

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

Broadwas CE Primary School

Our Vision

As a church school, rooted in Christian values, our vision is inspired by the miracle of the loaves and the fishes. This demonstrates God's provision and care for us all through the generosity of one young child. By valuing each individual within our school family, we enable everyone to grow and flourish at Broadwas by providing a relevant, inclusive and knowledge rich curriculum in a stimulating, fun and loving environment.

At Broadwas we 'Live Our Values Everyday'.

Offsite Visits and Learning Outside the Classroom Policy

1. Policy Scope

This Policy is designed to outline the School procedures for encouraging a safe and inspiring programme of Educational Visits while at the same time providing a structure of support to the staff leading these trips.

Broadwas CE Primary School recognise the value to pupils of educational visits and aims to maximise the opportunities for children to learn through well planned visits and learning outside the classroom activities. Such visits should:

- enhance pupils' understanding of curricular activities (for example language or history studies);
- provide opportunities to practise skills (for example, swimming and other sports);
- develop pupils' social skills (for example meeting pupils from other countries and cultures).

The school also recognises and accepts that such visits present challenges to the health and welfare of pupils. Educational visits will be planned and operated in accordance with these

guidelines so that everyone involved understands their responsibility to ensure that pupils can participate fully in educational visits in reasonable safety.

This policy applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
- direct supervision of young people undertaking experiences that fall within the remit of Learning Outside the Classroom;
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base.

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

2. Adopted Strategy and Guidance

Broadwas CE Primary School adopts the Worcestershire County Council (WCC) Policy document: *'The Management of Visits and Learning Outside the Classroom (LOtC) Activities Policy'* (See EVOLVE system: Resources Tab – Local Authority Policy). Employees must work within the requirements of the WCC Policy, as well as the requirements of this Policy Statement.

Broadwas CE Primary School also adopts the Outdoor Education Advisors' Panel (OEAP) National Guidance as cited within the WCC Policy document. All staff involved in Offsite Visits and LOtC activities must follow this guidance unless WCC has provided alternative guidance either as a whole or in parts of the OEAP National Guidance. The web address for OEAP guidance is <http://oeapng.info/>. (This can also be accessed via the EVOLVE system: Resources Tab – Local Authority Policy)

WCC has facilitated visits and LOtC activities by the provision of an Off-site Visits Advisor (a panel member of the OEAP), the electronic visits management system (EVOLVE) and OEAP accredited training provision.

All visits and LOtC activities will follow the following hierarchy by using the EVOLVE system:

- Visit Leader – initiates, plans (and runs) the visit or LOtC activity;

- Educational Visits Coordinator – checks the plans and associated documents, gives outline approval, monitors progress, assesses the success (or otherwise) and provides feedback to improve future visits or LOfC activities. Each school must have an EVC;
- Headteacher – checks that essential elements for the visit or LOfC activities are in place and gives final approval.

3. Clarification of Roles and Responsibilities

The school has a duty of care to ensure that young people and staff on visits and undertaking LOfC activities are safe. This duty has been devolved through the management hierarchy to specific roles within the school or WCC. The responsibilities and functions of these roles are detailed below.

Outdoor Education Adviser (OEA)

The role of OEA is fulfilled by WCC's Health and Safety (H&S) team. A specific adviser is designated to lead on outdoor education and the administration of the EVOLVE visit management system. The responsibilities of the OEA are to:

- Perform audits and sampling to ensure compliance with legislation as it applies to young people and staff undertaking visits and LOfC activities;
- Provide schools and services with WCC's statement of policy and any related procedures applying to visits and LOfC activities;
- Keep under review the policy and related procedures and update them as and when new information or practice changes;
- Ensure that educational visit co-ordinators (EVC's), visit leaders (VL's) and other staff involved in visits and LOfC activities are trained and assessed as competent in their specific roles;
- Monitor visits and LOfC activities as notified to WCC via the EVOLVE system;
- Monitor the commissioning and procurement process to ensure that providers meet WCC, licensing and quality standards; and,
- Provide advice and information on visits and LOfC activities, referring to specialist advisers for high risk activities.

Employers - Governing Body

The Governing Body are the employers of staff at the School and have the responsibility to ensure that the school has effective H&S policies in place which meet statutory requirements, WCC and national guidance.

Under the Health and Safety at Work Act 1974, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or

anyone who may be affected by their activities. This includes everyone involved in off-site visits (teachers, volunteers, helpers and pupils).

The Management of Health and Safety at Work Regulations 1999, made under the 1974 Act, require employers to:

- assess the risks of activities (see Risk Assessment below);
- introduce measures to control those risks;
- tell their employees about these measures.

The Chair of the Governing Body will sign off any Overseas Residential trips having ensured that risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed. The Chair should ensure that they are informed about less routine visits well in advance and assess proposals for such visits, including any involving an overnight stay or travel outside the UK.

The Headteacher will sign off all Educational, Recreational and UK based residential trips having ensured that risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed.

The nominated Health and Safety Governor will monitor visits and LOtC activities to quality assure the management of educational visits and associated Risk/Benefit Assessments. The nominated Governor will ensure that the visit has a specific and stated objective and that the Visit Leader can show how his/her plans comply with regulations and guidelines. The facilitate monitoring, the Nominated Governor will have read only access to the EVOLVE system.

Employees

Also under the Health and Safety legislation, employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.

These duties apply to all School visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances and should behave responsibly and professionally at all times.

Although the employer is responsible for health and safety, decisions about visits are usually delegated to the Headteacher. The Headteacher's agreement must be obtained before a visit takes place.

Headteacher

The Headteacher will ensure that visits comply with OEAP National Guidance and the School's own Health and Safety Policy.

The Headteacher is responsible for approving the following:

- Pupils and staff participating in visits/activities beyond the boundaries of the school; or,
- Pupils and staff participating in activities that falls within the remit of LOtC.

Visits and LOtC activities will be notified to the Headteacher through the EVOLVE management system and approval given electronically. The Headteacher will specifically check:

- Staff competence (VL, EVC, activity specific qualifications, vetting and DBS);
- Provider or travel company details (e.g. do they meet required standards);
- Risk/Benefit Assessment has been completed and appropriate safety measures are in place;
- Insurance(s) cover is adequate and relevant;
- Emergency plans and contingency plan for any delays, including a late return home;
- That any adult who is acting in a supervisory capacity as a volunteer, assistant or helper is authorised by the school to undertake the visit or LOtC activity.

Educational Visit Coordinator (EVC)

The EVC has a key role in the approval and management of visits and LOtC activities. The EVC will be a trained and competent Visit Leader (VL) who is responsible and accountable for:

- Ensuring all visits and LOtC activities meet WCC requirements, e.g. National Guidance;
- Ensuring parental / carer consent for children to take part in visits and LOtC activities;
- Ensuring visit leaders and other staff involved in visits and LOtC activities are appropriately competent;
- Ensuring Risk/Benefit Assessment has been completed and appropriate safety measures are in place;
- Ensuring Insurance(s) cover is adequate and relevant;
- Managing the collection of fees and payment of providers;
- Organising induction and training for all staff involved in visits and LOtC activities;
- Preparing and testing critical incident and emergency plans;
- Keeping appropriate records, e.g. accidents, incidents, Risk/Benefit Assessments etc.;
- Monitoring visits and LOtC activities (including those undertaken by external providers);
- Reviewing local systems for initiating, developing and approving visits and LOtC activities.

Visit Leader

One member of staff, the Visit Leader, will have overall responsibility for the supervision and conduct of the visit and will have regard to the health and safety of the group. The Visit Leader is normally the originator of the visit / LOtC activity who will manage the project from start to finish. The Visit Leader must be appointed or approved by the Headteacher. The Visit Leader will:

- obtain the Headteacher's prior agreement before any off-site visit takes place;
- follow school regulations, guidelines and policies, including preparation of itinerary and checklists;
- undertake and complete the planning and preparation of the visit;
- brief pupils, parents, staff and helpers and provide relevant information;
- be appropriately qualified and undertaken WCC Visit Leader Training;
- undertake and complete a comprehensive Risk/Benefit Assessment;
- agree reporting procedures, emergency plans and contact details with the EVC;
- carry emergency telephone numbers and details of points of contact;
- review regularly undertaken visits/activities and advise the Headteacher where adjustments may be necessary;
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- ensure there are contingency arrangements in the event of unfavourable weather conditions, transport breakdown or other failure or in the event of a pupil having to be sent home;
- be aware of insurance procedures;
- Evaluate all aspect of the visit / LOtC activity during and after the event and complete a report via the EVOLVE system.

A checklist of things to take on a school trip or visit is included within the 'Procedure for Organising a School Trip / Educational Visit' document in Appendix 1.

Teachers and Teaching Assistants

Teachers or Teaching Assistants on School-led visits act as employees of the Broadwas CE Primary School, whether the visit takes place within normal working hours or outside those hours, by agreement with the Headteacher and the Governing Body. Teachers or Teaching Assistants will do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They will:

- follow the instructions of the Visit Leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the Visit Leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Adult Volunteers

Non-teacher/TA adults acting as supervisors will:

- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the Visit Leader and teacher supervisors and help with control and discipline;
- speak to the Visit Leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

All non-teacher/TA adults, including parents, accompanying any Educational Visit and undertaking regulated activity must have DBS clearance at enhanced level, which will be organised by the School prior to departure.

Pupils

The Group Leader will make it clear to pupils that they must:

- not take unnecessary risks;
- follow the school's codes of conduct and behaviour at all times;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly, using safety equipment as instructed;
- if abroad, be sensitive to local codes and customs;
- look out for anything that might harm or threaten themselves or anyone in the group and tell the Visit Leader or supervisor about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Reasonable adjustments will be made for disabled children.

Parents

The Visit Leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions, so that they are able to make an informed decision on whether their child should go on the visit. This should include proposals for alternative activities in case, for example, adverse weather conditions prevent the intended activity taking place. Reasonable adjustments will be made for disabled children. The Visit Leader will also tell parents how they can help prepare their child for the visit and contribute to the success of the visit by:

- understanding the objectives of the visit;
- giving written consent to transport arrangements;

- giving written consent to all emergency and other medical or dental treatment necessary for the safety and well-being of the pupil;
- giving clear information where relevant on their child's ability or inability to swim;
- providing clear information on their child's health and any special needs, need for medical attention or medication;
- ensuring that there are clear contact arrangements;
- reinforcing the school's code of conduct and expectations of behaviour;
- understanding the clothing and footwear that will be required and ensuring that this is provided.

Parents will be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements.

4. Planning, Procedures and Arrangements

A quick-reference outline '*Procedure for Organising a School Trip/Educational Visit*' is included at Appendix 1.

In preparation for a school trip or educational visit, Visit Leaders must complete Section A of the '*Educational Visit Planning Form*' (Appendix 2) and hand to the EVC.

The EVC will return this form to the Visit Leader with further details completed in Section B.

The EVOLVE System

WCC facilitates visits and LOfC activities by providing advice, information, training and subscribing to the EVOLVE on-line electronic information, management and planning system for visits and LOfC activities.

EVOLVE is a subscription service that is part of the SLA for schools. The benefits of using the system are:

- Intuitive user interface;
- Reduced paperwork;
- Clear audit trail;
- Robust and simplified procedures;
- Real-time monitoring; and
- A comprehensive overview of all school off-site visits - especially important for critical incident planning.

The system URL is: <https://evolve.edufocus.co.uk/evco10/unknown.asp>

Full training on the system can be provided by contacting the WCC H&S Team.

Planning a Visit or LOtC Activity

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment procedures and formally adopted guidance;
- All staff (including any adult volunteer helpers) and the children to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process;
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained;
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes);
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required;
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

The planning of a visit or LOtC activity should reflect the complexity of the following variables:

- Staffing requirements:
 - What staff to young people ratio will provide effective supervision?
 - Are there gender issues?
 - Are assistants, helpers, parents or volunteers involved, in what capacity and are they duly authorised?
 - Have the staff attended the requisite training and gained the competencies required for the visit / LOtC activity?
 - Have staff been given the correct information and instruction for their roles in the visit / LOtC activity?
- Activity
 - What is the level of risk?
 - Are there insurance issues?
 - Is their sufficient competence (qualifications etc.) amongst the staff to run the activity?
 - Is the activity licensable?
- Group
 - What are the abilities of the group (e.g. previous experience)?
 - Do members of the group have mobility problems, learning disabilities, special needs etc.?
 - Are there any medical issues, e.g. medication?
- Environment
 - Is the activity indoors or outdoors?
 - What will be the impact of severe weather? What terrain
 - Is flooding / flash flooding going to be a problem?

- Distance / Transport
 - Where is the activity taking place (on site, off site, abroad)?
 - Is an overnight stay planned?
 - How is the group travelling?
 - What are the contingencies for getting back if there is a breakdown or other event?

Risk Management

Risks associated with the visit or LOtC activity will become apparent during the planning stage. The hierarchy of risk management should be applied to determine what risks can be:

- Avoided or eliminated;
- Reduced to an acceptable or tolerable level;
- Accepted without further control measures; or,
- Transferred to a provider or affiliated organisation, e.g. for high risk and specialist activities.

Once identified the risks that need to be managed should be properly assessed regarding:

- What is "reasonably practicable", e.g. are their sufficient resources available to adequately reduce the risk;
- A Risk/Benefit Assessment, e.g. do the learning outcomes justify the residual risk; and,
- The principles of sensible risk management:
 - ensuring that workers and the public are properly protected;
 - providing overall benefit to society and individuals by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences;
 - enabling innovation and learning not stifling them;
 - ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action;
 - enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Risk/Benefit Assessments should be performed on all risks; measures should be identified to reduce the risk and to demonstrate that acceptable / tolerable risks cannot be reduced further. Please note - if the risk cannot be reduced to an acceptable / tolerable level the Headteacher will need to decide whether the visit / LOtC activity can go ahead based on the Risk/Benefit Assessment.

Where a risk has been transferred to an activity provider or affiliated organisation it will sometimes be necessary to request copies of their risk assessments for information; this will always be the case for high risk, unusual or unfamiliar activities. Obtaining copies of such risk assessments is good practice and does not incur any liability on the individual visit leader, school or service. Any apparent errors or issues in the risk assessments should be taken up with the activity provider or affiliated organisation. This is part of the duty to carry out due diligence checks on the supplier.

Further details on procedures for recording Risk/Benefit Assessments can be found in section 7 of this Policy.

Emergency Planning and Critical Incidents

Maintained schools and children's services are expected to include measures in their planning to deal with emergencies. In the first instance the school should have sufficient preparations in place (including insurance) to manage the immediate consequences of an incident to include:

- Ensuring that pupils and school staff are safe from further harm priority to the group;
- The relevant emergency services are notified (this should happen co-incident with ensuring pupil and staff safety);
- Appointing a member of staff to be the spokesman and liaison with the emergency services when they arrive (the member of staff to be proficient in the language of the country where the incident has occurred);
- Notifying the school;
- Making arrangement for staff and pupils to return to their homes or residential accommodation (possibly with the help of the emergency services).

Once notified the school or service will activate their emergency plan and should notify WCC via Emergency Planning of the incident. The Headteacher (and Governors) or service manager will need to determine if the resources at the site of the incident are sufficient or if further support is required. How to access additional support should be part of the visit / LOTC activity planning, or the school / service may wish to purchase a support package as insurance.

NB. There may be a point where the magnitude of the incident and resultant media attention will require WCC to intervene: typical scenarios might be a major fire at the school, fatalities or when the incident has a significant impact on the local community. The nature of incidents is their unpredictability, so each will be treated separately on its consequences and impact. The 24-hour Emergency Number for Worcestershire County Council is 07624 909756. Separate guidance for dealing with critical incidents is available via the H&S pages on the Children's Portal and the EVOLVE system.

Advice and Information

WCC's H&S Team will provide general advice, guidance and information about visits and LOTC activities but cannot advise on high risk and specialist activities. Schools may have a Visit Leader with appropriate qualifications and experience but the more likely scenario will be that an external provider has been engaged to provide the activity. Schools are recommended to obtain advice and information on high risk and specialist activities direct from the provider or the activity / sport's governing body.

Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and establishments **must** follow the specialist guidance provided in WCC's transport policy. All national and local regulatory requirements **must** be followed.

The level of supervision necessary should be considered as part of the risk management process when planning the journey. The number of staff (or volunteers) required to supervise children during transportation will depend on:

- The type of transport;
- The driver (staff cannot supervise children and drive at the same time, groups that will need input from an adult during a journey either behavioural or other will require an extra adult to travel with them);
- The distance to be travelled;
- Any special needs of the children being transported.

Where a coach or bus is hired, the Visit Leader must liaise with the EVC to ensure that a reputable company is used and care should be taken over the selection of coaches or buses which, however old, must be fitted with seat belts. Visit Leaders must ensure that everyone wears seatbelts at all times. Contingency plans should also be in place should there be a breakdown or accident.

If transport is being provided by a minibus, the driver should have been through WCC's training and hold the correct license categories (e.g. C1, D1).

The use of private cars to transport children to visits and LOtC activities is not recommended. If there is no alternative, the EVC or Headteacher should perform some basic checks:

- Does the driver hold a valid license and the correct level of business insurance?
- Is the car taxed (and a current MOT if applicable)?
- Is the vehicle 'roadworthy'?

*Note re Child Car Seats - Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first. Child car seats are not compulsory when children travel in a coach, only when they travel in a car. Only if parents write to say they wish their child to use a booster seat do they have to supply one otherwise school are happy to take the children on the coaches without booster seats. It is important to note that school cannot use the booster seats with a back on as these will not safely fit on the coach seats. Whilst these are compulsory in cars they are not compulsory in coaches. However, if due to medical reasons a child needs to have a backed booster seat then this will be accommodated after discussion with EVC/Headteacher and letter received from parent/carer verifying medical need.

5. Monitoring and Review

Approval of Visits and LOtC Activities

The Headteacher has the responsibility for the formal approval of all Visits and LOtC activities. Approvals are performed using the EVOLVE system that automatically notifies WCC's H&S Team and Emergency Planning officers. WCC may require further details if the visit or LOtC activity:

- involves a journey of more than 50 miles away from base;
- involves a residential or overnight stay; or,
- involves an adventurous activity or takes place in an adventurous environment.

All visits and LOtC activities will follow the following hierarchy of approval by using the EVOLVE system:

- Visit Leader – initiates, plans (and runs) the visit or LOtC activity;
- Educational Visit Coordinator – checks the plans and associated documents, gives outline approval, monitors progress, assesses the success (or otherwise) and provides feedback to improve future visits or LOtC activities;
- Headteacher – checks that essential elements for the visit or LOtC activity are in place and give approval.

Evaluation of Visits and LOtC Activities

The school or service EVC will ensure that the VL who organised a visit or LOtC activity performs an evaluation to determine:

- What went well;
- What went less well; and,
- How the visit or LOtC activity could be improved.

It is expected that the EVC will share any learning outcomes with other schools and services.

Review

This policy will be reviewed every three years or sooner if there is a change in legislation, licensing (of activity providers) or national guidance.

6. Induction and Training

The school ensures that staff are provided with:

- appropriate guidance relating to visits and LOtC activity;
- training courses to support the guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training from appointed Advisers that have proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

The appropriate guidance for the management of outdoor learning and visits supported by the school is available on the OEAP National Guidance website.

Schools and services must ensure that staff undertaking or approving visits and LOtC activities have the requisite competencies; WCC recognises four core courses that give competence to the required standard:

- OEAP-accredited Educational Visit Coordinator (EVC) Training;
- OEAP-accredited Educational Visit Coordinator (EVC) Revalidation – ensuring that their EVC(s) undertakes a formal revalidation within the recommended period (usually 3-4 years);
- OEAP-accredited Visit Leader Training – this course is a requirement of designated Visit Leaders.
- OEAP-accredited Visit Leader Refresher Training - While there is no revalidation requirement, to meet OEAP guidance requirements regarding leader competence, leaders must be current in their knowledge of expectations of good practice - update refresher training on a 4-year basis is the HSE recommendation and is therefore strongly recommended.

These training courses can be accessed via the Health and Safety Team - details can be obtained by contacting the Offsite Visits Advisor. Other providers offer similar training but this may differ in content and syllabus especially in the use of the EVOLVE system and Critical Incident planning. If staff, schools or services are unsure whether a training course meets WCC's requirements they should contact the H&S Team as detailed above.

Please note - Staff who lead and provide high risk activities for children must hold the relevant qualification from that activity/sport's governing body.

Where a member of staff experiences problems with finding the material they are looking for, or require clarification or further help and guidance, they should contact their Educational Visits Coordinator (EVC). At the discretion of the EVC, the member of staff may be directed to the appointed adviser.

7. Management of Risk

Risk / Benefits Assessment Procedure

At a very early stage of the planning process, the Visit Leader and provisional staffing team should identify the benefits and learning outcomes of that activity (or range of activities) might achieve. If the outcomes are to be evaluated with any rigor (an Ofsted expectation), then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focussed and also be a vital part of the risk management process in providing some objectivity in a “Risk/Benefit Assessment”. Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on-going review and evaluation strategies, including performance indicators.

Risk assessment is an essential part of fulfilling health and safety responsibilities. Any risk assessment must:

- identify the potential real risks (hazards) involved in an activity;
- decide who might be harmed;
- identify control measures which would reduce the risk;
- record the findings.

Risk assessments for educational visits have three levels:

Generic activity risk assessments – which will apply to the activity wherever and whenever it takes place.

Example: *Swimming – one of the risks to be assessed would be the risk of drowning. Control measures would include assessment of water confidence and ability of pupils, competent supervision, appropriate buoyancy aids.*

Visits/Site Specific Risk/Benefit Assessments – which will differ from place to place and group to group. They will be undertaken by the School for each venue and amended as necessary for different groups.

Example: *Visit to the Tower of London by a group of Year 6 pupils. An assessment would need to take account of the known behaviour patterns of the pupils concerned, including those with special needs, the need for adequate numbers of supervising adults, and the management of movement around London.*

Ongoing Risk Assessments and Reassessments – It is not possible to foresee every detail of a visit and Visit Leaders and other responsible adults must continue to assess and reassess risks while the visit is taking place. Any significant amends to the programme or arrangements for a trip arising from a further risk assessment must be reported back to School and noted in the evaluation via the EVOLVE system.

Example: *fell-walking in the Lake District. The Visit Leader will need to assess weather conditions throughout the day, including the effect of heavy rain on water levels in streams which may need to be crossed.*

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. The school has adopted a format for recording Risk/Benefit Assessments based on that recommended in WCC EVC Training (See EVOLVE system: Resources Tab – Establishment Documents). Exemplar event-specific assessments using these materials is provided to EVCs and is made available to Visit Leaders as part of the training package.

Requirement to Ensure Effective Supervision

Employees with a visit leadership role must meet legal and good practice requirements regarding effective supervision. In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is “effective”.

Effective supervision should be determined by proper consideration of:

- detailed staffing requirements nature of the activity;
- nature and ability of the group (including the developmental age, special learning needs, behavioural, medical and vulnerability characteristics etc);
- nature of the environment and whether it is subject to rapid change and prevailing weather distance from base support;
- gender issues.

At Broadwas CE Primary School, the ratio of responsible adults to pupils will not fall below 1:15. There will normally be a minimum of two adults in every party.

The following ratios of adults to pupils are a general guide:

- 1:6 in years 1 to 2 (under 5s will generally need a lower ratio);
- 1:10-15 pupils in years 3 to 6.

First Aid

Whenever possible, a trained first aider should be included on school visits. **EYFS children who are attending an off-site visit must be accompanied by a suitably qualified paediatric first aider.**

8. Selection and Assessment of Providers

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of children. It is a vital dimension of risk management.

Broadwas CE Primary School has set out its expectations of Visit Leaders for the selection and assessments of potential providers for off-site visits and LOtC activities as follows:

- Website - Visit the providers website or seek its official literature;
- Quality badge - Find out what if any quality badge they have and what it actually assesses/inspects to gain the quality badge, check out if the provider actually holds the quality badge stated (WCC recognise LOtC, Adventure Mark, AALS);
- Engage with the provider – talk to them, get risk assessments from them and any other information they can provide e.g. plans, maps directions, car parking etc.;
- Past visit – Check using EVOLVE (WCC requirement if maintained school) if other schools have used this provider or look at own past school visits and feedback after the visit;
- Preliminary Visits - Carry out a preliminary visit if possible, if not try to seek a contact from another school who have used the provider by using the EVOLVE system;
- Governing Bodies – Check if any of the activities planned are affiliated to a governing body e.g. rugby – Rugby Football Union, canoeing – British Canoe Union;
- Off-site Visits Advisor – consult with WCC Off-site Visits Advisor.

9. Emergency Procedure and Incident Reporting

WCC Children's Services Critical Incident SLA provides advice and guidance through their 'Critical Incidents in Schools' training. Advice and guidance is also provided on EVOLVE.

The OEAP National Guidance provides advice about planning for emergencies and WCC also provides you access to the Off-site Visits Advisor.

WCC Emergency Planning Unit can access planned visit details in the case of a critical incident via the EVOLVE system.

WCC provides an On-line accident/incident reporting system and requires all incidents to be recorded as soon as possible, minor incidents to be recorded in an accident book with the first aid provision during the visit.

10. Exclusion and Inclusion

It is unlawful to treat a disabled person less favourably or fail to take steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Expectations of staff must be reasonable and within their own competency to provide inclusion of a young person.

This policy endorses the following principles:

- A presumption of entitlement to participate;

- Accessibility through direct or realistic adaptation or modification;
- Integrations through participation with peers.

Disability and Special Educational Needs

The School will make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration, as appropriate, in the risk assessments and planning undertaken in advance of the visit. Any reasonable adjustments identified as necessary to broaden participation will be implemented.

11. Insurance

Employer's Liability Insurance is a statutory requirement (WCC holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it). This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. WCC also holds Public Liability Insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. School employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers off-site activities and visits organised by both school employees and volunteer helpers.

Some level of Personal Accident Insurance is provided for all WCC employees during their employment, providing predetermined benefits in the event of an accident. However, Visit Leaders should be advised that they should consider taking out less limited personal accident cover privately, or obtain cover through a professional association.

Reviewed and approved by the Governing Body on 29th June 2017.

Reviewed and approved by the Governing Body on 9th April 2019.

Reviewed and approved by the Governing Body on 11th July 2022.

Reviewed and approved by the Governing Body on 5th February 2024.

Appendix 1

Procedure for Organising a School Trip/Educational Visit

1. Visit Leader (VL) to contact Headteacher, proposing the trip, the date and stating the merits of the proposed trip.
2. VL to check the date of the proposed trip against the school calendar.
3. VL to make initial contact and enquiry with provider and secure provisional booking if necessary.
4. VL to complete Section A of **Educational Visit Planning Form** and hand to Educational Visits Coordinator (EVC)
5. EVC will:
 - Confirm venue booking and request venue Risk Assessments and confirmation of Public Liability Insurance
 - Book transport
 - Rearrange music lessons and cancel any school meals if necessary
 - Draft a letter to parents
 - Return copy of Planning Form to VL with details of above outlined in Section B.
6. VL to complete a Risk/Benefit Assessment for the trip.
7. VL to log trip on Evolve system and upload the Risk/Benefit Assessment. (VL can upload other relevant documents through Evolve if they wish but please DO NOT upload pupil register - See point 10, below)
8. EVC to check details of trip, including Risk/Benefit Assessment. If approved by EVC, the Evolve Trip Form will be forwarded to the Headteacher for final approval.
9. EVC to check the following:
 - Letter to Parents sent - outlining details and costs
 - Permission/consent forms have been returned
 - Transport and venue is booked
 - Parent/carer emergency contact details provided to visit leader
10. Prior to departure, the Visit Leader should check they have:
 - An up to date register of pupils on the trip (Please provide a copy of this to the EVC before departure so that a final, definitive register can be uploaded onto the EVOLVE system)
 - A 'Trip Details' print out from EVOLVE
 - A detailed itinerary
 - A First Aid Kit and any medication for pupils - e.g. inhalers
 - A copy of the Risk/Benefit Assessment
 - A copy of the Educational Visit Planning Form
 - Emergency/contingency funds available
 - A charged mobile phone (preferably for each member of staff on trip)
 - Printed emergency contact details
11. Go on your trip!
12. Following the trip, VL to complete an evaluation on the Evolve system.
(If there was a H&S incident or near miss, VL to record this in accordance with the Health and Safety Policy).

NB. A copy of all relevant information should be retained by the EVC.

Appendix 2

BROADWAS CE PRIMARY SCHOOL

PLANNING FORM FOR EDUCATIONAL VISITS (including sports fixtures)

*This form has three sections: **Section A** is for completion by the EV leader. All details must be completed and approval sought from the Headteacher; **Section B** is for completion in the school office when arrangements have been confirmed; **Section C** is financial information to be completed by the School Administrator after the visit.*

SECTION A

Proposed visit – event and/or venue		
Date		
Name of visit leader		
A provisional booking has been made	Yes/No	
If a provisional booking has been made – name of contact with contact details.		
Visit and risk assessment uploaded to EVOLVE? (date)	Date	
Pre-visit completed? (see COVID risk assessment)	Date	
COVID risk assessment completed and uploaded to EVOLVE	Date	
Venue public liability insurance policy number		
Venue risk assessment obtained (date)		
Location for lunch?		
Arrival time at venue		
Depart time from venue		
Accompanying staff		
Accompanying volunteers	Name	DBS check (v)
Transport required		

Dress code for children (uniform/warm clothes etc)	
Spending money permitted (with limit)	
Lunch arrangements – packed lunches; early/late lunch in school	
Any special arrangements required for UIFSM or FSM children	
Additional information	

Approval of Headteacher (signed and dated)	
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SECTION B

Venue booked as above/any changes	
Venue booking confirmed by e-mail/letter/phone (date and reference/contact)	
Cost of venue/workshops	
Transport booked as above/any changes	
Name of coach company	
Departure time from school/arrival time back at school	
Coach booking confirmed by e-mail/letter/phone (date and reference/contact)	
Cost of coach	
Music lessons cancelled/rearranged	
Lunches cancelled	
Letter drafted	
Letter sent home – paper and e-mail	
Letter on website	
Visit on ParentPay	
Consent forms from all children	

Visit leader has contact information	
Visit leader has children's medication (incl inhalers) and first aid kit	

SECTION C

Venue purchase order number	
Transport purchase order number	
Total cost of visit	
Cost per child	
Total contributions received	
Difference - any PPG or PE grant?	