



Brickhouse Primary School

Educational Visits Policy

1.0 Preface

At Brickhouse School, we believe that activities that are outside the normal curriculum are an important additional experience for young people. They enhance the young person's development in terms of learning new skills, broadening their horizons and encountering new personal, social and educational experiences. However, for such activities to be successful they require proficient preparation and management. The more complex the activity the more potential there is for mishap. The aim of this document is to provide guidance to ensure that all such activities are carried out safely.

Brickhouse Primary School has adopted the official Sandwell policy for off-site and out of hours' activities.

1.1 Aims and Objectives

The purpose of this policy is to provide staff with the appropriate guidelines that they require for planning off site and out of hours activities so they meet the requirements of the local authority and the Outdoor Education Advisers' Panel.

1.2 Legal requirements

All legal requirements are set out in the adopted Sandwell Policy. Employees of the local authority and school have a duty of care to the children (this will be overseen by the teacher). At all times a teacher has a duty of care for young people under his/her supervision.

The law expects "effective supervision" for offsite and out of hours' activities so therefore it is the schools' responsibility to ensure the correct level of supervision is provided. The nature and location of the activity, the

competence and experience of staff, together with the age and ability of the young person, determine the degree of supervision required.

The adopted Sandwell policy states:

- 1 adult for every 6 children in school years 1 to 3.
- 1 adult for every 10 children in school years 4 to 6.
- Under 5s reception/nursery better than 1:6 (we are using 1 adult for every 4 children).
- Where there is a mixed gender group every effort should be made to ensure male and female staff attend.
- In the instance that a child is in need, two adults must be available to accompany.

It is important to remember that these ratios are a minimum requirement. Some activities, for example adventurous activities, will require a higher ratio.

1.3 Responsibilities

The following section identifies the functions, roles and responsibilities that key people hold.

Local Authority:

- Ensuring that EVCs, visit leaders and other establishment staff involved in educational/off site visits are assessed as competent in their specific tasks.
- Monitoring the work of EVCs in schools/establishments to help identify training needs and appropriate levels of delegation.

Governors:

- Ensure that the Headteacher and the EVC are supported in matters relating to educational/off site visits and that they have the appropriate time and expertise to fulfill their responsibilities.
- Ensure that the Headteacher and the EVC have taken all reasonable and practicable measures to include participants with special educational needs or medical needs on a visit.

Headteacher:

- Ensure teachers/leaders are made aware of and understand LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff.
- Ensure that the EVC briefs the leader and supervisors have ready access to them during the visit.

Educational Visits Coordinator:

- Assess the competence of leaders and other adults proposed for a visit and change accordingly if required.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.

Visit Leader:

- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Ensure the ratio of supervisors to participants is appropriate for the needs of the group.

1.4 Staff conduct

While on an educational visit/off site activity staff will remain professional and act as role models at all times.

While on residential visits it is the staff's responsibility to ensure an adequate number of adults are on duty at all times. This includes ensuring that the appropriate ratios are met and staffs do not leave the site if these are not met.

While off duty staff will not be able to drink alcohol; as in case of an emergency they may be needed to be back on duty; unless an adequate number of adults are on duty and appropriate ratios are met.

While off duty staff will not be able to smoke unless an adequate number of adults are on duty and appropriate ratios are met. All smoking must be done discretely and away from the children so they have no knowledge of the member of staff smoking and must only done in designated smoking areas.

Staff who are supervising children on a trip will also need to dress appropriately for the task and activities in hand. If the children are asked

to be in school uniform then staff should dress as they would for a usual school day.

Staff may not use mobile phones to take pictures of children on visits only school cameras. Any photographs taken during visits must take into account children who are not able to be photographed. No photographs should be put on to social media sites

2.0 Submitting an application

An EVOLVE application for an offsite visit must be put in at least 3 weeks prior to the departure date. If it is an out of hours, adventurous activity or residential trip then an application must be submitted at least 8 weeks before the departure date. This is because the LA requires 6 weeks to approve the application.

The following order will be followed when submitting an application:

- Visit leader to submit the application.
- EVC will assess and approve/decline the visit.
- Headteacher approval.
- Governor approval.

The Governing Body requires notification and approval of all offsite activities and is ultimately responsible for the decisions made concerning offsite and out of hours education.

2.1 Approval Procedures

All off site activities and on site out of hours activities (e.g. breakfast club, football club etc.) should take place with the knowledge and approval of the Headteacher and EVC. An EVOLVE application and risk assessment will need to be completed for each activity. If it is a repeating activity it will need to be completed on a termly basis. After school clubs that are run by an external provider do not need to be entered on EVOLVE. However, in the letter sent to parents it needs to be made clear that the activity will be run by an external provider. All external providers for after school clubs will be provided with appropriate school policies and will be expected to adhere to the Brickhouse School ethos.

2.2 Risk assessment responsibilities

It is the responsibility of the visit leader to carry out the risk assessment. The EVC will support and assist where necessary.

When using an external provider the school will not request a risk assessment when the external provider is leading the activity, but they will request to have in writing that the provider has an up to date risk assessment. The school will put their own risk assessment into place.

Risk needs to be managed sensibly – we are not expected to be experts at risk assessment but we are experts regarding our children and their needs. Risk management needs to be:

- Reasonably practicable
- Foreseeable
- Suitable and sufficient
- Focusing on significant hazards
- Simple, efficient, cost effective and reflecting good practice
- Promoting a duty of care

When an injury or damage may not be reasonably foreseen it could be deemed an accident; where there is a breach of duty of care, with harm resulting from that failure to exercise reasonable care, this is negligence.

There is relevant and mandatory form for risk assessment which must be completed in a thorough manner before any offsite or out of hours activity takes place. Consent for the activity to proceed will not be granted without this. All organisers are responsible for ensuring that the risk assessments are completed.

It is appreciated that this task could become onerous and therefore such tasks that occur on a regular basis will need just an initial risk assessment and will only need repeating if anything within the activity changes, including the children involved. Activities such as swimming, soft play, inclusion, would fall into this category.

Sandwell schools and public buildings such as swimming pools have their own risk assessments.

Part of the risk assessment includes details on the children and adults undertaking the activity. It is important that relevant medical and behavioural details are included. For some children there may be a separate risk assessment in place.

What is a Risk Assessment?

A risk assessment is a careful examination of what could cause harm to staff and pupils during an educational activity. The assessment will enable the organiser to decide whether they have taken sufficient precautions or should more be done to prevent harm. There is a valuable checklist for risk assessment and model risk assessment in the Sandwell guidelines.

Types of Risk Assessment

- Ongoing risk assessments take place throughout a visit or activity to ensure unforeseen hazards are addressed with health and safety in mind. Any such events need to be recorded on the evaluation form on return from the activity.
- Specific risk assessments apply for non-regular offsite and out of hours visits, including residential visits and visits which include an adventurous activity.

In considering the risk assessment the organiser should consider:-

The makeup of the group, including staff: pupil ratios and the competence, experience and qualifications of those supervising the children. A double head count from time to time during the visit needs to be included as a check. If children are visiting a crowded environment, armbands or a label should be used with a contact number and the name of the school, not to include the child's name. For children walking along the street, high visibility jackets must be worn by all the children and staff.

The suitability for the children of the venue to be visited or the activity to be undertaken, including the quality and suitability of available equipment and the hazards and risks involved. The precautions and control measures required in order to minimise any risks involved.

The likelihood of the risk being realised and the severity of the outcome if this happens.

The location of the venue, the modes of transport used, the qualifications and insurance of the drivers and vehicles and the routes taken.

The time of the day on which the activity will take place along with seasonal weather conditions, weather and timings.

Any risk relating to the presence of members of the public.

The names of those responsible for ensuring the risks are reduced, bearing in mind that all supervising adults should be involved in the risk assessment process.

An alternative itinerary if things do not go as planned 'Plan B', including arrangements if a child or adult has to return back to school or taken home.

In considering the passing of a trip the EVC Coordinator(s) must look at the leader and if they feel they possesses the below qualities in leading a trip: If in any doubt the EVC leader has the sole right in stopping a trip from taking place.

- Competent
- Experience
- Knowledgeable about the group they are taking.
- Good communication skills
- Confident
- Respectful

All staff who want to lead a trip for the first time, must first have been part of a trip including all paper work and have been the deputy of a trip before taking on the role of a leader.

If a qualified teacher is present on a visit they must be the designated leader at all times.

Emergency procedures in the case of a critical incident (see 7.0 Emergency Procedures)

3.0 Staff checklist

The following outlines what the visit leader is responsible for and what should happen before, during and after a visit.

Before the visit		
What	When	Tick
Identify the need for a trip and the possible outcomes.	When the need arises.	
Discuss the trip with the EVC to discuss viability of the trip, its purpose and the necessary pupil: staff ratio.	Once the need has been identified (at least 2 months before departure. Longer if it is a residential.)	

Through discussion with the EVC appoint: <ul style="list-style-type: none"> - A visit leader - A deputy group leader - A first aider (with overall first aid responsibility) Other staff and volunteers to be involved in the trip.	Within a week of the initial discussion with the EVC.	
Discuss transport requirements with office staff and request provisional costing.	Within a week of the initial discussion with the EVC.	
Discuss requirements with venue and request provisional costing.	Within a week of the initial discussion with the EVC.	
Discuss all aspects of the trip with the head teacher including the purpose, the outcomes, the destination, projected costs and the necessary staff ratios.	7 weeks before the departure date.	
Confirm bookings for transport and venue. Ensure confirmation of all bookings is received in writing including the number of seats on the coach.	6 weeks before the departure date.	
Undertake and complete the planning and preparation of the visit. Confirm plans with the EVC.	Once the trip has been confirmed.	
Send out parental confirmation and medical letters.	As soon as the trip has been confirmed.	
Complete the necessary forms on Evolve and undertake and complete a comprehensive risk assessment. Where necessary, the RA should be based on a pre-visit. The RA should be completed by more than one person. Attach all documents to Evolve.	3 weeks before departure date. (Earlier if possible.)	
Share all plans with the Headteacher.	Once trip is approved by the EVC.	
Provide kitchen staff with provisional details of the trip.	Following return of permission letters.	
Re-confirm bookings with transport and venue.	2 weeks before departure.	
Allocate groups of children to staff.	2 weeks before departure.	
Brief all staff involved ensuring they are clear about their responsibilities.	1 week before departure.	
Ensure pupils are aware of their responsibilities and information they need to know (e.g. money, clothing etc.)	At least one day before departure.	
Ensure all paperwork is ready (Visit summary sheet, RA, Emergency contact, original consent forms (a copy left at school), staff medical forms, staff contact numbers).	At least one day before departure.	
During the visit		
What	Tick	
Oversee the loading of the coach on the day, including lunches for children.		
Ensure children are appropriately seated.		
Complete a double head count before departure.		
Meet the appropriate person at the venue and organise children.		
Confirm lunch arrangements on arrival.		
Ensure groups are in the appropriate place at the appropriate time.		
Ensure double head counts occur throughout the day.		
Ensure children are back on the coach ready for the departure time.		
Contact the Headteacher/EVC to notify when the coach departs. Discuss arrival time.		

If the coach will be arriving late notify the school again.	
Supervise the children disembarking the coach. Ensure all valuables are collected.	
Ensure all children are collected.	
Ensure any incidents are reported to the Headteacher/EVC and correct paperwork completed.	

After the visit (to be completed within 1 week of arrival)	
What	Tick
Liaise with First Aid leader to ensure stock is replenished and put away.	
Complete evaluation forms on Evolve.	
File 1 consent form.	
Feedback to EVC/Headteacher/children and parents (where necessary) on any successes/problems.	
If appropriate write as a class, or individually, a letter of gratitude to the venue/coach company.	

3.1 Charging for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges

3.2 Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for Educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with Educational activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. The school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments. The Visit Leader will have received Visit Leader training endorsed by the Outdoor Education Advisers Panel (OEAP).

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

3.3 Parental Consent

Brickhouse Primary School use the one-off consent form available within the Sandwell Policy & Procedure for Offsite and out of Hours Educational Activities. This form will be sent to parent(s) (or those with parental responsibility) on enrolment of their child in a school.

For visits which contain any element of the following:

- Adventurous activities
- Residential visits
- Visits abroad

Additional consent will be requested in the form of a Specific Consent form which parent(s) (or those with parental responsibility) will need to complete prior to the activity/visit.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

3.4 Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

3.5 Medication & First Aid

All visits will have a trained first aider accompanying them and they will bring with them a school first aid kit

When organising your visit please consider the children within the group that need to take regular medication whilst offsite. It is the responsibility of the First Aider on the visit to administer the medication and to collect the medical bag on the day of the visit.

3.6 Supervision

Staff should ensure that all pupils are well supervised. The level of supervision will depend on the nature of the group and this must be discussed and agreed with the EVC before the activity commences. The adopted Sandwell policy states:

- 1 adult for every 6 children in school years 1 to 3.
- 1 adult for every 10 children in school years 4 to 6.
- Under 5s reception/nursery better than 1:6 (we are using 1 adult for every 4 children).
- Where there is a mixed gender group every effort should be made to ensure male and female staff attend.
- In the instance that a child is in need, two adults must be available to accompany.

It is important to remember that these ratios are a minimum requirement. Some activities, for example adventurous activities, will require a higher ratio.

It is essential that each member of staff is aware of which pupils they are responsible for, prior to the activity. Children of staff are not allowed to accompany them on visits.

On every activity, staff should carry a charged mobile phone number. The mobile number should be left at school in case the group needs to be contacted in an emergency.

The school no smoking policy applies to all staff and volunteers whilst offsite.

3.7 Road Safety

Some pupils have little or no concept of danger; therefore staff need to be extra vigilant whilst out in the community.

3.8 Private Hire

It is the organiser's responsibility to ensure that hired vehicles are from a reputable company, preferably one that is already used by the local authority. Operators should hold a public service vehicle operator's license. Seat belts should be available and appropriate access for children using wheelchairs.

3.9 Public Transport

It is the organiser's responsibility to ensure that the transport meets the needs of the children on the visit. Consideration needs to be given to supervision whilst on the transport as well as assistance for getting on and off the vehicle. Further consideration needs to take place with regards to the group having to split between buses/carriages etc.

3.10 Private Cars

Staff are asked not to use private cars for school business unless essential and requested by a senior manager of the school.

When children are in private cars they should be accompanied by an escort. Seat belts and appropriate car seats or booster seats / cushions should be used.

Private cars belonging to parents or volunteers should not be used to transport children on offsite visits, even their own.

The school accepts no responsibility for parking tickets received when on school business but car park charges will be reimbursed.

Drivers of private cars must hold a valid driving license and insurance cover for business use. A copy of the insurance certificate must be submitted to the EVC before using a private car for school business.

It is the driver's responsibility to ensure that the vehicle is taxed and in a roadworthy condition. The school accepts no responsibility for vehicle breakdown or repairs.

4.0 Monitoring

Monitoring of educational visits will take place on a regular basis. This is so that the Headteacher is confident in knowing that pupils are safe at all times and that proposed outcomes are met. Monitoring will be the responsibility of the Headteacher and the EVC.

The following areas will be monitored:

- The planning and approval process.
- Evaluations of visits.
- Observation of visit leaders in action (field monitoring)
- Accidents/incidents

4.1 Evaluation

Following the visit or activity a mandatory evaluation form must be completed on EVOLVE. This must include any injuries, unforeseen events, changes of plan and any 'near misses'. Possible outcomes and injuries include:-

- Falling of objects or people
- Collisions
- Cuts, open wounds
- Sprains and strains
- Burns and scalds
- Stings, bites and allergies
- Getting lost

as well as more severe injuries and events such as drowning, head injuries, poisoning and internal injuries.

Control measures to reduce the risk of these include:-

- Experienced and competent leaders
- Separate people from the risk
- Reduce the exposure to the risk

- Apply stricter supervision ratios
- Improve briefings
- Discontinue the activity

We need to remember that sensible risk management is about:-

- Controlling real risks, managing them effectively and responsibly
- Protecting the children without stifling learning and enjoyment
- Balancing benefits and risks – a totally risk free society is not desirable
- Not generating useless mountains of paper
- Not preventing people from providing recreational and learning activities for children where the risks are well managed

Staff not only need to inform school colleagues about outcomes of their visits but also parents through the home school diary or, for example, by a class newsletter.

5.0 Record Keeping

Records relating to educational visits need to be kept for 14 years after a visit. If there is an incident on a trip it needs to be kept for 25 years. However, as Brickhouse School has adopted the Sandwell policy and therefore EVOLVE all records will be stored electronically. Risk assessments for trips that occur on a regular/yearly basis can be used again, however they will need to be updated and amended accordingly and annually.

6.0 Mandatory forms

When carrying out an educational visit/activity it is the responsibility of the visit leader to complete the following forms:

- Emergency Consent form
- Parental consent form – Specific consent is required if the visit is residential, overseas or has an element of adventurous activity.
- Risk assessment
- Staff Emergency Contact Card

All of the above forms are available on EVOLVE under the resources tab.

7.0 Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. If the visit is residential or overseas details of two emergency contacts should be provided. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

In the event of an emergency the organiser of the offsite activity must adhere to the following:

- Contact the emergency services, if appropriate.
- Ensure the safety of all the group and obtaining medical attention if required.
- Contact either the head teacher or other member of senior management staff and the EVC. If the group are on a residential visit or an out of hours offsite visit, the organiser should always have the home contact number of these members of staff.
- Details of the emergency should be given along with a contact number of the organiser.
- Staff should give the head teacher and EVC up to date information regarding the emergency, details of injuries, names and addresses of the hospitals and location of the incident.

The Head Teacher – EVC Coordinator will then:

- When appropriate contact the local authority:

T: Aileen Barlow - 07920 757479
E: aileen_barlow@sandwell.gov.uk

T: Christina Grange - 07767 311497
E: christina_grange@sandwell.gov.uk

- Contact the chair of governors, the local authority, parents and insurers.
- Write down details of the incident accurately and as soon as possible after the incident, including details of any witnesses.

- Completion of a health and safety report form.
- In the event of trauma, organise support for staff, parents or children.

In the case of a major incident, on no account should staff discuss the situation with any other person.

Date: March 2024

Review: March 2027