Breadsall CE Primary School

Educational Visits Policy

1. Introduction

Breadsall CE Primary School acknowledges the immense value and many benefits of outdoor learning and is committed to supporting off-site visits and activities that enrich the learning opportunities of children and young people.

We have the values of Hope, Love and Respect at the centre of our ethos. Hope encourages pupils to believe with confidence that they are capable of anything they put their minds to and are nurtured to develop an optimistic and aspirational viewpoint. Love helps us to work together as a strong supportive family to keep everyone safe and care for one another showing gentleness, forgiveness and honesty. Respect ensures we celebrate diversity and difference and that we treat each other respectfully at all times.

By helping young people apply their knowledge across a range of challenges, learning outside the classroom builds bridges between theory and reality, schools and communities, young people and their futures. Quality learning experiences in 'real' situations have the capacity to raise achievement across a range of subjects and to develop better personal and social skills. When these experiences are well planned, safely managed and personalised to meet the needs of every child they can:

- Improve academic achievement. Provide a bridge to higher order learning.
- Develop skills and independence in a widening range of environments.
- Make learning more engaging and relevant to young people.
- Develop active citizens and stewards of the environment.
- Nurture creativity.
- Provide opportunities for informal learning through play.

Breadsall CE Primary School (and any contracted external providers where an activity has been commissioned) works within the requirements set out in Derbyshire County Council's Offsite Visits and Adventure Activities Guidance and the Outdoor Education Advisers' Panel 'National Guidance' (both accessible via EVOLVE).

All establishment staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

2. Roles and Responsibilities

Governors

The governing body will ensure that there is an up to date policy in place to ensure all educational visits are properly planned and the necessary approval obtained before a visit takes place. Governors will be kept informed of the visits that have taken place and their educational impact. The governing body is also responsible for monitoring this policy.

Headteacher

The Headteacher has responsibility for:

- granting permission that a leader may plan a visit after deciding the timetabling and ethos of the visit are acceptable
- ensuring off-site activities and visits comply with the LA Guidance and the Educational Visits Policy and are submitted for approval as required
- approving visits using the on-line EVOLVE system after the Educational Visits Coordinator (EVC) has checked through the details
- ensuring that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits

Educational Visits Coordinator
The Educational Visits Coordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks: -

- To help organise the visit in relation to transport and activities being undertaken
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance.
- To check details of the visit, which has been completed by the Visit Leader, using the on-line EVOLVE system.

The designated EVC is Caroline Crick who received updated training in this role on 01.03.2022

Visit Leader
Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. The Visit Leader must:

- Liaise with the EVC
- Arrange adequate supervision for the visit
- Inform the Headteacher of any identified risks
- Ensure relevant visit information is shared with parents/carers and consent is sought where necessary
- Complete a visit risk assessment, using the on-line EVOLVE system, which is then checked by the EVC
- Be fully familiar with emergency procedures and contact numbers
- Ensure that any volunteers, or other supervisory staff, helping with the visit are aware of the school's risk assessment for the visit and any potential hazards which have been highlighted.

Visit Leaders, assisting staff and voluntary helpers will be appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

3. Procedures

Staff wishing to plan and undertake a visit (prospective Visit Leaders) will first seek permission from the Headteacher.

Finance
The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to

charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act.

Staff Induction and Training
All new staff will as part of their induction into the establishment, be made familiar with the local policy for off-site visits and activities and understand their role in managing, planning, leading or assisting with organising off-site visits. All staff will have access to County and national guidance

The EVC will identify any specific training needs and requirements and ensure staff can access relevant learning and development opportunities as appropriate and as required by Derbyshire County Council School Visits Service.

Visit Approval
Breadsall CE Primary School has adopted the Derbyshire County Council on-line EVOLVE system for approval of visits which is based on visits being categorised into three broad types:

1. Local low risk single day visits that are regular and routine
2. Day visits and programmes that require enhanced planning
3. Higher risk visits, further field that require detailed planning and leader competence

Category 1:
These visits will be regular, routine day activities that are organised in and around the locality, usually on foot.

Regularly repeated visits can be covered by a block annual consent subject to parents/carers being made aware of any visit involving a return time outside the normal day.

- Visits and activities included in this category for this establishment are: On-site activity (excluding adventurous activities listed in category 3)
- Visits in and around Breadsall CE Primary School (the base) on foot -Breadsall Church, cricket field, Memorial Hall etc.
- Sports fixtures (involving transport)
- DCC Primary curriculum swimming programme

These visits should be planned using the establishment specific local visits risk assessment and with approval from the Headteacher. These activities are covered in the school's Annual Permission Form and DCC Parental Consent for Swimming Form.

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the visit leader will sign out before departure leaving relevant information with the base contact.

The specific establishment off-site visits risk assessment (that may also include road transport) covers general supervision of these visits. A review will be required rather than completing a new document each time.

All other visits: All other visit must be planned and submitted using EVOLVE. Based on the visit types,

Evolve automatically directs the flow of approval for Category 2 and 3 visits.

Category 2:

These visits are single "one off" day visits or a programme of visits that take place off-site but further field than your base locality and with no element of adventurous activities (as defined in Category 3). These opportunities will usually require transport and could also require some enhanced planning and risk assessment. Example visits are:

Visits requiring use of transport (urban areas, theatres, social events, places of interest) Swimming (excluding open water)
Fieldwork visits (not in open/remote country)
Activities at water margins (coastal locations & inland waters) Farm visits
Forest school programmes

These activities will be entered onto EVOLVE and submitted to the EVC at least two weeks before departure then to the Headteacher prior to departure. These visits should be covered by a parental consent form. For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by the Annual Permission Forms.

The specific establishment local All Visits Risk Assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completing a new document each time. Any additions can be documented using the Event Specific Note form.

If a visit is planned to a higher risk environment, the appropriate risk assessments must be completed for your specific visit. This will then be attached to the EVOLVE record, prior to submitting to your EVC and Head for approval.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions e.g. forest school. Please refer to the activity qualification matrix for further information or contact SVS. Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

Evolve: Category 2 minimum document uploads

- Itinerary
- All Visit Risk Assessment
- Specific Risk assessment / Care Plan

Category 3:

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval after first being checked by the EVC and authorised by the Headteacher. Specific informedconsent will be required for each visit.

Overseas visits and DofE expeditions will be submitted to the LA **four working weeks** before a

visit is set to take place, and before anyone is financially committed. **Other visits requiring LA approval require two working weeks' notice.** Approval notification via email will automatically be sent out (from EVOLVE) as soon as possible up to two working weeks after receipt of the visit form.

A member of staff intending to lead an adventurous activity, must be specifically approved by the LA to do so via the EVOLVE Leader Approval Request function.

When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a Provider Form or verified by holding an appropriate national accreditation e.g. AALA licence, Learning Outside The Classroom Quality Badge (LOTC). Providers will not be used until they have been 'vetted' by the LA.

4. Risk Management

The risk management of an activity is normally carried out by the visit leader and assistants with the support of EVCs as required. Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity. Breadsall CE Primary School recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

Breadsall CE Primary School staff will adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

5. Monitoring

To ensure policy and procedures are being followed the establishment will undertake monitoring of off-site visits. SVS will provide sample monitoring of visits 'in the field'. The monitoring of off-site visits will be undertaken by the Headteacher.

6. Insurance

Appropriate insurance must be in place for all visits. The responsibility for arranging adequate insurance cover rests with the Headteacher in conjunction with the organiser of each journey.

For visits abroad, additional journey insurance **must** be taken out.

It is the responsibility of the Governing Body, Headteacher and EVC to determine whether any additional insurance should be taken out.

Insurance in Breadsall CE Primary School is provided by Derbyshire County Council and includes Pupils Personal Accident and Off Site Activities and Overseas Travel.

7. Inclusion

Under the Equality Act 2010, it is unlawful to treat a young person less favourably and/or fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Breadsall CE Primary School endorses the principles of:

- a presumption of entitlement to participate
- accessibility through direct or realistic adaption or modification
- integration through participation with peers

Adjustments made to include a disabled child or young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence.

Behaviour
Breadsall CE Primary School encourage the use of codes of behaviour conduct as a means of establishing appropriate expectations of young person's behaviour. Such codes will be explained to both young people and those with parental authority prior to a visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where a code is breached.

Whilst inclusion of young people and adults on offsite visits will be the norm at Breadsall CE Primary School], this will not be the case where health and safety of the individual or other group members would be significantly compromised. Visit Leaders will ensure that they consult the LA and parents well in advance of the visit where inclusion is an issue.

8. Evaluation

To ensure rigorous evaluation of each visit can take place, visit leaders must have reached a clear understanding of the learning outcomes they hope to achieve. Given that most outdoor learning, off site visits and activities have the potential to deliver a very wide range of benefits and outcomes, the visit leader and staff team are to agree how the Learning Outcomes are to be **prioritised**, in the early stages of the planning process and documented on the EVOLVE record.

For a positive safety culture to exist and develop, learning from past experience, incidents and mistakes is a crucial component in any safety system. A review/evaluation of the safety management of all of the establishment's educational visits by the Visit Leaders, on a regular

basis will take place. This should include a review of incidents, near-misses and accidents.

9. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For any off-site visit a home contact will be designating by the establishment who may be needed as a link between the party, the parents/carers, the establishment and the County Council in the event of an emergency. The home contact must be an employee, be unrelated to anyone attending the visit and be confident in providing support in a crisis.

For visits that take place outside normal establishment hours:

- A completed Emergency Card for Visit Leaders (or equivalent) must be with the Visit Leader at all times
- A completed Emergency Action Card (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.
- A First Contact Emergency Action Card can be used when taking an initial a call from a Visit Leader in an emergency.

In the event of a delay in retuning (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the establishment must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: -

A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.

B. If the incident is very serious to contact Derbyshire County Council using the emergency contact phone number found in the Critical Incident Management Plan.

The emergency contact phone number for Derbyshire County Council during office hours is 00-44-1629-538364 or outside office hours 00-44-1629-533085. Upon connection, please ask for the Emergency Planning Duty Officer. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. Under no circumstances should these numbers be given to young people or to their parents or guardians.

10. Accident Reporting

All accidents will be handled in line with Derbyshire's County Council's Accident Reporting Procedures. Accident Forms and other related documents are available in the Resource section of EVOLVE – Guidance.

Where an incident or accident occurs on an activity led by a Provider, please ensure this is reported to the LA Visits Team.