



The Federation of Cherry Oak School, Victoria School and Victoria College

Educational Visits Policy 2017-18

This policy applies to Cherry Oak School and Victoria School only.

Introduction:

Educational visits are activities arranged by or on behalf of Victoria and/or Cherry Oak 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 schools by providing experiences, which would otherwise be impossible.

This policy will outline a clear and coherent structure for the planning and evaluation of off-site visits, and to ensure any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. This policy should be read in conjunction with the following, "*Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom*". **This guidance can be found on the following web site:**

www.oeapng.info

The Executive Head Teacher will report termly to the Governing Body on Educational Visits that have been made.

Scope and Remit

The OEAP National Guidance document: 1c "*Status and Remit and Rationale*" clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any one of the following:

- direct supervision of children and young people undertaking experiences beyond the boundary of their normal classroom or environment;
- direct supervision of children and young people undertaking experiences that fall within the remit of learning outside the classroom;
- facilitating experiences for children and young people undertaking experiences beyond the boundary of their normal classroom or environment;

A small, handwritten mark or signature, possibly initials, located at the end of the list.

- deploying staff who will supervise or facilitate experiences for children and young people undertaking experiences beyond the boundary of their normal environment;
- this guidance may be applicable for all those supervising vulnerable adults as there is a transfer of good practice for the wider use of educational visits;

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

For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the OEAP National Guidance document: 3.2a “Underpinning Legal Framework and Duty of Care”

Educational Visits Co-ordinator:

Caroline Lane has been appointed and has received training as Victoria School’s Educational Visits Co-ordinator (EVC), and Claire Strain is the EVC for Cherry Oak School and Amy Findlay has also received the EVC training. They will take a central role in the careful planning and approval of educational visits advising the Executive Head teacher and Governors on systems and procedures for the planning, approval and implementation of visits in order that they meet the requirements of the policy. The EVC’s in both schools receive a revalidation and update of their training every three years.

Aims:

The aims of our educational visits are to:

- Enhance pupils learning, social development and self confidence
- Enhance curricular and recreational opportunities for our pupils
- Provide a wider range of experience for our pupils than could be provided on the school site alone
- Develop their physical skills and encourage pupils to recognise the importance of pursuing a healthy lifestyle and keeping themselves and others safe
- Develop key skills
- Develop social education and citizenship

How visits are Organised:

All visits should be discussed with the EVC who will authorise the visit. In normally circumstances the party leader will be a teacher although an HLTA or a Teaching Assistant may be in charge of a visit if they are deemed competent.

The EVC will be involved in the planning and management of off-sites visits.

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The EVC will:

- Ensure that risk assessments are completed;
- Support the Executive head teacher and governing body in their decisions on approval;
- Assign competent staff to lead and help with visits;
- Organise related staff training;
- Verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from the coach company assures us that their drivers too have had police checks;
- Ensure that all necessary permissions and medical forms are obtained
- Keep records of visits, and ensure that there are regular generic assessments of the risks (for example:- Black Country Museum) and where there are frequent visits to local venues (for example:- Local Swimming Pools)

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA as stated at the beginning of this policy.

It is our policy that all children should be able to participate in educational visits. We may seek guidance from parents, physios, nurses to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include all children. Any such adjustments will be included in the risk assessment.

Residential Visits:

Both schools in the Federation will strive to give all pupils the opportunity to take part in a residential visit. Generally these will take place during the normal school week.

Some residential visits may enable children to take part in outdoor and adventure activities or may support others areas of the curriculum (See- High Quality Outdoor Education, The Outdoor Education Advisors panel).We will provide qualified instructors for all specialist activities that we undertake. A staff debriefing should take place after each residential visit.

Residential visits will be authorised by the Governors/EVC unless the activities are considered to be of a hazardous nature or involve overseas travel.



Risk Assessments:

There must be a paper risk assessment carried out before all visits. It will assess the risks, and indicate measures to prevent or reduce them. Risk assessments should be based on the following:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Where possible a Risk Assessment should be obtained from each venue visited by the school. These will be kept by the EVC and should be referred to each time a group visits a venue i.e. Horse Riding.

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out a risk assessment. The site's suitability with regard to the age and needs of pupils should be assessed as well as the venue's own approach to security and health and safety. Venues providing instructor led activities will have their own risk assessments for particular sessions, these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand.

An individual risk assessment for each pupil must be completed at least annually and more often if a pupils needs change. A copy of these should go with the group on each visit.

These pupil risk assessments should determine the ratio of adults to children.

A copy of the risk assessments should be given to the EVC, and all adults supervising the visit.

Refer to OEAP National Guidance document: 4.3c "Risk management"

Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an educational visit or learning outside the classroom activity has either:

- suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

Schools must have emergency planning procedures in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to EVCs and visit leaders.

Relevant emergency contact telephone numbers should be carried by leaders at all times during an offsite educational visit but should only be used in the case of a genuine emergency. Under no circumstances should these telephone numbers be given to young people or to their parents or carers.

To activate support from the Council, please refer to section 19, page 17.



Refer to OEAP National Guidance documents: 4.1a "Off Site Visit Emergencies: The Employer's Role" 4.1b "Off Site Visit Emergencies: The Establishment's Role"; 4.1i "Emergencies and Critical Incidents – An overview"

Transport:

The majority of transport to visits will be by our own school minibuses (especially in the case of Cherry Oak) or West Midlands Special Needs Transport (especially in the case of Victoria). The following procedures should be followed.

The minibus should be booked at the same time as the venue to ensure availability. (The EVC authorises the bookings).

Only designated drivers are allowed to drive the school buses and a list of these is kept at school. A driver should be identified at the time of booking.

The keys and parking pass should be collected and returned to the designated place.

Seat belts should be used at all times.

The minibuses should be left free of rubbish.

Any problems with the bus should be reported ASAP.

Where public transport is being used this should be included in the risk assessment for the visit.

If teachers use their own cars on visits they should have business use on their insurance and this should have been registered with the school.

Communication with Parents:

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.

If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Head of School will need to consider whether the child may be taken on the visit or not. The School's parental consent form should be completed for each pupil in the group.

When this is a regular visit; for example horse riding or swimming written permission should be obtained each year and if any new children arrive during the year.

For visits to the area around school for example Northfield Shopping Centre (Victoria) or Selly Oak (Cherry Oak) permission should also be obtained annually. For Visits between the Federation sites Annual permission will be obtained.

For information regarding charging see Appendix One.



Other teachers and adults involved in a visit:

Teachers on school-led visits act as employees of the LA or of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with the Executive Head Teacher and Governors if some of their time on the visit falls outside normal hours.

It is an expectation that all leaders and their assistants have been formally assessed as competent to undertake the responsibilities of leading the educational visit or learning outside the classroom activity.

Refer to OEAP National Guidance document:3.2d/4.4a "Assessment of Competence"

Refer to OEAP National Guidance document:3.2d/4.4a "Good Practice Basics"

Teacher and other adults on the visit must:

- Do their best to ensure the health and safety of everyone in the group;
- Care for each individual pupil as any reasonable parent would;
- Follow the instructions of the leader and help with control and discipline. Non-teachers should generally not have sole charge of pupils except where risks to health and safety are minimal;
- Consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.
- All adults on the visit must have enhanced DBS

Refer to OEAP National Guidance document 4.3b 2 "Ratios and Effective supervision"

Refer to OEAP National Guidance document 4.3b 2 "Group Management and Supervision"

Responsibilities of pupils:

The group leader should make it clear to pupils that they must:

- Not take unnecessary risks;
- Follow the instructions of the leader and other adults;
- Dress and behave sensibly and responsibly;
- Look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- Should not undertake any task that they fear or that they think will be dangerous.

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. The curricular aims of the visit for these pupils should be fulfilled in other ways.

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Visit Plan:

There should be a visit plan for educational visits. This should include the following:

- Risk assessments
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and head teacher
- Medical questionnaire returns
- First-aid boxes

Exploratory visit:

Wherever possible the group leader should undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the school visit;
- Assess potential areas and levels of risk;
- Ensure that the venue can cater for the needs of the staff and pupils in the group;
- Ensure that the group leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

Refer to OEAP National Guidance document 4.4h "Using External Providers and Facilities"

First Aid:

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aider in the group. The group leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- A suitably stocked first-aid box;



- A person appointed to be in charge of first-aid arrangements.

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Executive Head teacher should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

All teachers at Victoria have received basic emergency first aid training.

Supervision:

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- Sex, age and ability of group;
- Special needs;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Further Health and Safety Considerations:

Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a group leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party.

The safety of the group is off paramount importance. During the activity the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any medical information on pupils risk assessments, and making sure that the children are both safe and well looked after at all times. Prior to a visit, if it is felt that the behaviour of a child is either:

- Likely to compromise others safety
- the good name of the school

The party leader should discuss with the EVC/Head of department the possibility of excluding that child from the visit, and the curricular aims of the visit delivered in some other way, where possible.

Insurance for Educational Visits and Off-Site Activities.

Non-delegable duty of care

In October 2013 the UK Supreme Court ruled that, in particular circumstances, schools and other public bodies have a non-delegable duty of care. This is an exception to the normal fault based principles of law.

It means that, in these particular circumstances, schools and other organisations are liable to be sued for the negligence of a third party.

For example, a school contracts with a third party provider to deliver swimming lessons within school time. If, through the negligence of this third party, a child is injured, the child can sue the school and local authority for compensation. The fact that the school was not responsible for the actions of the third-party is irrelevant as; in this case, the school's duty of care is non-delegable.

It is therefore important to ensure that any contracts entered into with third parties include terms to carry insurance including indemnity in the event of negligence as local authorities and schools will need to pursue independent third parties for an indemnity or contribution should any such claims succeed.

Employer's Liability Insurance

Employer's Liability Insurance is a statutory requirement. The Council holds a policy that indemnifies it against its legal liability in respect of all claims for compensation resulting in bodily injury suffered by any Council employee and employees in schools maintained by the Council. As this type of policy is a statutory requirement any other employer should hold a similar policy in respect of its employees. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors.

Public Liability Insurance

The Council also holds Public Liability Insurance, indemnifying it against its legal liability in respect of 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. Employees (as agents of the employer) are indemnified under the policy, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as educational visits and off-site activities including school sports, together with approved extracurricular activities organised by all establishments and settings for which the employer is responsible.

Employees

The Council operates an Employees Personal Accident Scheme. Cover under this section is provided for all Council employees and employees in schools maintained by the Council, in the course of their employment, providing predetermined benefits in the event of an accident. The scheme's benefits are designed to provide compensation for injury where the employer is not deemed negligent. The Personal Accident Scheme provides cover for all full and part-time employees. Details of the scheme may be obtained from the appropriate staffing section within Human Resources.

Insurance for Pupils

The Council only covers accidents to pupils when due to its negligence and these claims are covered within its Public Liability Insurance detailed above. Personal Accident Insurance for pupils is not arranged by the Council but may be arranged by the school direct; however there is no statutory requirement for governors to arrange this cover. The cost of Personal Accident Insurance arranged by the school may be recharged to parents. Parents should be reminded that the Council does not insure children's belongings.

For journeys/visits overseas, Governing Bodies **must** insist that Foreign Travel Insurance is arranged that covers **all persons on the visit**. This is especially important, due to the high costs of medical care abroad and possible repatriation expenses in the event of an accident or illness.

For all journeys within the United Kingdom Governing Bodies should decide whether or not they require insurance to be arranged, having regard to the nature of the journey and the capabilities of the pupils involved. In all cases, reference should be made to the Council's guidelines governing educational visits, before final decisions are made.

Schools should notify insurers if the activity involves any form of winter-dangerous sports as the insurers may need to charge an additional premium.

If additional insurance is not taken out, it is recommended that parents are advised of this and a suggested wording for parental consent forms is detailed below:

"The school is insured against its legal liability to pay compensation should it be held responsible for causing an injury to your child whilst in our care.

The school has not taken out any additional insurance in respect of this visit e.g. personal accident, and, should you be concerned about this area of risk, you are advised to make your own personal arrangements".

It must be remembered that the Council's public liability arrangements apply for all school organised activities, including visits within the UK and abroad (unless schools choose to purchase insurance from an alternative provider).

Visit and activity leaders should contact the Council's Insurance Section to seek clarification of the above, including any circumstances requiring early notification of specialist activities to the insurer. They should also ensure they have obtained current information regarding any special policies that may be available to offer more comprehensive cover.

Schools should notify insurers if the activity involves any form of winter-dangerous sports as the insurers may need to charge an additional premium

The number for the Insurance section is 0121 303 4829 or 0121 303 3288

Reference can also be made to the Schools Financial Procedures Manual

Refer to OEAP National Guidance document: 4.4c *"Insurance"*

References:

OEAP National Guidance document 2011

Learning Beyond the Classroom guidance (2006).

High Quality Outdoor Education. The Outdoor Education Advisers Panel.

A Handbook for Group Leaders. Dfee

Health and Safety of Pupils on Educational Visits; A Good Practice Guide (HASPEV)

NASUWT. Advice to members – Educational Visits.

www.teachernet.gov.uk/visits

www.outdoorlearning.bham.org.uk

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EDUCATIONAL VISITS POLICY APPENDIX ONE

Charging Policy

The policy on charging for educational visits complies with the requirements of the 1988 Education Act.

It is school policy to make charges for the following areas of activity:-

1. Board and lodging on residential visits.
2. Visits which take place wholly or mainly outside school hours.

For non residential visits that take place wholly or mainly during school hours no pupil can be refused the opportunity to go on the basis of non payment.

However if insufficient funds become available the visit may be cancelled

Voluntary contributions:

The school will ask parents / carers for a voluntary contribution towards the costs of visits. The proportion of the total cost that is requested will depend upon the extent to which the school can obtain funding from other sources to subsidise the visit. The actual proportion requested will also depend on the charging policy of the provider of the visit.

Procedure:

In arranging a visit the full cost must be calculated and the proposed expenditure submitted to the Head of School or delegated person. *Should it be agreed that the visit is supported from the Educational Visit Fund, an amount to the equivalent of the cost must be set aside.*

A request is then made to parents for a voluntary contribution towards their child's attendance on the visit. This would apply to both day and residential visits.

Before each proposed visit there must be a letter to parents explaining the nature of the proposed activity and its likely value in educational terms, and it would indicate the contribution per pupil that would be requested.

For residential visits such request will distinguish between the chargeable and voluntary elements. The letter should also state that any surplus from voluntary contributions will be used to offset the cost of future visits.

If it is necessary to limit the numbers **on a residential visit**, then parents can be asked for a deposit which would secure a place for their child on the visit.

An annual programme of residential visits and contributions to their cost from the Clara Martineau Trust Fund, will be drawn up by the Head of School in connection with the EVC.

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APPENDIX 2

Best Practice for the selection of pupils and staff for Residential Visits

Whenever possible residential visits will be organised as key stage visits rather than class visits. There may be some residential visits across the federation.

Criteria for pupil selection

- There should always be a clear decision on who the visit is for e.g.:
 - Yrs 8 and 9 for a visit which is run alternate years – therefore all KS3 pupils will get the opportunity to go
 - Or on other occasions a visit may be offered to the whole KS
 - Or in the case of sporting activities pupils will have passed a qualifying stage
- If not enough parents express an interest in the visit then the following would happen
 - Could decide to only take the number that have expressed interest – this could include pupils who have had a residential experience previously.
 - Open it up to the year above who may have missed the opportunity – (in the case of Calvert Trust for example year 10's who missed the opportunity) not year 7 as they will get the opportunity later in KS.
- If too many wish to go when there is a firm commitment then:
 - Preference will be given to pupils who haven't been on a residential previously in their current department
 - Names will be taken out of a hat
 - A reserve list will be established
- The information that goes to parents will clearly state:
 - who the visit is for,
 - how many places there are
 - what the proposal for staffing is, the type and length of journey
 - whether or not a nurse will be going.
- There will also be an expectation that parents contribute towards the costs, and assist with fundraising for the visit as necessary.

Criteria for the selection of staff

- There would always be a lead person for each visit who may or may not be the Educational Visits Co-ordinator (EVC)
- There would also be a deputy lead
- Both these people would have experience of previous residential visits
- A decision will be made for each visit as to how many and what category of staff is needed ie teachers/TAs volunteers
- The first staff trawl would be from within the KS of the visit
- Level of absence at work of the staff who volunteer will be considered.
- If too many staff want to go then the names would be drawn out of a hat
- If there are insufficient staff who express a wish to go then staff from the previous KS would be asked as they will know the children
- Where a visit is a regular one the idea would be a mix of staff who have been before and new staff who express an interest.

- Consideration will be given to new staff who want to go in order to gain experience and increase their skills. This would be with a view to running future visits.
- If the visit requires fund raising then the staff who will be going on the visit will be expected to help with the fundraising.

There would be a recommendation that no parents would go on residential visits as part of the experience is being away from home for a few nights. However there may be individual exceptions which would be considered on an individual basis. For example if a pupil has a 1:1 Complex carer who is unable to go.

Joint Federation Visits


- Joint residential visits across the Federation may be organised. Where this is the case joint preliminary discussions should be held with interested teachers.
- If it is decided to go ahead and a proposal is put forward the decision should be taken at that stage as to who the lead person should be.
- If the lead person is from Cherry Oak then the deputy lead should be from Victoria and vice versa.
- The expectation would be that places would be offered on a 50:50 basis.
- The rest of the criteria would apply as above.

Where fundraising is concerned then the expectation is that the majority of this would be outside school hours.

Visit Record

All visits pupils make are recorded on an individual Enrichment Record Sheet which is kept in the class Information Files.

Date accepted by Governors:

Signed: 

Reviewed: 9th November 2017

Date for Review: November 2018

