



# Yenton Primary School



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Headteacher: Mr M Cadwallader

## **Educational Visits Policy**

Ratified at Governing Body  
Dated:.....21/10/15.....

### **Introduction**

Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

### **Aim**

The aim of this policy is to sustain and promote a broad range of off-site educational visits, whilst ensuring safe practice and competent supervision.

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards the end of Key Stage 2.

### **Background Information:**

#### **Key Points for all visits:**

- All Educational Visits must have clearly identified aims and objectives.
- All Educational Visits must have an approved competent Visit Leader who is a Yenton Primary School employee.
- Approval for an Educational Visit and for the designated competent Visit Leader role is made by the Head Teacher/EVC.
- All visits must provide evidence of a prepared written risk assessment.
- Visit Leaders must carry copies of all supporting documentation on the visit, e.g emergency contacts, itinerary, names and group details.
- EVC's must retain and record all supporting documentation centrally.
- Parents must be fully informed of all arrangements.

*If contributions for educational visits do not reach 95% of the required total, the Governing Body reserves the right to cancel a proposed visit. (taken from charging policy)*

**OFSTED's Key Finding from its most recent report on Learning Outside the Classroom (Oct 2008) states:**

When planned and implemented well, learning outside the classroom contributed **significantly to raising standards** and improving pupils' or young people's personal, social and emotional development.

Our school fully supports the vision behind the Government's 'Learning Outside the Classroom' Manifesto. We recognise that the benefits for children engaged on educational visits include:

- Raising achievement through organized, powerful experiences and opportunities.
- Participating in challenging physical activity and encouraging healthy lifestyle
- Raising self-esteem, confidence and independence.
- Appreciating landscape diversity through exploring natural environments
- Experiencing a range of built environments, extending their cultural awareness and widening horizons.
- Being involved in teamwork and problem-solving through residential experiences
- Engaging pupils or young people and making learning 'real' and relevant.
- Supporting national agendas and initiatives e.g. 'Every Child Matters', new curriculum for Primary, 'Social Emotional Aspects of Learning', etc.

### **Inclusion and Entitlement**

Educational visits are an integral part of the curriculum. All pupils are entitled to participate irrespective of social background, culture, race, gender, differences in ability and special needs.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that child from the activity.

Each pupil or young person has an entitlement to experience:

- Effective learning opportunities
- Success in learning
- Achieving as high a standard as possible
- A Residential experience (The Birmingham Primary and Secondary guarantees)

Teachers will set appropriate learning challenges, responding to diverse learning needs. We will make provision, with well-planned reasonable adjustments to support pupils, to enable children where possible to participate effectively in all educational visits. Non-voluntary charges for residential visits are in line with our approved Charging and Remunerations policy.

### **Roles and Responsibilities**

## Head Teacher

- Must be consulted on any educational visit being organised and kept informed of arrangements, as necessary.
- Ensures that the Educational Visits Co-coordinator (EVC) is aware of his/her duties and that a clear line of responsibility is established.
- Head Teachers who sign approval forms for Educational Visits must in turn have evidence of recent and relevant training through either: full- day EVC training, half-day EVC top-up training or EVC twilight training delivered by the Outdoor Learning Service.
- Ensures the Educational Visits Co-coordinator (EVC) is competent, trained and is revalidated/accredited through Local Authority Top-Up courses every three years as a minimum.
- Makes sure that governors are kept informed of the nature and progress/success of educational visits.
- Ensures adequate Staff Inset, Visit Leader Training, First Aid and CPD for Educational Visits
- Ensures that medical and personal/address details for all pupils are updated termly or half yearly for repeat activities.
- Considers Insurance matters for Educational Visits and fully informs parents.
- Writes and fully informs parents regarding regular and repeated activities that are either on or off-site; P.E. and sporting activities and fixtures or regular repeated programmes of off-site Educational Visits.
- Ensures BCC policy for transporting children in cars is adhered to.
- Ensures that parents are informed they have responsibility for transporting their own children to and from venues when transport is not provided.
- Ensure there is an updated 'charging and remissions policy' links to BCC and national guidance.

## Educational Visits Co-coordinator

- Promotes and 'champions' Educational Visits from the School/establishment and takes a lead in policy development, monitoring, INSET and other training for Educational Visits.
- Approves all visits and notifies the LA for categories of 'Adventurous Activities' and 'Overseas Visits'.
- Approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff. The Head Teacher will approve staffing for all trips. The criteria for choosing staff with free places is dependent upon: experience, appropriate year group, essential skills (e.g. First Aid, French speaker), cost of cover. These criteria are approved by Governors.
- Ensure the Visit Leader is a Yenton Primary School employee.
- Ensures compliance with requirements of Birmingham's Policy and Guidance document 'Learning Outside The Classroom'.
- Ensure approval, notification forms, checklists and 'Provider Questionnaires' are completed appropriately.
- Ensures that all the procedures outlined in the school policy are followed.
- Supports and advises colleagues in planning visits.
- Ensures that appropriate risk assessments are completed and appropriate control measures are in place reducing risk to an acceptable level.

- Ensures that a collective discussion regarding the 'risk assessment' process prior to the visit has taken place, which ensures ownership of the 'risk assessment' by the Visit Leader and all accompanying staff.
- Ensures all staff are aware of educational visits procedures via documentation and Inset sessions, staff training and relevant meetings.
- Checks to ensure parents are kept fully informed of visit arrangements and details.
- Ensures accident and emergency procedures are in place and understood by all staff.
- Records of all visits are held centrally in school by the EVC. i.e the Risk Management Portfolio for each and every visit which will include lists of all participants, risk assessments itinerary and programme information.
- Ensures appropriate staff records are collated for all Educational Visits and then stored; including checks on staff qualifications and driving details (including car insurance with business use if transporting pupils or young people in own cars).
- Ensure records are kept of all monitoring (internal and external).
- Review staff evaluations of trips and provide and encourage staff training and CPD.
- Ensure an annual review of any generic school risk assessments and an annual 'Fit for Purpose' review of the School Policy for Educational Visits.

### **Visit Leader, Teaching and Support Staff**

- The Visit Leader must ensure there are clear educational aims for the visit, be specifically competent and approved as the Visit Leader by the Head Teacher/EVC.
- Have a thorough up to date knowledge of the school Educational Visits Policy and procedures.
- Understand the importance of the 'collective discussion' regarding the risk assessment process prior to the visit, ensuring ownership of the document by the Visit Leader and all accompanying staff.
- All staff included on a visit must have a clear understanding of accident/ emergency procedures.
- The Visit Leader must carry an Emergency Contact List of everyone going on the visit in addition to the Emergency Base Contacts. 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; helpers and the group lists.
- Ensure parents are kept fully informed of visit arrangements, details and itinerary.
- Plan the visit carefully and carry out detailed risk assessment prior to visit.
- Ensure that copies of these details are given to the Head Teacher and EVC in the agreed time.
- It is the Visit Leader's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional adult/volunteer helpers, if possible invite them to take part in the 'collective discussion' to promote ownership.
- Collate and check parental consent forms for all pupils. A clear risk assessment must be made for any named child with known medical or behavioural issues.
- Complete a Post Visit Evaluation Report and give this to the EVC. This should include any 'near miss' or incidents that require a review of the risk assessment and/or evaluation of outcomes against the stated aims.
- It is the responsibility of the Visit Leader and support staff to ensure children are suitably briefed at all stages of the visit. All group members must be clear of rules and behaviour code. Children should be involved in the ongoing risk assessment.

- The Visit Leader has responsibility for whole group and must ensure the following documentation is taken on all visits: all relevant pupil medical and consent information, the risk assessment (including a Plan B, itinerary details, emergency contact details and 'Critical Incident' emergency numbers).
- Ensure that the school office have detailed information about all adults and children on the visit, the itinerary, timings and any other relevant details.
- It is the Visit Leader's responsibility to ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as appropriate.
- All staff and adult helpers should be made aware of who is responsible for first aid. The risk assessment must show evidence first aid has been considered.
- Transport for all visits must meet LA guidance/standards. The itinerary, the arrangements and drop off and collection places must be checked and agreed upon.
- An activity should normally have sufficient adults taking part to provide the following minimum ratios as a guide:
  - $\frac{3}{4}$  1 adult to between 10 and 15 pupils in Years 4 to 6;
  - $\frac{3}{4}$  1 adult to 6 pupils in Years 1 to 3;
  - $\frac{3}{4}$  1 adult to 3 pupils in Early Years.

Please see appendix 1 for the latest guidance for guided ratios.
- Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

### **Communication with parents**

- The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.
- Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits), with a limited subsidy from the parent teacher association. This must be made clear to parents in all correspondence about an educational visit at the planning stage.
- No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.
- The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time.

### **Before the Visit**

#### **Notes on 'Risk Management' and the Planning and Preparation for Educational Visits**

Thorough preparation for a visit must be undertaken, including a Pre-Inspection Visit by the Visit Leader (and other staff if necessary). The EVC and the Head Teacher should be consulted regarding the arrangements, nature and purpose of the visit. The visit should have clear educational aims. The following must be addressed in further planning:

- Matters of supervision, Provider checks, content of the day(s) activities, first aid and transport must be considered and organised in advance.
- Parents must be advised of the details of any visit and kept fully informed. Any cost of the visit must take into account the School Charging Policy.
- All necessary permission/consent slips must be obtained.

- A charged mobile phone should be taken on all trips. Check that mobile phone coverage is in the area that you are visiting.
- An Emergency Contingency Plan B needs to be in place, detailing alternative arrangements due to inclement weather, transport breakdown etc.
- Planning support, notification forms, provider questionnaire, checklists and generic risk assessments can be accessed through resources and information on the Outdoor Learning Service website pages 'Planning Ed Visits' and EVC pages.
- Links to BCC Physical Education and Sporting Fixtures Guidance (on OLS website)
- Birmingham's Policy and Guidance document 'Learning Outside The Classroom' is located on the EVC page and is broken down into sections, which are all downloadable. The web address is [www.outdoorlearningbham.org.uk](http://www.outdoorlearningbham.org.uk)

### **How to undertake a risk assessment and who to submit it to**

In addition to the above planning, a written Risk Assessment (a statutory requirement) must be made for any proposed educational off-site visit. It should:

- Identify any significant risks which pupils or young people, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level;
- Be passed on to the EVC and Head Teacher for consultation and approval.
- During the visit, be kept with the Emergency Contact List and other planning and risk management documentation.
- Check if the venue and/or provider have their own risk assessments.

**The six main considerations in undertaking risk assessments are:**

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures

More detailed prompts under each consideration, to help in undertaking risk assessments, may be obtained from the EVC. Risk Assessments must be passed on to the EVC/Head Teacher at least 4 weeks prior to the visit if at all possible. (The LA will require at least one month's notification for Adventurous Activities and six months notification for Overseas Visits).

### **During the visit**

In addition to measures documented on the Risk Assessment, staff should:

- If travelling by coach, ensure the driver has school contact details.
- Carry a class list/register. This is to be called before starting a trip and departing from any visit. In addition a head count should be carried out.
- Ensure adequate supervision and check children are always given suitable briefings in their group with their group leader and that staff take regular head counts.
- Be prepared to make 'ongoing' professional judgments related to assessment of risks

### **After the visit**

- A post visit evaluation report should be completed, any accident/incident details recorded and the risk assessment reviewed appropriately.
- Where possible encourage children and adult helpers to contribute to this report. A copy of the report should be given to the EVC.
- All visit documentation (inc. risk assessment) will be kept in the Educational Visits ring-binder, located in the school office. After two years, this will be transferred to the archive ring-binders in the stock room.



## Ratios and Effective Supervision

Activity and Visit Leaders must ensure that young people are supervised in accordance with the principles of “Effective Supervision”, requiring them to take account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.

This means that arrangements for supervision, including staff/student ratios, must take into account the nature of a group and the individuals in it. It is therefore important that, when planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs.

Ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity.

Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward and the group has no special requirements. For example, the DfES publication HASPEV (1998) suggested the following “starting points”:

- School years 1 - 3, 1:6
- School years 4 - 6, 1:10/15
- School years 7 onwards, 1:15/20

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

The Early Years Foundation Stage (EYFS) Statutory Framework\* no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies 4.3b April 2014



otherwise (either 1:8 or 1:13 in early years settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **S**taffing requirements – trained? experienced? competent? ratios?
- **A**ctivity characteristics – specialist? insurance issues? licensable?
- **G**roup characteristics – prior experience? ability? behaviour? special and medical needs?
- **E**nvironmental conditions – like last time? impact of weather? water levels?
- **D**istance from support mechanisms in place at the home base – transport? residential?

See also the guidance documents “Group Management and Supervision Good Practice” and “First Aid”.

\* The Early Years Foundation Stage Framework can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/299391/DFE-00337-2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299391/DFE-00337-2014.pdf)



Appendix 2 - **Yenton Primary School**  
**Educational Visits Procedure**

1. **12 Weeks**

The following forms need to be completed and handed to the EVC **12 weeks** before the date of the visit (visit can also be provisionally booked):

- Educational Visit Request Form
- Risk Assessment
- Approval Form 6.19
- Transport Booking Form (pass to Mrs Arnold)

These forms must be approved by HT/EVC **prior to letters being sent to Parents/Carers.**

2. **8/10 Weeks**

Letters to Parents - to go out 8/10 weeks prior to the visit – **only after visit has been approved by HT/EVC.** Please use the template provided. A copy of the letter **must** be passed to the office.

3. **4 Weeks**

4 weeks prior to the visit Mrs Davies to review funding and Mrs Arnold to send chaser texts accordingly.

4. **3 Weeks**

3 weeks prior to visit Mrs Davies to review funding and Mrs Arnold to make chaser telephone calls accordingly.

5. **2 Weeks**

2 weeks prior to visit Year Group Leader and EVC have a final funding review and decide if visit can go ahead. If visit is cancelled, Mrs Arnold to be informed and transport cancelled as soon as possible.

6. **1 Week**

Emergency Contact Form to be completed and handed to EVC or the Office 1 week prior to the date of the visit and a copy to be carried by all staff during the visit.

Ahead of the visit all adults should be briefed to ensure knowledge of roles, responsibilities, potential risks etc.

7. **1 Day After Visit**

Educational Visit Evaluation Form **must** be completed for all visits – this is an audit requirement. Please complete and pass to EVC no later than one day after the visit.

**Other Information:**

**Forms & Documentation:**

For any adventurous activity or overseas visits the following forms would be required:

- **Form OE 2005 – Notification of Adventure Activities**
- **From OSV 2005 – Notification of Overseas visits/Expeditions**

All necessary paperwork can be found in:

- Staff Common/2014 – 2015/Educational Visits/Educational Visit Forms

### **Risk Assessments:**

- Use previous Risk Assessments as a guide
- Refer to Independent Providers Questionnaire – a number of venues provide risk assessment details
- A preliminary visit should be carried out for all new venues
- First Aiders, Medication and Behavioural needs must be included (including Childrens names)
- Emergency procedure to be documented

### **Parental Consent:**

All forms must be handed into the office and retained. This is a legal requirement.

### **Finance:**

Please consider and include the following:

- Cost of admission
- On Site Tuition
- Transport Costs
- Total Cost must include staff/adult admission and transport
- Cost per pupil should not make any profit nor cover any non-paying pupils

### **Ratios:**

- **Staff Ratios** – School staff (Teachers/TAs) must make up 50% of adults on the visit
- **Adult/Child Ratios:**
  - 1:15 – Yrs 4/6
  - 1:6 – Yrs 1/3
  - 1:3 – EYFS

Where possible, make up number of adults with Parents and not TAs. All visits should have the sufficient number of adults to provide the above minimum ratios. A minimum of 2 adults are required for any visits

### **Transport:**

- Please ensure coach/transport booking form is passed on to Mrs Arnold 12 weeks before the visit

Appendix 3- **IN THE EVENT OF A CRITICAL INCIDENT (during school hours)**

**First point of contact:**

**Joyce Rawlinson, School Support Manager, Central**  
Tel: 0121 303 2193 Mobile: 07775 407332

**Dave Yardley, School Support Manager, North**  
Tel: 0121 464 3174 Mobile: 07881617187

**David Bridgman, School Support Manager, South**  
Tel: 0121 303 8394 Mobile: 07771 339061

**If not available, contact:**

**Amanda Daniels, Head of Educational Psychology**  
Tel: 0121 464 1364 Mobile: 07766925152

**For all critical incidents outside of normal school hours please phone the Press Office out of hours number:0121 303 3287. The Press Officer on duty at the time will contact relevant People Directorate personnel.**

This applies to all schools and establishments within the Directorate for People. Other educational establishments (including academies) must have their own critical incident plan.

Further information from the Council can be found in 'BCC Guidance - Critical Incidents Management; Guidance for Schools March 2014'

## Other Important Contact Numbers

### **School Safety Services**

[schoolsafety@birmingham.gov](mailto:schoolsafety@birmingham.gov)

[.uk](#) Safety Services (WS)

P.O. Box 15630

Birmingham

B2 2QF

Tel. 0121 464 8564

**Educational Visits Advisers:** Tom Lilley: 07980266367 or Richard Batty:  
07432053936