



***Brant Broughton CE Methodist Primary School
Educational Visits Policy***

February 2022

School Vision:

'With the world as our parish, we evolve as a family so that children and adults flourish. Through a Christian lens, we all develop the skills, knowledge, hope, compassion and aspiration to be active in our local and global communities, celebrating, exploring and living life in all its fullness.'

Our vision of encouraging and developing pupils who are active as local and global citizens, ensures that pupils are given as many opportunities as possible to experience 'living life in all its fullness' through first hand experiences of the local and wider area.

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Brant Broughton CE Methodist Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Brant Broughton CE Methodist Primary School:

1. Adopts the Local Authority's (LA) document: '**Lincolnshire Educational Visits Policy 2021/21**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are three 'types' of visit:

1. **Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**

These involve activities within the school premises, around the village for example, visits to the church, park or other village locations. They are included in our Generic Risk Assessments and are not subject to further risk management plans. Teachers and other adults leading these follow the Generic Risk Assessments and adapt these according to pupils taking part. **Where children are taken offsite the appropriate form ('Signing Out Sheet') will be completed and left in the office.**

2. **Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.**

These are entered on EVOLVE by the visit leader and submitted to the EVC/Head for checking. The EVC then submits to the Head for approval. **For additional adventurous activities for example, the use of a climbing wall on the school site, parental consent would be sought. For EY pupils, the recommended ratio will be used and on each trip a member of staff with a Paediatric First Aid qualification will attend. For trips with other year groups, at least one member of staff will have basic First Aid training and a working knowledge of First Aid. Staff retain a 'duty of care' at all times and are encouraged to be proactive in ensuring pupils are safe and well cared for.**

3. **Visits that are overseas, residential, or involve an adventurous activity.**

These follow 2. above, but the Head then submits the visit to the LA for approval. **For all residential visits a member of staff will visit the venue prior to the visit if it has not been used before. No member of staff will consume alcohol on the trip. At least one member of staff will have basic First Aid training and a working knowledge of First Aid. Staff will ensure that there is access to a qualified First Aider at all times. Staff retain a 'duty of care' at all times and are encouraged to be proactive in ensuring pupils are safe and well cared for.**

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. **Staff have a Duty of Care on all trip and visits (including residential) and must intervene if they feel an External Provider is putting a child at risk.**

The Educational Visits Coordinator (EVC) and Headteacher is Elaine Bedford, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE. The EVC/Head sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the LA for approval. The Headteacher retains the right to withdraw children from residential or other visits where behavioural concerns about an individual may cause safety issues for themselves and other staff.

The Governing Body's role is that of a 'critical friend'. Individual governors may be given 'read-only' access to EVOLVE. Visits are included in the termly HT report to governors.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Evolve Emergency Plan). All staff on visits are familiar with this plan and it is reviewed regularly.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

If a child is found to be missing on a school trip, the Visit Leader will ring 999 after 5 minutes.

Educational Visits Checklist

Brant Broughton CE Methodist Primary School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities, and may be downloaded from EVOLVE Resources. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Parental Consent

Consent is not required for activities within the School Learning Area (this includes the village) that are part of the normal curriculum during normal school time. The school obtains blanket consent at the start of each year for these routine activities, eg. Within school-time sports fixtures, local visits (i.e. not including coach/car travel) etc.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc), so that consent is given on a 'fully informed' basis. Parents have the option of consenting online via Parentpay message, through Parentmail or emailing the school office, through Class Dojo, or through a traditional paper consent form.

Inclusion

All children are included in school visits with specific notes added to Evolve where special consideration needs to be made for pupils with specific learning, health or behavioural needs. Additional adults may be required for these pupils, these adults are not included in staffing ratios. When considering Risk Management for visits, staff will make alternative provision where pupils are unable to access areas or activities due to specific needs. Wherever possible and safe, staff will ensure that all children are fully included in all aspects of school visits.

Transport

School follows the Lincolnshire guidance for transport as part of school visits. On occasions we borrow the minibus owned by other schools. This is only driven by adults holding a D1 license and with an additional adult to accompany the children. Where parents are transporting children, this is arranged by parents between themselves with the consent of the parents concerned. In the main, school hires buses from registered providers.

Use of staff cars to transport pupils – school follows LCC guidance

Insurance

School follows LCC guidance. External Providers who do not hold the LOTc Badge will be asked to complete LCC External Provider Form to ensure that they hold at least £5 000 000 of Liability Insurance.