



Educational Visits Policy

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Bardwell Lead: Matthew Selsdon (Interim Headteacher)

Signed LAB:

Signed TGT:

Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities. This policy has been developed to ensure that the school is compliant with statutory, local and best practice guidance, including:

- Health and Safety: Advice for Schools (DfE 2013)
- OEAP (Outdoor Education Advisors Panel)
- Oxfordshire County Council policies

Local visits, day trips and residential trips and activities organised away from the school site can provide some of the most enriching experiences of a child's school life. If carefully planned and clearly focused, they can be a very effective way of delivering many areas of the curriculum. Bardwell School is committed to providing stimulating, challenging and ambitious residential and day-visit experiences. However, there is nothing which we plan for the pupils in school which is more fraught with potential difficulties and hazards than activities taking place away from the school site. Consequently, clearly defined lines of responsibility and planning guidelines are essential if such activities are going to be as safe as they can possibly be. No policy or guidelines can account for each unexpected occurrence in every situation but following this policy should ensure that foreseeable hazards are taken into consideration.

Aims and Objectives for Educational Visits

Through a programme of structured educational visits, which are effectively linked to the curriculum, we aim to:

- Provide our children with first-hand experiences
- Develop a detailed knowledge of our local community
- Provide opportunities for sporting fixtures and competitions
- Make the most of opportunities which are offered locally and beyond
- Provide the opportunity for a residential visit which progress in length of stay and distance from the school as children progress through school
- Ensure that all such visits are conducted in a safe manner.

We run a wide range of educational visits. These may include:

- Adventurous activities
- Careers and motivational visits
- Participation in local events and cultural activities, such as sporting fixtures, theatre performances, etc.
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas.
- Residential visits including overseas

Responsibilities

The school follows the [OCC 'Educational Visits' guidance](#) and has adopted the [OEAP National Guidance](#). Responsibilities for Health and Safety on school visits are determined as below.

- *The Local Academy Board (LAB)* ensure that robust policies are in place and that there are effective.
- *The Gallery Trust* delegates managerial control for supervision and welfare of pupils taking part in off-site education to the Headteacher.
- The *Headteacher* then delegates this responsibility to the Educational Visits Coordinator (EVC). *The EVC* will be a member of Establishment staff appointed to co-ordinate all visits and with the status to effect change and be the focus of monitoring good practice. The EVC

oversees the planning of off-site activities and will only give permission for them to proceed if he/she is fully satisfied that the required planning is thorough, staff are competent, have the required support during the activity and can exercise a high degree of supervision at all times and in all circumstances.

- *The Designated Visit Leader (usually the class teacher)* takes overall responsibility for the well-being of the children during the visit, provides a risk assessment, and adapts this according to any circumstances which may occur.
- *The HR manager* takes responsibility for ensuring that any adults participating in a school visit comply with requirements for DBS checks, etc.
- *The Visit Leadership Team* (staff and those volunteers with DBS check) take immediate responsibility for a group of children, follow risk assessments, and ensure that children are kept safe at all times.

The school's Educational Visits Co-ordinator (EVC) is **Matthew Selsdon**.

Risk Assessment

Risk assessments are made for all Educational Visits (see Appendix 9). This requires that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language
- Risk Assessment considers the site and its environment, the group, the activity and the leaders.

Risk assessments must be signed by the Headteacher, EVC or SLT class link before the visit takes place and stored on electronically on one-drive.

Approval of staff to Lead activities and visits

The Headteacher, EVC or SLT class link will have responsibility to approve staff who lead or accompany activities and visits. This will be based on experience of the activity, knowledge of the activity and knowledge of the needs of the children and staff on the visit.

If staff are to lead *adventure activities*, they must be properly assessed as competent to do so. See OEAP National Guidance documents [3.2d "Approval of Leaders"](#) and [6h "FAQ – Adventure Activity Qualifications"](#).

Financing Educational Visits

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

Volunteer staff

Volunteer staff who do not usually work in the school may occasionally accompany school parties. The EVC and Designated Visit Leader will need to be satisfied of their capability and they will be expected to undergo the usual police checks carried out on any volunteer working in the school. The volunteer staff will then be listed on the risk assessment which will evaluate their suitability to support the trip.

Placement students

Placement students may occasionally accompany school parties. The EVC and Designated Visit Leader will need to be satisfied of their capability and they will be expected to undergo the usual police checks carried out on any volunteer working in the school. The educational setting that the student attends must be notified, and written permission must be received as part of risk management. If the placement student is under the age of 16, parental consent must also be obtained. The placement student will then be listed on the risk assessment which will evaluate their suitability to support the trip.

Student/Staff Ratio

For any off-site activity organised by Bardwell School, we provide staffing ratios at the usual classroom ratio or more. This is particularly important on residential trips where the fatigue engendered by 24-hour care in an unfamiliar environment can be debilitating if the workload is not well-spread and there is no opportunity for breaks. No statutory ratio can be given, as the ideal will vary according to the activity, size of the party and location, but in staffing residential trips the visit leader and EVC will consider:

- the experience and qualifications of the party leader.
- the experience and qualifications of the team, including first aid training and minibs licence.
- the age and gender mix of the group.
- the needs of the pupils as individuals and as a group.
- the length of the trip.
- the curriculum focus of the trip.

Approval of staff to lead activities and visits

The EVC and SLT class link will have responsibility to approve staff who lead or accompany activities and visits. This will be based on conversations with the Designated Visit Leader regarding the staffs' experience of the activity, knowledge of the activity and knowledge of the needs of the children and staff on the visit.

If establishment staff are to lead adventure activities, they must be properly assessed as competent to do so. See OEAP National Guidance documents [3.2d "Approval of Leaders"](#) and [6h "FAQ – Adventure Activity Qualifications"](#).

Parental consent

We obtain over-arching consent from parents for their child to be taken on educational visits within the school day to locations within Bicester, the surrounding area and our Inclusion schools. This is given on our school enrolment forms and includes transporting the children by vehicle. Please follow 'Appendix 13 - Consent access guidance' to ensure consent has been given.

The school will seek specific consent from parents for any visit which:

- Involves travelling for a day visit.
- Takes place outside of the school day.
- Involves hazardous activities.

The *Designated Visit Leader* must ensure that over-arching consent from parents/carers has been obtained. Confirmation of consent is held centrally through the school office.

As part of good practice and successful communication with parents, any off-site visits are communicated to parents via Parent Mail.

Additional consent is sought for trips that are not contained within the school day.

Insurance

The Gallery Trust's insurance requirements will be adhered to at all times and no educational visit will be undertaken without adequate insurance. The Trust purchase RPA+ for academies within the Trust. This covers residential trips including foreign residential trips.

Financing Educational Visits

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

Critical Incident Management

Before authorising any out of school activities, the EVC will confirm that all staff involved are familiar with emergency procedures. OEAP procedures for residential trips will be followed wherever possible, as detailed in [4.1c Emergencies and Critical Incidents - Guidance for Leaders](#)

An Emergency Plan will be written and adhered to for all trips and visits.

It is the responsibility of the EVC to ensure that emergency arrangements are in place for all trips and visits. This includes ensuring that all involved know who the emergency contact point in the school is for each visit. During school hours, this would be the EVC/SLT or, if the EVC/SLT is accompanying the trip, the most senior member of staff present in school. For out of hours and residential visits, The Visit Leadership Team will be provided with 24-hour contact details for the EVC/SLT. The risk assessment will cover likely emergency scenarios.

Preparing pupils for the visit

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what is expected and why rules must be followed. Staff must have a clear understanding of positive behaviour management approaches. Lack of successful behaviour management approaches can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Where appropriate pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

Transport

The driver of a vehicle cannot drive and supervise young people at the same time. Therefore, if in your judgement the young people may need supervising during the journey - because of age, maturity, behaviour, special needs or medical issues etc, then a second adult to provide this supervision is necessary. This will always be the case for a minibus, with children under the age of 7, or with children with significant behavioural or medical issues. Adults driving the school minibus will have completed appropriate training via Oxfordshire County Council.

All minibus drivers will sign a driver declaration form at the beginning of the academic year, or when they pass their test. This will be renewed on an annual basis.

Where private cars are used, the adult driving should produce originals of the following items which should be shared and stored with the site manager, this will be completed in advance of the trip:

- A certificate of insurance (this should include Class 1 Business Use for staff employed by the school).
- A driving licence (any endorsements should be made aware to the headteacher, who will risk assess the suitability of the driver)
- For vehicles over three years old, a valid MOT certificate

First Aid

First Aid cover should always be planned for. This should take into account:

- The nature of the activity.
- The nature of the group.
- The likely injuries associated with the activity.
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time).

Qualified first aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group.
- Knows how to access, and is able to access, qualified first aid support.
- Carries a first aid kit.

For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first aid certificate must accompany children on outings. As a school, we expect that First Aid kits are carried on all visits; access to First Aid is signposted to all staff and volunteers; and that qualified First Aiders will be always be present on the following types of visits:

- EYFS visits (*Nursery and Class 1*)
- Visits to remote locations or where there is no obvious access to First Aid (parks, beaches, woods)
- Residential visits

Risk assessments for other visits should cover where First Aid provision can be accessed.

Emergency medicines should be carried at all times when leaving site with a student requiring these. They should be carried by an adult and kept in a locked bag/box within a locked adult room when on a residential trip.

Risk Assessment

A risk assessment which covers likely potential hazards is available within the staff shared area (OneDrive). This should be *adapted* to take account of the local context and the specific needs of students. For regular events (e.g. Woods), it is acceptable to put in place a risk assessment which covers the whole year; however, any 'new' activities introduced may also need to be risk assessed.

Maintenance of records

Risk assessments for school activities are maintained on OneDrive. They will be retained for two academic years, except where there has been an incident recorded, in which case they will be retained in accordance with the relevant protocols for the retention of data.

Policy Review

As with all policies, it is the responsibility of the SLT to evaluate the effectiveness of this policy and the practice that it describes, any changes should be ratified by LAB. On a day to day basis this responsibility is delegated to the Headteacher who will report back to the LAB as appropriate.

Considerations during a trip (taken from OEAP National Guidance)

NOTE. The guidance provides consideration for decisions made on school visits and should be used as a guide. All visits should be planned thoroughly with all the 'visit' staff attending a meeting, if possible, to determine the itinerary, risk assessment and discuss the needs of specific children.

Staffing Ratios

Use the SAGED process. Can this staff team (S) manage this group (G) doing the proposed activities(A) in this venue environment I this distance (D) away from base?

Staff ratios should be considered carefully in the light of the activity which is taking place. Risk assessment should consider; whether the class will be together at all times; the level of risk in the activity being undertaken. Where groups separate within a location, these should be followed strictly. In almost all circumstances, there should be (i) at least one qualified teacher per class and (ii) one other adult present. The exception to this may be, for example, where activities are taking place at another local school and their staff are part of the overall supervision, or for smaller groups accessing the local community.

DBS

All helpers should be appropriately vetted, and careful consideration should be given as to whether voluntary helpers are engaging in regulated activity. If so, they should be required to have a Disclosure and Barring Service (DBS) Enhanced check with barred list check. Regulated Activity includes taking sole responsibility for a group of children or participating on a regular basis.

The Use of External Providers

The school will ensure that any external providers used for hazardous activities are appropriately accredited and licensed. Examples of such schemes include:

- Learning Outside the Classroom (LotC) Quality Badge (covers both quality and safety of all activities offered).
- Adventure Activities Licensing Authority (AALA) licence (this statutory scheme covers only safety management).
- Adventuremark (covers only safety).
- National Governing Body centre approval schemes (applicable where the only provision is a single, specialist activity)

If a provider does not possess this accreditation the provider should be sent a Provider's questionnaire [Revised Provider Statement | \(oeapng.info\)](https://www.oeapng.info/Revised-Provider-Statement)

Adventurous Activities

For the purposes of OEAP National Guidance, an adventure activity is defined as an activity which is exciting and challenging and which involves significant inherent risk of harm, without which the activity would lose much of its value, or which takes place in a remote or hazardous location.

Adventure activities require a higher level of risk management, and may require specific competence, in order to reduce the risks to an acceptable level. See OEAP National Guidance document [4.3c "Risk Management – an Overview"](#). In order to ensure this, employers and establishments should consider whether their policies should include special requirements for adventure activities, such as an approval process for leaders and activities.

It requires judgement to decide whether a particular activity falls within the definition of an adventure activity. Many employers and insurance companies therefore provide lists of activities that they define as adventure activities.

Water

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a closely supervised activity. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance. Swimming should always be conducted in the presence of, and under the supervision of, qualified lifeguards or instructors.

Where children are close to water (for example, a lake in the local park), this must be specifically considered within the risk assessment. Where children are using inland stretches of water, consideration should also be given to the transmission of infection such as Weil's disease.

Crossing Roads

If you are likely to cross a road on your visit with a group of children plan to cross using Pelican Crossings or Zebra Crossings. If these are not within a suitable walking distance discuss with the school's EVC the resources needed to follow best practice e.g. an adult to stop oncoming cars.

Farm visits

Consideration should be given to:

- Farm machinery
- Infections from e coli or other diseases
- Risk from animal bites, etc.
- Handwashing facilities
- Safety standards and animal welfare

Medical Needs

Pupils with additional needs should be included within school visits and this should be planned for. Where a medical need might lead to risk (for the pupil or others), this should be incorporated into the risk assessment. The Headteacher reserves the right to withdraw pupils from educational visits on the grounds of high-risk behaviour. This is not a sanction and would only be made where the pupils' behaviour is likely to create Health and Safety issues on the visit. Inhalers, EpiPen's, etc. must be carried by the adult responsible for the group. It is the responsibility of the group leader to ensure that pupils with medical conditions are identified and that this information is shared on a need-to-know basis with those who might be taking responsibility for the pupil.

Sun Safety

When organising an outdoor visit in the summer, consideration should be given to the risk of sunburn and heatstroke. Measures taken to prevent this are likely to include:

- Wearing tops which cover the shoulders
- Wearing sunhats
- Having access to shade and/or drinking water
- Not participating in activities which are too energetic.

Money and valuables

Children should not be *required* to bring money on a trip or visit. If there are necessary costs, these should be factored into the published price of the visit. Where children are allowed to bring money, for example to visit a souvenir shop, group leaders must:

- Decide whether children (in the case of older pupils) or adults are responsible for the money, and
- Set a maximum amount to be brought.

Children should not bring valuables (phones, electronics etc) on trips.

Food

Teachers should be aware of any allergies within the group, particularly if pupils are able to purchase food during the visit. Children should not share packed lunches etc. other than with the explicit permission of parents.

Emergencies

In the event of an emergency, staff should:

- Keep calm
- Put the welfare of the children first at all times.
- Risk assess continually and take steps to avoid further accident injury.
- Follow directions given by the group leader, or by those in a position of authority (venue staff, emergency services).
- Contact the emergency services *first* (if required), followed by the Headteacher and school. The Headteacher will inform the local authority where required.
- Contact the group leader if they have become separated from them.

Educational Visits - Planning

When planning any off-site activity, staff must work from [Outdoor Education Adviser Panel \(OEAP\)](#) national guidelines along with Bardwell School's own planning documents and procedures.

Procedures for arranging a school visit

School visits fall into four categories:

1. Local visits (*within Bicester area, using the minibus or on foot*)

+ Paperwork needs to be submitted **2 weeks** before for local / weekly visits

2. Day visits (*which usually involve coach hire*)

+ Paperwork needs to be submitted **4 weeks** before for day visits

3. Residential visits (*including an overnight stay*)

+ Paperwork needs to be submitted **6 months** before residential visits

+ The *Designated Visit Leader* should propose in principle the visit, date/s and cost (if appropriate) which should then be agreed with the EVC.

+ Complete checklist for visits (visit approval form, letter to parent and risk assessment/s)

+ The SLT class link or EVC should see the letter to parents before it is sent. The letter to parents should include the objective for the visit, the organisation of the day (including transport), and reference to the school charging policy (where applicable). It is the responsibility of the *Designated Visit Leader* to send this letter. Where applicable, any parent responses or costed visits come through the school office via Parent Mail to ensure that all responses and finances are accounted for.

+ The visit approval form will include the names of all children attending the visit and details of their medical needs. If prepared in advance, this should be updated on the day by blanking out any children who are absent. A copy should be left with the school office and the EVC.

+ The emergency contact details of all children should be easily accessible. This may be via the school office, but it is essential that trips which run beyond the school day (i.e. residential, late evenings, weekends), when the office may be closed, should have access to all emergency numbers and details on file.

+ All appendix documents should be completed and approved by EVC or SLT class link.

Visit guidance

1. Local visits (*within Bicester area, using the minibus or on foot*)

Documents for local visits (attached as appendices to this policy and located on OneDrive)

- Appendix 1a Checklist for Local visits
- Appendix 2 Visit Approval form
- Appendix 3a Letter to parents - Local visit
- Appendix 4 Risk Assessment template
- Appendix 11 Driver declaration form (*if using school minibus*)
- Appendix 12 Visit Evaluation form
- Appendix 13 Consent access guidance

Visit guidance

2. Day visits (*which usually involve coach hire*)

Documents for day visits (attached as appendices to this policy and located on OneDrive)

- Appendix 1b Checklist for Day visits
- Appendix 2 Visit Approval form
- Appendix 3b Letter to parents - Day visit
- Appendix 4 Risk Assessment template
- Appendix 11 Driver declaration form (*if using school minibus*)
- Appendix 12 Visit Evaluation form
- Appendix 13 Consent access guidance

Visit guidance

3. Residential visits *(including an overnight stay)*

Documents for residential visits (attached as appendices to this policy and located on OneDrive)

- Appendix 1c Checklist for residentials
- Appendix 2b Residential Approval form
- Appendix 3c Letter to parents - Residential visit
- Appendix 4 Risk Assessment template
- Appendix 5 Pre-visit Information
- Appendix 6 Emergency Plan
- Appendix 7 Medication Letter regarding consent
- Appendix 8 Parental consent (residential)
- Appendix 9 Medical consent (residential)
- Appendix 10 Final letter to parents and packing list
- Appendix 11 Driver declaration form
- Appendix 12 Visit Evaluation form