

BRIGHSTONE C.E. PRIMARY SCHOOL



Educational Visits Policy

Date Agreed: October 2023

Review Date: October 2025

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	October 2023	RL		New policy
2				
3				
4				

Overview

At Brighstone CE Aided Primary School, we acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of young people. Children experience a variety of school visits whilst they are pupils at Brighstone. Ideally, visits will support and supplement the curriculum, as well as develop their cultural capital and social wellbeing. At Brighstone Primary School, we aim to provide a range of day and residential activities and visits, both on the IOW and on the mainland.

At Brighstone Primary School, we follow advice and guidance from Hampshire Outdoors, which is based on OEAP National Guidance.

This policy applies to the headteacher, EVC, and all members of staff and volunteers who take children on visits off-site, or who lead and help out with residentials or Forest School on the school site. It applies to all activities and visits off-site, as well as on-site residentials and Forest School.

The Educational Visits Co-ordinator (EVC) will ensure that the planning and supervision of all visits and adventurous activities meet the DfE Requirements and LA guidelines. The EVC for the establishment is the headteacher, Mrs Rebecca Lennon.

Personnel and Training

Outdoor Leader training isn't essential, but is desirable. Outdoor Leader training lasts for 5 years.

The EVC attends regular training provided through Hampshire Outdoors.

There is always a minimum of one first-aider on every trip.

All training records are stored on EVOLVE and on the school's internal system.

Governing Body:	Approves the policy; notified of all adventurous activities
Headteacher:	Approval of all visits and paperwork
Educational Visits Coordinator (EVC):	Create and update policy and procedures for trips and outdoor learning, including safeguarding, inclusion, risk management, etc. support and train colleagues to understand and implement the

policy and procedure (at Brighstone Primary School, the EVC is the headteacher)

Visit leader: Has overall responsibility for a visit (see below)

Other staff and volunteers: Supports the visit leader before and during the visit. Joint responsibility for pupils as part of duty of care

Visit Leader

There should always be a single designated leader for any visit or activity. The Visit Leader has overall responsibility for a visit. (This includes the learning, development and supervision of the participants and the safety of all, including any other leaders and helpers). The key requirements for leaders are that they must be competent to lead, confident and accountable.

The visit leader is responsible for the following:

- Identifying the purpose, benefits and context of visit
- Following national, employer and establishment guidelines and policies
- Obtaining establishment and employer approval
- Ensuring supervision ratios are appropriate and supervisory practice is good
- Selecting provider (HCC approved where possible)
- Bookings – transport, venue, cover, first aid etc
- Communicating with parents - obtain informed consent (headteacher to approve letter before being sent)
- Considering inclusion adjustments – medical, SEND, behaviour...
- Pre-visiting the venue if possible (toilet stops, lunch, parking, wet weather)
- Writing the risk assessment
- Briefing all volunteers and staff who haven't been involved in the planning
- Emergency and incident procedures and back up plans B, C, D...
- Stopping the visit if risk to health and safety of group
- Reviewing visit

Assessment of Risk

Risk assessment is a careful examination of what could cause harm to pupils/participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low). The Visit Leader will create the risk assessments, which will be approved by the EVC/Headteacher. Risk assessments will be informed through information from the provider (if applicable) and from a pre-visit. At Brighstone Primary School, we use the two-step risk assessment process as recommended by Hampshire Outdoors and which is available on EVOLVE.

Aide Memoire to Planning Control Measures

- Group management
- Physical hazard management
- Equipment required
- Research/information
- Leader training, experience and anxieties
- Adults training, experience and anxieties
- Children and young people's training, experience and anxieties
- Emotional well-being
- Have your colleagues had input in this process and / or your students? Could this be beneficial?

In considering risk, there are three levels of which visit leaders should be mindful:

1. Generic Risks – normal risks attached to any activity out of school.
2. Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1.
3. Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change.

Approval for Visits

All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the Headteacher/EVC.

Approval of normal day visits that are deemed non-adventurous are at the discretion of the headteacher. However, visits that are classed as adventurous require the additional approval of Hampshire Outdoors (online through EVOLVE Hampshire). The governing body are also informed about these visits.

Visits classed as adventurous include:

- residentials (even if staying on the school site)
- open country (classed as non-upland areas, e.g. forest, farm or heathland; public rights of way or footpaths which travel away from immediate support; paths adjacent to or near to natural hazards; e.g. deep water, unstable ground, cliffs etc...; coastal areas, especially tidal foreshores; where you are away from immediate support)
- river and beach studies, and any other activities that are in close proximity to water
- Forest School (even if carried out on the school site)

Ratios

Duty of care, is the duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible. All adults have a duty of care for young people under their supervision. A higher, professional duty of care is expected of qualified leaders (e.g. Teacher, Youth Worker, HLTA, NVQ or Diploma L3), as a result of their professional role and specialised knowledge; e.g. group management. Factors such as the age and ability of the children or young people, together with the nature and location of the activity, help determine the degree of supervision required e.g. direct or remote.

The following are regarded as the minimum ratio acceptable on any visit:

- Early Years/Reception – 6:1 (statutory requirement)
- Key Stage 1 – 8:1 (recommended by Hampshire)
- Key Stage 2 and above – 12:1 (recommended by Hampshire)

Staff used for 1:1 support must not be included in these ratios.

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Age and ability of group
- Pupils with special education needs or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the visit
- Type of any accommodation (if applicable)
- Competence of staff, both general and on specific activities
- Requirements of the organisation/location to be visited
- Competence and behaviour of pupils
- First aid cover

Larger groups should be subdivided into smaller groups for supervision purposes.

Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. a member of staff is unavailable, transport fails to arrive, museum have lost booking, the weather isn't conducive to the activity, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. Details of Plan Bs should be included on the Risk Assessment.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who is first aid trained. First aid kits are available from the Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport

Travel arrangements should be included in the risk assessment. If travel is by coach or minibus, all pupils/participants must wear a seat belt, and the visit leader must check that all seat belts are in good working order. If a minibus is being utilised and driven by a member of school staff, the driver must have the appropriate LA driving permit / minibus licence.

Road Crossing

How a road is crossed is dependent on the context. If there is a crossing available, use it. If not, assess the situation and decide on the most appropriate means of crossing. This could be the wave crossing (in lines

parallel to the pavement, of approximately 6-8 children), in small groups with an adult, or a line (single-file or in pairs). The visit leader must always wait until it is safe to cross, and must not step out to stop traffic in order to do so. An adult must stand either side of the children, facing any oncoming traffic.

Water 'Margin' Activities

Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in ROSPAs 'Group Safety at Water Margins' is relevant. All staff, and volunteers, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE. A throwline must be taken on any visit near or in water.

Leader's Kit

- First Aid
- Medical and contact details
- Medication
- Planning and RA
- Incident and emergency plans
- Mobile phones
- Water
- Waterproofs (if applicable)
- Spare clothes
- Throw line (if applicable)
- Torch
- Map and compass (if applicable)
- Emergency food (if applicable)
- Plastic bags
- Baby wipes, tissues, hand gel
- Sunscreen
- Bin bags
- Shelter / parachute / tarpaulin (if applicable)

Costs

In line with the school's Charging and Remissions Policy, it may necessary to ask for donations towards a visit in order to cover the cost of transport/entrance fees etc. For residential activity visits, costs will be calculated to cover any board, lodgings, transport and activities as planned. Please see the school's Charging and Remissions Policy for further information.

Seeking Parental Consent

Parents should be made fully aware of the visit and what it involves, so they may consent or refuse on a fully informed basis.

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. The letter should also state the cost of

donations for the visit per child, including any donations from the BSA that have helped to reduce the cost to parents. Parents/carers are to pay for visits via School Money wherever possible.

Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours, the mobile phone numbers of the staff nominated as the base contact must be with the leader at all times (minimum of two base contacts).

Behaviour Expectations and Management

The expectations for behaviour, including visit-specific expectations, are shared and discussed with children prior to the visit, with regular reminders throughout the visit. For incidents of unsafe behaviour, a pupil may be sent home or back to school (if possible, depending on the location of the visit).

Children's electronic items, such as iPads and phones, are not permitted on any visit.

Alcohol will not be consumed by members of staff or volunteers on any trip, and the Staff Code of Conduct will be adhered to at all times.

There may be times where a staff member's own car may be used. The member of staff must have business insurance and must get prior consent from the headteacher and from the pupil's parents. There must always be at least two members of staff in the car. The guidance on EVOLVE Hampshire will be followed.

Inclusion

At Brighstone Primary School, we abide by the Equality Act 2010 to ensure that we make activities accessible to all, wherever possible. Reasonable adjustments may need to be made, depending on the level of need and the activity, to ensure that any pupil is not at a substantial disadvantage. This may include extra adult support or specific equipment. Advice and guidance may be sought from the child's parents, from the SENCo, from Hampshire Outdoors and/or from the School Nursing Team, where applicable.

Procedures and timelines

Before the Visit

1. The visit leader will discuss the proposal with the headteacher/EVC: Where is it? What qualifications does the visit leader have? Does it need external approval? If it is an external provider, are they checked by Hampshire Outdoors? (This isn't mandatory, but recommended where possible.) Are the instructors qualified?
2. If approved, the visit leader will book the visit and arrange appropriate transport

3. The visit leader will send a letter to parents with a permission slip specific to the outing (letter to be checked and approved by the headteacher/EVC prior to being sent)
4. The visit leader will arrange for staffing to accompany the visit to maintain expected ratios
5. The visit leader will complete all relevant documentation and record the visit details on EVOLVE Hampshire, including the Risk Assessments as per the process on EVOLVE (Hampshire). All visits that require approval by Hampshire Outdoors should reach them four weeks before departure
6. For Local Area Visits, the Local Area Visits (LAV) tab may be used. Risk assessments must be in place for these as well
7. The EVC/headteacher will check and approve the risk assessments and other relevant documentation, with revisions if required
8. If applicable, the school administrator will inform the kitchen how many packed lunches are required
9. The school administrator will collect in and keep a record of parent reply slips and any monies collected

Procedure on the day

- Collect packed lunches from the kitchen
- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate and in-date supplies (pumps etc.).
- Share the risk assessment with all adults going on the trip (this may also be shared prior to the visit).
- Discuss with children behaviour expectations
- Take all permission slips with you on the trip
- Organise the children into groups. Each adult should take responsibility for a small group of children but two adults and their groups should stay together
- Inform everybody of possible hazards (risk assessment); e.g. deep water, major roads, etc. Make sure everyone knows the pick-up point and leaving time
- Make sure all the children go to the toilet before leaving
- Make sure that all children have the appropriate clothing and footwear
- Take money/card and mobile phone for use in emergency
- All children and adults should wear high visibility vests wherever possible
- Behaviour and safeguarding incidents will be recorded on MyConcern as per the school's usual procedure

Never label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

On the minibus bus/coach

- Children and adults must wear seat belts, which will have been checked by the visit leader
- Adults must be well spread out - one should sit near the back to keep an overall view
- Adults should sit on the outer seat
- Children should not change seats, kneel up, eat, or be allowed to open windows
- When getting off the bus/coach, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus. An adult may also need to be allocated to help children off the bus/coach
- The visit leader should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle
- Always walk on the pavement as far away from the road as possible. Adults walk closest to the road.
- Children must **NEVER** step into the road until given permission by an adult.
- The mobile phone(s) should be switched on during trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc.

After the visit

Following the visit, the group leader will carry out an evaluation. This will include (but is not limited to):

- The travel company (vehicle, driver, route)
- Any other transportation (including walking)
- The venue and/or provider:
 - Is it somewhere that we will visit again? Why/why not?
 - Was the visit (venue/provider, travel, distance) worth it when balancing the costs and benefits involved?
 - Was the visit educationally beneficial or not?
- Any changes that took place, why, and could they be avoided or planned in next time

Evaluations will be logged on EVOLVE.

Advice and guidance

Hampshire Outdoors: Can be contacted for any matters concerning off site visits. The school's Health and Safety advisor can also be contacted for any matter concerning safety.
outdoor.education@hants.gov.uk 01962 876218

Evolve: Web-based approval and guidance.

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=hampshireoutdoors.com

Nationally:

National Guidance (OEAP): <https://oeapng.info>

Health and Safety Executive (HSE): <https://www.hse.gov.uk/services/education/index.htm>

Learning Outside the Classroom (LOtC): <https://www.lotc.org.uk/>

National Guidance (OEAP) and your employer's guidance; e.g. HCC Employer Guidance, derive from current good practice and Health & Safety Law. These and the establishment guidance should be followed by members of staff, supervisors and leaders. This relationship forms the basis of the legal-support system, should an incident or challenge occur.