



**Westminster
Primary
School**

A life without adventure is likely to be unsatisfactory.

A life without limits on adventure is likely to be short '

Bertrand Russell

Westminster Primary School Policy for Educational Visits/ Off Site learning

1.Introduction:

1.1: Our Philosophy

At Westminster School, we strongly believe that a wide range of educational visits and visitors coming into school form an invaluable aspect to the school curriculum. We believe that high quality outdoor learning / educational visits and visitors into school enrich the curriculum, provide academic benefit and offer vital opportunities for physical, social, emotional and personal development.

With this philosophy in mind, the staff at Westminster School aim to provide all pupils, subject to risk assessment, with a variety of high quality learning experiences outside the classroom.

We recognise that they are undeniably worthwhile, but also recognise the additional responsibilities. It is because our staff believe in the benefits to the children, they give the time and commitment to plan and safely deliver these opportunities for the children.

1.2 Who is this policy for ?

This policy is for staff, trustees, parents and any other stakeholders who are directly involved in monitoring, planning and running any visit that is outdoors, off site or not considered within the normal boundaries of the classroom environment. This policy will set out clear expectations and procedures for staff to follow. It includes activities

- Local visits (often repeated each year)
- Whole day activities
- Sporting activities
- Adventurous activities
- Residentials
- Overseas visits

2: Statutory requirements:

This policy and WPS educational visit procedures have been developed in line Birmingham City Council document '**Policy and Guidance for Educational visits and**

Learning beyond the Classroom ' (2016) which Birmingham schools are required to adopt since they are the employers of all adults who will be planning and delivering the visits. Birmingham City Council now adopts the guidance from **The National Guidance for the Management of Outdoor Learning (OEAP)** and their policy makes many references to key information which can be found there. The EVC and key personal who support the planning and leading of trips at WPS have read the document. (see website www.oeapng) Birmingham EVC training was also supported the policy and procedures that the school will adhere to. This policy for Westminster School should be read in alongside the Birmingham Policy and guidance and alongside the OEAP guidance.

3: Roles and responsibilities:

3.1 The Trustees must :

- Ensure that a policy exists for the coordination of visits and for future effective and management
- Assure itself that appropriate risk assessment procedures are in place
- Ensure a school approval system for visits is in place
- Ensure that the LA is notified of defined adventure activity provision
- Determine what types of visit require its specific approval
- Determine its procedures for responding to a major emergency
- Have a charging and remissions policy

3.2 The Head Teacher:

- Ensures that all LA policy is implemented
- Tasks are delegated for EVC as appropriate
- The visit leader is an appropriately experienced and a competent member of staff.
- The suitability, number and competence of all adults accompanying or instructing the party
- Adequate child protection procedures are in place
- Proper and effective support structures in the event of difficulty or emergency, including means of contacting the relevant School Education Officer at the LA
- Notification of the visit to the LA, where required and that appropriate insurance is in place.
- Visits are evaluated to inform future visits.
- Countersigns the Risk Assessment

It is a legal requirement that all schools have a trained Education Visits Coordinator (EVC). The named EVC at Westminster school is Mrs Vivienne Smith. The HT, Mr Maneer Samad and the Director of Sport (Christian Booth) have also undergone the EVC training by Birmingham City Council. The EVC will be involved in the planning and management of educational visits including adventure activities led by centre staff

3.3 The functions of the EVC are to:

- Liaise with the Local Authority to ensure that educational visits meet the Local Authorities requirements including those of risk assessment.
- Approve educational visits alongside the Head Teacher/Head of Centre. EVCs have had the necessary training to share this responsibility with the EVC/Head of Centre. However there will be a notification system for all visits from the Centre as well as the Local Authority notification procedure for visits involving Adventurous Activities.
- Ensure that the risk assessments have been carried out and recorded.
- Assign competent people to lead or otherwise supervise a visit.
- Assess the competence of leaders and other adults proposed for a visit.
- Organise the training of leaders and other adults going on a visit. This could involve training such as first aid, Visit Leader training etc.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
- Make sure the DBS barring is in place as necessary.
- Ensure that the visit leader obtains the consent of parents/carers and provides full details of the visit beforehand.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reviews, reports of accidents and 'near misses'.
- Review systems and, on occasion, monitor practice

3.4 Visit leaders are responsible for:

- Planning the visit.
- Informing parents/carers and seeking consent.
- Risk assessments
- Arranging transport and additional insurance where required.
- Financial arrangements
- Obtaining approval from the EVC
- Making sure that all accompanying adults understand their roles and responsibilities.

4 Key procedures for Staff to follow:

- **A simplified (visual version form see appendix A) will be available for staff to follow.**

4.1 Outline Plan:

An initial outline of visit to be discussed with EVC.

- There should be links between the visit and the work within the classroom.
- Clear aims and objectives must be set out and feedback will be provided by EVC. (please refer to WPS A2 and RA)
- Transport must be considered (coach, public , minibus etc)
- Financial implications (cost to child, food, entrance , transport, equipment etc)

- Finance planning must be in line with school policy for charging. See Schools Business Manager

4.2 Approval of visit:

Once a staff member has an idea for a visit / experience they must consider the visit and consult form A2a. This will ensure that the visit is linked to the curriculum, is appropriate in distance/ timing etc. Once the required information has been discussed / submitted the visit will be approved by the EVC and the School Business Manager . Overseas visits / adventurous activities and certain other visits require approval of the LA and this must be made in advance using the correct paperwork 4 weeks in advance of the visit. (See form OE2005)

4.3 Risk Assessment: (RA)

- It is good practice to undertake a pre- visit (discuss with EVC as this will vary on the visit and might not be necessary for all visits) Pre visits can not take part on Tuesday afternoons when the school undertakes CPD sessions. It can be taken in afternoon PPA sessions but these must be swapped well in advance.
- Risk Assessments (using WPS form A4 – updated Sep 2016) must be provided for all outdoor visits.
- Risk assessments must clearly state any children / staff who have medical conditions, what the medication is required, who will carry medical equipment and who will administer it.
- Previous RA may be used but will need updating for changes in circumstances and MUST be amended for current group eg medical/ staffing etc. All amended risk assessments must be signed by EVC/HT
- The RA will either incorporate a detailed plan of the day (if necessary) or one will be attached.
- RA must be completed and signed by EVC the 3 days before the visit. (any RA not presented in this timescale will prevent the visit from taking place.)
- The RA must be signed by EVC and countersigned by the HT.
- The RA must have a Plan B if something goes wrong.
- The completed / signed RA must be shared with all Staff members on the trip.(pre trip meeting see WPS form B2)

4.4 Information to Parents and Consent

Written consent (where applicable) must be gained for all children attending the visit.

WPS adopts the policy of BCC which recognises that some visits in the immediate locality of the school only require written consent from parents at the beginning of the academic year (eg local visits, sporting activities, field work etc) The EVC will advise if consent is not required. If consent is not required, a letter informing of intended visit must be sent out. If

parents do not consent, then the child must not be allowed to go the visit. The EVC and CT must keep a copy of the consent forms and any objection must be kept on file by the EVC.

Brief information and **consent** must be available to parents for activities which include:

- Involve a day away from school
- Special lunch arrangements (please see office to order FSM packed lunches)
- Special clothing
- Cost
- Visits which will be have a late arrival home (for older chn – lists must be obtained as to who is going home alone , who will be picked up)

More **detailed information** and **consent** must be sought for

- Any visits for pupils in Y1- 3 which is outside the normal routine of school
- Any off site activity where adventurous activities are offered
- Residential visits
- Visits abroad
- Circumstances where indirect (remote) supervision is envisaged
- The funding of the early return of child due to unacceptable behaviour

Please see section 18 (**P & G for Ed visits and LBTC**) for guidance as to information for parents.

4.5 Staffing:

- All visits are required to have a visit leader who plans and oversees the visit. This is named on WPS Risk Assessment.
- The visit leader can be anyone who the HT / EVC deem to be competent in organising and leading the visit.
- The visit leader must accept responsibility for a common law duty of care towards the pupils' in their care. The EVC will share this knowledge with the visit leader and provide further guidance (Section 13 of LBTC)
- The visit leader will be required to hold a visit meeting to share the RA and any other organisational issues prior to the visit. (a register sheet must be signed by all and a copy given in with trip paperwork- see WMP form B2)
- WPS follow Birmingham City council/ National guidelines (OEAP) for Staffing ratios
N – 1:3 Rec 1: 5 Y1 – Y3 1:6 Y 4- Y6 1:10/15
The ratios for EYFS are statutory. Other year groups are guidance and should be seen as starting point.
The ratios are clearly stated on the WPS risk assessment. WPS staff must understand that these are minimum requirements and that the ratio will ultimately depend on the activity and the group undertaking it. The EVC/ HT may change ratios when necessary. Ratios for EY are statutory.
- The visit must have a qualified FA attending. For children under 5 this must be paediatric trained.

- All activities that require clearly defined qualifications for leaders must be sought and a copy made and handed in with the RA
- BCC also advocates that a visit assistant be appointed in the case of absence/ illness of the visit leader.

4.6 Transport: Please refer to Section 17 (P&G for ed visits and LBTC)

WPS will use a range of transport for its visits: These will include, public transport, hired coaches, hired minibuses and occasionally taxis and private cars.

a) Private cars

- Where hired cars are used, the employer must have the extension ' business use ' on their policy which must be verified and reviewed annually. (see later section on insurance)
- Where private cars are used, where the child reaches 12 / height – they will need appropriate restraints(car seat)

b) Public transport (trains , buses)

- WPS understand the benefits of using public transport for cost effectiveness, personal development and reducing the environmental impact. Groups using these systems will need to consider– higher staff ratios, strict timetables, emergency plan / short notice changes and the fact that groups are in the enhanced public eye.

c) Transport by coach

- WPs will only use companies that provide seatbelts
- WPS will only use coach companies that are reputable or have been used and been effective previously
- Visit leaders should check the condition of the coach for obvious safety features
- Any significant deficiencies should be discussed with the driver and depending on the circumstances insist that any deficiencies should be corrected or request the provision for another coach. Although this would delay the visit, this should not be the reason for failure to act in cases of serious deficiency.
- Visit leaders / staff should remain vigilant and should any significant issues of concern arise, it may be necessary to insist that the coach be stopped at the first safe opportunity and further actions need to be taken. It is essential that phone numbers (including 'Out of hours' phone number are taken on the trip. In these circumstances, it is imperative that the visit leader takes detailed account of circumstances of any incident .

d) Transport by minibus

- WPS has a number of designated minibus drivers to drive pupils to events. All drivers must complete the minibus driving scheme which must be retested every 3 years.
- Drivers must be between 21- 70 and held a full license for 12 months
- WPS will adopt BCC (see sec 11/p12) concerning number of adults on a minibus for a given journey.

4.7 Prior to visit:

a) Behaviour of children:

At WPS we believe that appropriate preparation of our children will significantly enhance the enjoyment , educational value and safety of the visit. The age, maturity and ability of young people will determine the nature and extent of such preparation. As well as giving information about the activities and expectations of behaviour, the focus will be on supporting children to keep themselves safe. Eg potential hazards, meeting places, emergency procedures, what to do if separated etc. WPS has very high expectations for behaviour outside the classroom and consideration /action could be taken for pupils whose behaviour might compromise the safety of other pupils on the trip.

b) Checking out:

Prior to the visit leaving the school premises, the trip leader should ensure that the following have been handed in to the office using the **red file**

- i) completed / signed RA (form A4)
- ii) all consent forms
- iii) class list – indicating attendance on trip (green) / in school and where (yellow) / absent (pink)
- iv) signed meeting form (form B2)
- v) emergency procedures card

4.8 On the visit:

- All the above must also be taken along on the trip
- The visit should be delivered according to the plan
- The staff must have signed copies of the RA/ class list and any medical information.
- Staff will be trained that adjustments might need to be made to respond to unforeseen procedures
- Any changes must be added onto the RA and reasons why.
- A fully stocked First Aid kit must be provided. (see appendix from (OEAP)

4.9 Emergency Procedures and incident reporting (sec 20 P&G for Ed visits & LBTC)

- Emergency procedures (general) agreed by SLT has been developed. (see appendix)
- Emergency procedures agreed by the school must be adhered to
- Emergency procedures must be shared by visit leader to all staff and orange emergency cards must be provided for staff attending.
- Emergency procedures must be reviewed yearly
- EVC (DH) and HT (EVC trained) will leave their numbers for the duration of the visit.

- All accidents must be reported to the Local Authority and recorded in the accident book.

4.10 Reporting back in:

- Once the trip has been completed, the visit leader must
 - i) report back to EVC
 - ii) ensure that any incidents, accidents, near misses are reported and any paperwork is filled in
 - iii) a brief evaluation of the visit is completed (see end of WPS RA form)
 - iv) all required paperwork is handed back to EVC for record keeping and all other is shredded.

5. Safeguarding:

Westminster School is committed to the safeguarding of children and young people. We operate Child Protection procedures in line with LA guidance. All school staff attending a visit will have a DBS check in accordance with LA guidance. Any staff who are not DBS checked(see section on volunteers) will be briefed in WPS Child protection procedures. These persons will not be left alone with children on the trip. The trip leader must assess the suitability of the volunteer for the role in question. Where doubt remains about the suitability following appropriate checks, the adult should not be allowed to go on the trip.

The visit leader/ school staff operate a protective ethos and therefore will constantly remain vigilant throughout the duration of the visit.

Staff will ensure that any equipment, tools and activities are properly risk assessed and incorporate safe procedures including formal risk assessments for young people to ensure pupils' health, safety and wellbeing.

As part of the subject, pupils will be taught the skills to develop their knowledge and awareness about keeping themselves and others safe. This will be differentiated by age and ability.

6. Monitoring & Review

- WPS understands that a monitoring of procedures and practices is essential for ensuring compliance of policy and safety of staff and children in all visits.
- We have appointed H & S Trustee (Roy Fackrell) who will be required to check our policy, procedures annually
- At least x2 per academic year, visit leader practices will be monitored (eg meeting etc)
- All paperwork that is submitted is checked and regulated by EVC prior to visit taking place.
- We understand the importance of 'peer moderation' and although this is not set up currently we are planning to set up links with a local school.

- We aim to review our policies and practices annually. An annual review will enable the EVC to learn from near misses or accidents. Outcomes from this information sharing will be shared across the school.

7. Induction, training & succession planning:

Westminster Primary School is committed to developing staff competence to participate in and lead educational visits. Every year, staff will undergo basic training. Training will comprise of

- i) Informing them of LA statutory requirements concerning educational visits.
 - ii) Writing of effective Risk Assessments
 - iii) Hazard perception
 - iv) Records that need to be kept (consents of any chn involved in an accident , RA, approval, register of visit meeting)
- The EVC will have updated training every x2 years. This will next be 2019
 - WPS staff received visit leader training in September 2016 to enhance the level of visits that are taking place currently
 - Currently , both senior leaders have had EVC training. In 2017, Christian Booth (Director of Sport) received EVC training to support the process and ensure that robust school procedures are followed and maintained.

8: Risk management and risk benefit assessment:

- All visits / visitors are required to carry out a Risk Assessment (see form A4)
- Training will be provided for completing effective RA
- Where appropriate, WPS will endeavour to involve staff, young people in the planning and preparation of visits
- Where appropriate, generic RA can be used. These will be for
 - i) local walk
 - ii) visits to secondary schools (unless activities undertaken are assessed as a risk by EVC)
 - iii) visits to other schools (unless activities undertaken are assessed as a risk by EVC)
 - iv) sports activities undertaken frequently / by same/ similar groups of children

NB: generic Swimming RA needs to be generic for the ability and age of chn attending. EG Year 1 chn different to Y4 chn

- All generic RA must be amended with up to date medical and any SEN requirements.

- All previous and generic RA must be reviewed regularly to ensure that circumstances that could affect the safety of the children have not changed etc.

9: Assessing venues and providers:

- Where appropriate , WPS will assess and use venues / external providers if they are deemed to provide the best delivery of required learning.
- WPS will adopt the same rigorous visit procedures adopted from BCC
- WPS will attempt to use providers who already have a credited assurance of health and safety systems etc. This will reduce extra bureaucracy for visit leaders and providers.
- Accredited providers are Adventuremark, LOtC Quality Badge, AALA licence.
- Before accepting a booking the ECV will check the accreditation with BCC
- WPS/ EVC will not ask for their RA but will ask for any information that they publish to support helping visit leaders to manage their visit.

10: Volunteers :

- At times, WPS may ask for volunteers to support on a trip to enhance the child / adult ratio.
- If the volunteer is employed by the school to complete regulated activity (as outlined by BCC/ Safeguarding) then an enhanced DBS check will have been established. The visit leader must check this.
- If the volunteer is not engaged in regulated activity, then they will not be subject to an enhanced DBS check. In this instance, the visit leader must be made aware. The adult will not be left alone with children or left to supervise a group of children unattended.
- WPS follows BCC guidelines which state that teachers from the school form not less than 50 % of the minimum staffing complement.(for chn under 5, this there should be at least one teacher for every 20 pupils , supported by a balance of approved adult helpers.) see section 12
- All volunteers must attend the pre trip visit so that they know the procedures
- All volunteers must be briefed in WPS child protection procedures and know the named person on the trip to report any incidences to (this might not be a DSL)
- The trip leader (with support from EVC) will assess if volunteers are competent to vary out the role assigned to them
- WPs will not ask volunteers to lead to / be an assistant leader.
- Volunteers will be required to be supervised by a member of school staff at all times.

11: Insurance (see section 14 of P&G for Ed visits &LOT C)

Westminster School is insured against its legal liability should a child be injured while in our care. However if parents/carers wish they may arrange additional insurance cover. It may be

advisable, in certain circumstances, for the EVL to take out additional insurance for residential visits. Visit organisers should clarify through the school what insurance cover already exists to identify what additional cover needs to be provided. The duty of care which applies to a teacher/leader is 'in loco parentis'. To fulfil their obligations, teachers and leaders must

- Ensure that their actions are compatible with those expected for careful and prudent parent
- Ensure that their actions take account of the age and known propensities of particular children
- Exercise sound judgement, commensurate with their knowledge, experience and training
- Ensure that their actions are in line with well developed and accepted practice.

11.1 Insurance of privately owned vehicles:

The responsibility of insurance of private vehicles belonging to governors, employees and voluntary helpers (including parents) rests with the owner/driver concerned. **For any employer planning to use his/her own car the policy must permit 'business use' by the driver concerned. It is a criminal offence to drive a vehicle without proper insurance being in force.** It is essential that employees hold the appropriate form of insurance permitting business use and that it is verified. They should provide documentary evidence when authorised to use their cars on LA business and then on a 12m basis. These records will be held in the personal file.

11.2 Minibuses: Please see guidance in the document "Minibuses Regulations and operational guidelines 1997" or summary in Section 11

11.3 Coaches:

- WPS will check that any coach company hired will provide valid and appropriate insurance for duration of the hire period. This must be sought and validated. Also a check for valid road fund license and operator's license disc. The trip leader will be expected to work alongside the finance dept in respect of exchanging of funds etc.

12: Equal opportunities / Inclusion

All pupils, subject to risk assessment, are entitled to learning experiences outside the classroom. Consideration may have to be given to pupils with specific needs, such as access and/or specific social, emotional and behavioural difficulties when compiling a risk assessment for a visit. We recognise that it is unlawful to treat a young disabled person less favourably and to fail to take steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

13 : Records

- The visit leader must write up any near misses or accidents in a record book collated by the EVC. A meeting with staff should be held to learn from the incident and this information should be shared across the school

- The EVC must check that all pupil medical forms are copied and available to be taken out on trips with the visit leader.
- Any consent forms of children who have been involved in an accident must be kept by EVC
- A copy of RA (signed), register of trip meeting, approval form A2 must be kept by EVC and filed under the correct YG.
- Any forms required by finance dept must be kept eg consent forms , costings etc. Please refer to bursar for further assistance.

This policy was written by Vivienne Smith and updated June 2018

The policy was adopted by the Trustees on

The policy will be subject to review in September 2019.....

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