

Our Lady of the Wayside Catholic Primary School

Educational Visits Policy

Policy Originator:	Mr B Taylor
Reviewed:	June 2022
Adopted by:	Full Board
Adopted date:	7 th July 2022
Next review date:	July 2025

1.1 Introduction

Our Lady of the Wayside Catholic School acknowledges the immense value of educational visits to young people and fully supports and encourages those that are well planned and managed. Learning Outside the Classroom (LOtC) has a vital part to play in meeting the demands of the National Curriculum, and in achieving the goal of preparing young people for life beyond school. Effective schools have always used educational visits, residential experiences and activity in the local area of the school and school grounds as an integral part of their whole-school approach.

This Educational Visit Policy sets out the framework and guidance within which Our Lady of the Wayside staff, and volunteers, must operate. It covers all aspects of educational visits:

- Planning an educational visit
- Arrangements and expectations during an educational visit
- Review and evaluation arrangements following an educational visit.

Our Lady of the Wayside Catholic School has adopted the “National guidance for the management of outdoor learning, off-site visits and learning outside the classroom” (www.oeapng.info) as its source of guidance and good practice for educational visits and activities. In this document this is referred to as ‘National Guidance’.

Our Lady of the Wayside Catholic School, along with all schools within Our Lady and All Saints Catholic Multi Academy Company, uses the web-based system ‘EVOLVE’ to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own EVOLVE account.

1.2 Scope and responsibilities

Scope

This policy applies to all off-site educational visits and all outdoor learning and adventurous activities regardless of location involving pupils. It applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

It does not apply to work-experience placements, work-related learning or alternative provision.

Responsibilities

All staff and volunteers involved in the planning, management and leadership of all off-site educational visits and all outdoor learning and adventurous activities must follow this policy. If staff, or volunteers, have any questions or queries regarding this policy they should seek advice from Our Lady of the Wayside’s Educational Visit Co-ordinator (EVC), Deputy Headteacher or Headteacher.

1.3 Parental Consent

The DfE outlines the legal framework for consent in “[Health and safety on educational visits](#).” This document states that consent is not required for most activities in school time and where

required, can be obtained at the point of entry to the school.

Our Lady of the Wayside Catholic will seek additional consent for educational visits which:

- involve adventurous activities
- have a residential element
- include a **planned** extension to the normal school day hours (children leave School before 8:55am or are due to arrive back at School after 3:25pm *)
- other educational visits where the EVC recommends additional consent is required.

**please note, additional consent is only required where the extension to the school day is planned, some visits may extend the school day for non-planned reasons, e.g transport delays. These visits will be covered by parental consent at the point of entry to Our Lady of the Wayside Catholic School.*

Written consent for children in Our Lady of the Wayside Nursery will be sought no matter the nature or timing of the educational visit.

Parental consent will be sought via MS Forms. If consent information is printed, this will be kept secure and will be destroyed following an educational visit.

1.4 Staff Training, Competence and Experience

Educational Visits Coordinator Training and Revalidation

Our Lady of the Wayside Catholic School has a trained Educational Visits Coordinator (EVC). Our EVC will complete an EVC training course and thereafter attend a revalidation session every three years. The EVC training will include the strategic leadership and management of off-site educational visits, outdoor learning and adventurous activities.

Educational Visits Lead Teacher

Each educational visit will be planned, managed and evaluated by a Visit Leader (VL). The EVC will make a judgement about the suitability of that person to lead that group on that visit/activity in that environment.

The single most important factor in ensuring the safety of participants involved in an educational visit is the competence of the Visit Leader. The EVC will consider the following when assessing the competence of a member of staff to lead a visit:

- What are the VL's reasons for undertaking the visit? (all educational visits should have clear learning outcomes based on an aspect(s) Our Lady of the Wayside's curriculum.
- Is the leader an employee of Our Lady of the Wayside Catholic School and if not, is there a clear line of accountability?
- Can the VL, and accompanying staff, appropriately manage the teaching and learning in addition to the health, safety and welfare of the young people?
- Do all accompanying adults have a defined role?
- Are the VL competent in managing risk?
- What experience has the VL of the pupils they intend to lead?
- What is the VL's prior experience of similar visits or activities?
- What experience has the VL of the environment/geographical area chosen?

- Does the VL, or someone accompanying, possess appropriate qualifications?
- If appropriate, what are VL's personal levels of skill in the activity, and fitness level?
- Has the VL addressed medical, first aid and inclusion issues?
- Is the leader aware of, and able to comply with all relevant guidelines?

Section 2: Planning and approval procedures

2.1 Learning Outcomes

When making the decision to lead/plan an off-site activity the VL will consider the justification for the visit, how it fits into the curriculum and what the pupils will gain from the experience i.e. what are the learning outcomes for the activity. (Note to staff: *The Evolve visit planning system provides an opportunity for VL to clearly articulate the purpose and learning outcomes planned for the visit and these will be assessed by the EVC as part of the approval process.*)

2.2 Risk Management

Risk management is an inherent part of visit planning. It will be proportionate to the complexity of the visit being undertaken and evidenced. The evidence may include:

- generic risk assessments / operational procedures
- event / visit specific risk assessments
- other visit planning documents

Risk management is the responsibility of the whole staff team led by the VL.

2.3 Planning an Educational Visit

VLs will gain approval from the Headteacher or Deputy Headteacher before any contractual arrangements or financial commitments are made.

All visits will be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group requirements. Wherever reasonably practicable, a preliminary visit will be carried out, if this is the first time Our Lady of the Wayside School has undertaken this educational visit. The VL will seek advice from the EVC.

Where the educational visit is using a provider for teaching and instruction:

- the provider is responsible for the risk management of their provision.
- the VL is responsible for pastoral care (wellbeing, behaviour, medical, SEND) and the risk management of any aspects of the visit which they lead themselves, including all 'downtime' and travel.

Where they are available, VLs will take advantage of nationally accredited provider assurance schemes to select suitable providers.

2.4 Checking providers

Where a provider holds the Learning Outside the Classroom (LOtC) Quality Badge, the VL will not need to seek further assurances regarding safety. However, VLs will ensure that a

Provider Statement is completed if no LOtC Quality Badge is held. *(Note to staff: the Provider statement template is available in the Resources / Key documents section of Evolve, a copy is also found on the w-drive in Educational Visit forms)*

Certain adventurous activities require an Adventurous Activities Licence (AALA/AALS) which will either be captured through a Learning Outside the Classroom Quality Badge or a Provider Statement.

2.5 Residential Accommodation

The accommodation at an LOtC Quality Badged provider will have been deemed appropriate for educational visits. The relevant questions on the Provider Statement can be used to help to gather key information. Professional judgment should be used taking into account all the relevant issues.

2.6 Ratios and supervision

As part of assessing the risk of educational visits, outdoor learning and adventurous activities, VLs will determine the appropriate supervision arrangements by considering factors including **‘SAGED’**:

- **Staffing**
For example: Consider whether the adults have undertaken training, what level of experience they have and whether they know the group. Consider what level of competence is necessary (e.g. skill, knowledge, understanding, fitness) from all of the supervising adults. Ensure that all adults are competent for the roles that are assigned to them.
- **Activity**
For example: Consider the nature of the intended activity and whether it requires specialist knowledge and/or equipment. Consider whether the activities might be affected by the location (crowds, remoteness, access etc.).
- **Group**
For example: Consider the characteristics of the group and what prior experience they have of the activity and environment; also consider their ability and maturity. If any of the group has behavioral, medical or learning needs, ensure that these can be managed appropriately. Where a pupil has additional risks, VLs will insure individual pupil risk assessments are in place.
- **Environment**
For example: Consider the impact that the weather may have on the group, activity or travel arrangements. Be aware that environmental conditions can change dramatically and ensure that there is a Plan B where appropriate. Where relevant to the location and activity, the VL must have a good understanding of how water levels can change and be able to make appropriate judgements.
- **Distance**
For example: Consider how far the activity or visit is from the normal support mechanisms of the school and whether it is close enough to rely on immediate support from the school, or further afield where it cannot. The type of transport being used may impact on the level of supervision required (e.g. a coach journey may require a smaller supervision ratio than a visit using public transport). If the visit involves an overnight stay, a higher level of first aid competence may be

necessary, and staff may need to operate a supervision rota for longer residential visits, The EVCs will check to ensure effective supervision is in place on all visits.

2.7. Pre-Visit Checklist

The VL will complete a Pre-Visit Checklist 48 hours prior to the educational visit.

2.8 Emergency Procedures/ Incident Management

The following will be in place for all visits:

1. Carried by Visit Leader and, where appropriate, all accompanying staff:
 - Group list
 - All contact details (these may be held in school for local visits during school hours)
 - A copy of the VL Emergency Action Card
 - Mobile phone (all accompanying staff should have school's details and VL's contact details saved in their phone's contact list)
 - Group first aid kit(s)

2. Held by Emergency Base Contact (e.g. head teacher/ senior leader back at school):
 - Group list
 - All contact details
 - Emergency Action Cards:
 - Visit Leader Emergency Action Card
 - Base Contact Emergency Action Card (e.g. head/senior leader back at school)
 - 24/7 access to all visit details

2.9 Administration of Medication

Wherever feasible, medication should be administered by parents prior to, or after, an educational visit. There may be occasions where non-prescribed medication needs to be administered during an educational visit, for example, travel sickness tablets.

Where medication is prescribed by a medical professional, a medication planning meeting will take place with the VL, or a person nominated by the VL, no later than 24 hours prior to the educational visit taking place.

Emergency medication held within School for a particular pupil(s), e.g. *an epi-pen, inhalers etc.* will accompany that pupil on the educational visit. The VL, or a person nominated by the VL, will check that there is sufficient medication for the duration of the educational visit and will ensure that this medication accompanies the pupil at all times.

The following producers must be followed in the administration of medication:

- Parents are required to complete a medication administration consent form prior to the commencement of the educational visit. This will need to be handed (in person) to the VL, or a person nominated by the VL with the medication (medication must have the child's name on it), prior to departure. The consent form and the medication will then be placed in a plastic container labelled with the child's name and the time for the medication to be administered.
- The VL, or a person nominated by the VL, will complete the medication summary form
- Medication will be administered with a minimum of two adults present, with the exception of emergency medication where time is the overriding factor. The medication consent form will be checked by both adults before medication is administered. The medication name, dosage, time and adult names will be recorded on the back of the consent form. If there is any uncertainty regarding the administration of medication, the VL, or a member of staff nominated by them, will seek clarification from parents or an adult on the parent emergency contact list.
- In the event of misadministration of medication, the VL will contact parents and will seek immediate medical advice. The pupil will remain in the presence of a member of staff and will be kept under observation.
- At the end of the educational visit and prior to the pupil leaving, the VL, or a member of staff nominated by them, will return the completed medication consent form and any unused medication to the parent.
- Emergency medication taken from School will be returned to School following the educational visit.

2.10 First Aid

It is recommended that a Pediatric First Aider accompanies all educational visits. An Our Lady of the Wayside Pediatric First Aider will always accompany educational visits:

- where pupils from Early Years are present (Nursery and Reception)
- which involve adventurous activities
- which include a residential stay.

First aid kits will be carried on all educational visits. If children split into smaller groups, a first aid kit will be given to each smaller group.

If first aid is administered during an educational visit, parents will be informed on collection and a record kept.

2.10 Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. *parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking etc.* The VL will have considered a Plan B. This may not always be feasible and the safety and wellbeing of pupils, staff and volunteers will always remain the first priority.

2.11 Charges for Off-site Activities and Visits

Charging and remissions

The Education Act 1996, sections 449-462 sets out the law on charging for school activities in England. Details of our educational visit charging policy can be found in Our Lady of the Wayside Catholic School's Charging and Remissions Policy.

Prior to confirming an educational visit, the VL, in discussion with the Headteacher, will consider :

- the overall cost of the educational visit and whether it offers good value for money (cost evaluated impact on educational outcomes)
- the amount, if any, of voluntary contributions required from parents
- whether the visit would be subsidised from School revenue budgets
- whether the visit is reliant on voluntary contributions from parents and the minimum level of income required.

2.12 Inclusion & SEND

Educational visits be available to all, irrespective of special educational or medical needs or protected characteristics (disability, gender re-assignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation). The Equality Act states that an establishment (e.g. a school) must not discriminate against a young person because of one of the protected characteristics. There is a duty to make reasonable adjustments. The VL will give consideration to equality implications from the start of the planning process, not as an afterthought.

Where adjustments may need to be made, an individual risk assessment, behaviour/care plan will inform the planning process. These plans will be put into place with full consultation with the parents.

If a decision is taken to exclude a pupil from a educational visit (e.g. if the necessary reasonable adjustment(s) would unduly impinge on the learning outcomes for the rest of the group) then:

- all relevant parties must have been consulted throughout the process
- there must be a clear rationale
- the process should be carefully recorded with a clear evidence / audit trail

The decision to exclude a pupil from an educational visit can only be authorised by the Headteacher.

2.14 Behaviour

It may be reasonable to exclude a pupil on the grounds of behaviour if the behaviour is unmanageable and presents a significant health, safety and/or welfare risk to the pupil, the group or the leaders. Where behaviour issues are not associated with a protected characteristic then it is unlikely the Equality Act will apply.

Pupils will be reminded of behavior expectations prior to the educational visit taking place. Where appropriate, e.g. residentials, behavior expectations will also be shared with parents. If a pupil misbehaves while on an educational visit, the VL will determine what action is appropriate. This may include the pupil being sent back to School or parents being asked to collect their child.

2.15 Safeguarding

Safeguarding procedures will be considered as part of the planning process with additional consideration for residential visits.

VL will:

- Liaise with Designated Safeguarding Lead (DSL) to identify any relevant safeguarding issues.
- Ensure appropriate vetting and barred list checks are in place (including enhanced DBS and barred list checks for unsupervised adults engaged in regulated activities)

- Consider issues relating to on-line safety, social media, access to and sharing of inappropriate content.
- Know how, when and who to report safeguarding concerns to during a visit and have access to the DSL (or trained deputy) either directly or through the Base Contact

Disclosure and Barring Service (DBS) Checks

Our Lady of the Wayside Catholic staff require an enhanced DBS check with barred list check as a result of their day-to-day work. Leaders/helpers (including volunteers) involved in off-site visits will require an enhanced DBS check with barred list check if they meet each of the following criteria:

- they are involved in a regulated activity
- they are unsupervised
- the activities are carried out frequently or intensively

2.16 Insurance for Off-site Activities and Visits

Our Lady of the Wayside Catholic School holds Public and Employer's Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off site activities and visits organised by establishments and settings for which the employer is responsible.

2.17 Transport

Careful consideration will be given to planning transport to support off-site activities and visits.

Coaches and minibuses will only be hired from a reputable company.

There may be occasions where pupils are transported in staff cars. In order to transport pupils, the member of staff are required to make an annual declaration. This includes a declaration on:

- the roadworthiness of their vehicle
- appropriate insurance cover
- driving license information.

Minibuses

The level of supervision necessary will be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus. In addition on longer journeys consideration will be given to factors such as driver fatigue and comfort breaks.

Our Lady of the Wayside staff are not allowed to drive the minibus unless they have a D1 entitlement on their driving license and have undertaken appropriate minibus training and certification. This must be renewed every three years.

Section 3: Monitoring of visits and procedures

The EVC will ensure that visits and visit management procedures are monitored to ensure the requirements of this policy are being carried out..

Types of monitoring may include:

- EVC monitoring quality of planning and arrangements of visits submitted via Evolve
- Discussions with visit leader/staff team
- Feedback from staff, pupils, parents
- Asking pupils about the visit
- Field monitoring

Monitoring will cover safety factors such as:

- Implementation of risk assessments in place for the activity and the plan B activity
- Evidence of staff training and competence
- Personal Protective Equipment and other safety critical equipment
- Transport including driver competence
- Suitability of venue and location
- Weather and time of year
- Emergency procedures including base contact and communication
- First aid provision
- Pastoral supervision

However, the EVC will also consider the importance of quality of provision and will evaluate:

- Clear aims and objectives linked to educational outcomes
- Does the task/activity match the aims and objectives?
- Proportion of time on task
- Appropriate level of challenge
- Inclusion and special needs provision
- Relating learning to other contexts and prior learning

Staff Guidance – Questions and Answers

It is the day of departure and I have not received written consent from a parent, what should I do?

Verbal consent can be sought but this should be regarded as a last resort. A note should be made of the time and date of the phone call, who made it and who gave consent. It is important to request consent is given at least 48 hours before the educational visit to allow time to 'follow up' missing consent with parents.

Sport competitions often take place after school and may involve a number of league fixtures. Do I need written consent for each league fixture?

No, at the start of the year obtain written consent from parents to cover all fixtures. Once consent has been given, you only need to inform parents of times for each fixture/event.

Administration of Medication – Summary Form

This form is to be completed by the Visit Leader, or a person nominated by the Visit Leader. This provides a summary of medication to be administered. The completed parental medication consent form must be checked prior to the administration of medication.

Educational visit title	
Date(s) of visit	
Class(es)	
Visit Leader name	

Child's Name	Morning	Afternoon	Evening	Notes

Consent form for school trips and other off-site activities

- I give consent for your child to take part in school trips (educational visits) and other activities that take place off school premises and during the school day (8:55am to 3:25pm)
- I give consent for your child to be given first aid or urgent medical treatment during any school trip or activity.

Please note, for the following educational visits additional parental consent will be sought:

- All educational visits (including residential trips) which take place during the holidays or a weekend.
- Educational visits which are assessed as being adventurous activities.
- Educational visits which are planned to take place outside of the school day.
- Off-site sporting fixtures which occur outside the school day,
- All off-site activities for children in Our Lady of the Wayside Nursery.
- Any other educational visit where the School's Educational Visits Co-ordinator deems additional consent is required.

The visit leader will always send you information about each trip or activity before it takes place.

You can, if you wish, tell School that you do not want your child to take part in any particular school trip or activity.

If medication is required for a particular educational visit, parents are required to complete a parental medication administration form. This form, with the medication, must be handed to the visit leader prior to departure.

48 Hour Pre-Visit Checklist

Visit Leader Name		
Date(s) of Visit		
Visit Title		

This form is to be completed by the Visit Leader 48 hours prior to the educational visit. This list is designed to be a prompt and a final check.

The EVOLVE form has been completed and consent for this educational visit has been given by OLW's EVC and, where required, OLAAS MAC.	
All accompanying staff have been briefed and are aware of arrangements and expectations – the schedule has been shared with accompanying staff. Accompanying staff have contact information and group list.	
Pupil groupings have been arranged e.g. <i>small working groups, bedroom groups, minibus groups etc.</i>	
The following items have been collected: <ul style="list-style-type: none"> • High vis jackets, if required. • First aid kits, please check the contents • Change of clothing for younger pupils • Sick bags and cleaning supplies • Educational resources e.g. paper, pencils, clipboards etc. 	
A final check has been made for parental consent and consent is in place for all accompanying pupils. This includes a check of parental consent for twitter.	
Where required, emergency parental contact information has been copied and is securely stored. (<i>Contact information can be held in School if visit takes place during school hours</i>).	
Transport arrangements are in place, this includes arrangements for collecting and returning a hired minibus. If the School minibus is to be used, this has been booked and has been checked to ensure there is sufficient diesel for the visit. If accompanying adults are using their own vehicle, the appropriate form has been completed and returned to the school office.	
The educational visit has been discussed with all pupils and they are aware of the purpose of the visit and expectations, including expectations regarding behaviour.	
Where required, a meeting has taken place, or has been arranged, to discuss a pupil's medical needs and the administration of medication. (<i>Such a meeting should take place if a child has medication prescribed by a medical practitioner</i>).	
Arrangements are in place for the handover of medication at the beginning and the end of the educational visit. Parents are aware of arrangements, <i>Reminder, all medication provided by parents, with the accompanying administration form, should be stored in a sealed box. The medication summary form should be completed which provides a summary.</i>	
Arrangements of payment to the provider are in place. (<i>Wherever possible, providers should invoice the office following the educational visit</i>).	

Arrangements are in place for taking photographs of this educational visit; VL to ensure images are shared on OLW's twitter account.	
Weather forecast has been checked and the forecast is appropriate for the visit. (<i>Please consult with EVC if there is a MET Office weather warning in place</i>).	

Signed _____ Date _____

Visit Leader Emergency Action Card – Emergency Contact Information

OLW School	0121 744 6852 Stratford Road Shirley Solihull B90 4AY
Headteacher	Ben Taylor - 07411041343
Deputy Headteacher	Carol Ashcroft – 07909 223494
Educational Visits Coordinator	
Solihull MASH	0121 788 4300
Coach Driver	
Provider	
Accomodation	