





EDUCATIONAL VISITS POLICY

Date Reviewed	6 th March 2024
Signed Headteacher	
Signed Chair of Curriculum & Standards	
Date Revised	Spring Term 2025

Rationale

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced creative curriculum and a vibrant part of Rednal Hill Infant School as a successful school. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. Participation in these activities not only encourages healthy lifestyles, it develops the personal attributes and social skills that are vital for achievement, social inclusion, responsible citizenship, enterprise and employability, and it helps children and young people to learn to manage risk. Educational Visits play an important role in improving academic performance.

Here at Rednal Hill Infant School we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances

Aim

The aim of this policy is to sustain and promote a range of off-site Educational Visits whilst ensuring safe practice and competent supervision.

Definition of an Educational Visit:

Any organised, off-site visit involving pupils or young people that requires the permission from the Educational Visits Co-ordinator (EVC) and the parents/carers of the pupils or young people attending. A visit may take place at any time of the year.

Roles and Responsibilities

This policy has been produced in accordance with Birmingham City Council Policy guidance and the OEAP National Guidance. All employees must follow this guidance.

The Governing Body

The Governing Body will approve the Educational Visits policy and will ensure it is reviewed annually.

Headteacher – Anna Pendleton

The Head teacher will ensure a suitable Educational Visits Co-ordinator is appointed. The Educational Visits Co-ordinator will ensure appropriate Visit Leaders are assigned to each visit. Educational Visits Co-ordinators will sign off each Risk Assessment.

Educational Visits Co-ordinators (EVC) – Bonnie Payne & Anna Pendleton

The Educational Visits Co-ordinator has been trained by the Birmingham City Council and is responsible for ensuring visits comply with Birmingham's 'Policy and Guidance for Educational Visits and Learning Outside the Classroom.'

<https://oeapng.info/> The EVCs will receive updated training every 3 years and will ensure staff are up to date with any changes.

Visit Leader

Educational Visit Leader training was completed by Bonnie Payne and Anna Pendleton and expires 30/11/2024. There will be a named EVL on each trip who is responsible overall for the supervision of the visit. The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Educational Visits Coordinator. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit and they will all sign the back of the Risk Assessment.

A visit must have a formally designated Visit Leader (and possibly a Deputy Visit Leader). To ensure a clear audit trail of responsibility allocation, there must be only one designated Visit Leader. Regardless of whether there are two (or more) leaders who wish to share responsibility, a sole leader must be identified as having the ultimate responsibility for making the final call on difficult decisions – this person is named as the Visit Leader.

The Visit Leader is responsible for ensuring the Emergency Card, mobile phone, first aid kit and pupil medication are taken on the visit.

Teachers and staff on school-led visits act as employees of the LEA and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head teacher. The school safeguarding policy must be followed.

Parent Helpers

Parent helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit then they will be given a written list of the children in their group. All helpers who are not DBS checked or part of Rednal Hill Infant School will not be alone with children and must be guided by school staff at all times.

Assessment of Risk

School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.

Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

'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).

In considering risk, there are 3 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 above.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why EVL competence is a critical factor.

A PLAN B will always be included.

As accordance with Birmingham City Council, Rednal Hill Infant will use the Generic Risk Assessment form.

Managing groups of young people in an off-site context often requires decisions to be made in the context of rapidly unfolding and possibly unforeseen. On this basis, there is good reason to say that a formula-based approach to risk assessment is too complex and therefore "not fit for purpose". Visit leaders and their supporting team should be reassured that, where they have the appropriate competence (based on training and experience), it is their professional judgement that will provide the basis upon which they should make their decisions on how best to manage risks.

Children with medical conditions, special needs, behaviour etc. will be included in the risk assessment form and management of risk will be highlighted. Individual risk assessments may be necessary, and reasonable adjustments should be made to enable individuals to participate, unless evidence from a clinician state otherwise. For example, a carer or an additional supervisor such as a parent or other volunteer might be needed to accompany a particular child.

Staffing Ratios

A professional judgement must be made by the Visit Leader and EVC as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change the EVC must be informed and must sanction the revised ratio. Please note: parent helpers must not bring younger children.

All staff will wear Rednal Hill Infant School green jackets. All children will wear high visibility jackets.

Parental Consent

With the exception of nursery age children, as a school we are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to the church or library. A blanket one-off consent form (prepared by DfE) is signed by all

parents. Parents will be informed of their children going on a school trip. The details of the visit to parents will be a reminder of consent given and will also be an opportunity to update participant information.

Visits involving Religious Education

Parents have a right to withdraw their children from Religious Education lessons and from collective acts of worship, but not from the National Curriculum. This means that parents do not necessarily have the right to withdraw their child from a visit to a place of worship if this visit forms part of the school's delivery of the National Curriculum. It is therefore important for visit leaders to be clear about the purpose of the visit, including the wider personal, social and cultural benefits and its link to the curriculum.

First Aid

At least one person who has a current paediatric first aid certificate must accompany children on outings off school site. The Visit Leader will make a note of children's medical requirements/medication and share with staff prior to the trip.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule. Visit Leaders should plan the journey in a way that will address whatever travel issues may arise. These include:

- When crossing roads as part of the journey
- Where keeping the group together will ease the problem of group supervision
- Head counts should be carried out whenever the group is getting off or onto transport.
- It is particularly important that young people should be made aware of safety requirements and expected standards of behaviour when getting on or off transport at pick-up and drop-off points.

Only members of staff who have received training in accordance with the LA's policy may drive the minibus. There are additional requirements where the minibus is borrowed / hired. Before using the vehicle, the driver must complete a checklist and report any defects to the head teacher or SMT. Additional checks should be made for longer journeys and each half term by the member of SMT with responsibility for the minibus.

Accidents and Emergency

In the case of an emergency OEAP (Outdoor Education Advice Panel) guidance will be followed.

The visit leader and deputy leader will have a copy of all contact forms for all pupils and Non-staff. This list must include: names, addresses and telephone numbers of each child and adult; any special medical requirements; any negative consents to medical treatment; any special dietary requirements; A photocopy of this information will be also left in the School office alongside the signed Risk Assessment. A list of all children and staff on the visit will be placed at the front of the coach when entering and removed when leaving.

Finance

A voluntary contribution is asked for some school trips to cover funding of travel and the place of visit. No child will be excluded from a school trip if a contribution is not made.

Insurance

Rednal Hill Infant has additional insurance with Zurich which covers Educational Visits.

Checklist

Checklists provided for all staff when planning an Educational Visit.

Do and Review

Within a week of a visit, the visit leader will evaluate the visit with the other supervising adults by discussing things they will need to consider 'Before' and 'During' the visit. The visit leader will inform the EVC of any aspects to be considered in future planning by evaluating the trip on the risk assessment-Review.