a paper consent form.

## **Inclusion**

Bamburgh School complies with the Equality Act 2010.

## **Transport**

The mini bus driver must carry out pre-use checks. Drivers must have the correct Driving Licence for the vehicle in use and must have also completed the Local Authority Mini Bus Driving Assessment.

## **Insurance**

Bamburgh School has Local Authority insurance.

## **Swimming Lessons (No LA approval)**

No swimming should take place unless suitably qualified instructors are able to deliver the session and suitably qualified person(s) to life guard the session.

ZD qualified Level 2 swimming Teacher and qualified National Rescue Award for Swimming Teachers and Coaches. ZD to deliver and life guard lessons and Swimming Risk Assessment to be followed.

No swimming or water based activities should take place in open water/water margins without LA approval.

## **Offsite Physical Activity and Sport**

Please follow offsite PE Risk Assessment on Staff shared area - EVOLVE file, also on Google Documents - Health and Safety- Educational Visits.

## **General Trip guidelines/procedures**

Visit leader to consider if venue/trip is appropriate for pupils (preliminary visit if necessary).

Consider which staff and staffing ratio appropriate for the pupils.

Complete EVOLVE form (try for at least 1 week prior to trip)

Await approval from EVC (ZD) and Mr. Nord.

If the trip is approved –     Order CNN medication (1 week prior to trip taking place).  
  Order Grab bags if necessary (1 week prior to trip)  
  Inform staff of trip

### **On the day of trip -**

- Check pupils and staff are in school and are able to go on trip.
- Ensure all staff are aware of their responsibilities (e.g. to look after a certain child)
- Write details and your contact number on board in office/leave list of pupils if from different classes (carry mobile phone)
- Collect class risk assessment files/medication/first aid box from medical room. (JT in office) and Sign out emergency medication.
- Collect Grab bags if necessary
- If driving – carry out minibus check (2 staff if possible)
- Collect booster seats if necessary
- Head count prior to leaving school
- Sign out at office

**During trip**

Ensure pupils are safe at all times

Regular head counts

Pupil behaviour is monitored

Entering/exiting transport – staff to stand close and support if necessary.

In an emergency– refer to Emergency Action Plan Card and follow emergency procedure (Appendix 1)

**Return to school**

Perform head count as soon as trip returns to school grounds

Return risk assessments/medicine/inhalers

Complete accident forms if necessary

Complete EVOLVE evaluation

Delete trip off white board in office

Return booster seats if necessary

## Appendix 1 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.  
For visits that take place outside the School Learning Area, the visit leader will carry an OEAP National Guidance Emergency action card.
6. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.