



Green Lane
Pre-School

St Barnabas Primary School



St Barnabas
CofE Primary School

POLICY DOCUMENT



School Policy Document

Title: Off Site Visits Policy

Purpose: Supporting, planning and arrangements for off site visits

Lead Role Responsibility: Educational visits coordinator (EVC) –Lucy Merrett

Governing Body Team or Head Teacher Responsibility: Curriculum Team

Reference and Source Documents:

Worcestershire Guidance as designated in www.oeapng.info (Outdoor Education Advisors Panel 2020)
Learning Outside the Classroom and Quality Badge Awards <https://www.lotc.org.uk/>
EVOLVE for informing WCC: www.evolve.edulink.co.uk

Approved by Leadership: 4.05.22

Approved by Governing Body: 12.09.2022

Reviewing Cycle: Every 2 Years

Next Review Due: Spring 2024

St. Barnabas CE Primary School & Green Lane Pre-School Policy version Christian Vision and Aims statement

Inspire, Nurture and Achieve

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school** and pre-school **all people** are **valued, encouraged** and **cared for**:

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

Matthew 19 v14

Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

We aim to:

***Inspire** a positive approach to life and learning;*

*Value and **nurture** each child as an individual: developing **resilience, independence**, and an **understanding** of what they bring to the world;*

*Create a rich, stimulating environment where **achievements** are celebrated and **team work** and **co-operation** are expected;*

*Promote **high expectations** and **self-confidence** for each individual;*

*Ensure each child strives towards **excellence** supporting those who find learning difficult and challenging the most able children;*

*Develop and foster **motivation** for learning and **enthusiasm** for life;*

*Promote a sense of **belonging** and build outstanding **relationships** between school, home, church and the wider community.*

*Help every person understand their **unique purpose** and **place** in **God's world**.*

1. Introduction and Aims:

This Policy is for all Educational visits including off site visits in the local area and further afield. It includes all residential visits.

All visits, trips and off-site activities are planned, organised, conducted and reviewed in line with the Worcestershire County Council guidance. They have formally adopted "OEAP Employer Guidance" as "Worcestershire Employer Guidance for the Management of Visits and Learning outside the Classroom". A copy of this Guidance can be found on the following website www.oeapng.info (Outdoor Education Advisors Panel May 2020).

Our aim is to ensure that all children have the opportunity to experience and develop their skills for all areas of the curriculum in a range of activities in the wider community.

All students are included in year group off site visits; visits are planned and realistic adaptations are made to ensure the inclusion of all pupils.

We aim to provide experiences and activities that are suitably challenging and in accordance with the National Curriculum and EYFS.

2. Relevant Legislation and Guidance:

- WCC has formally adopted the OEAP (Outdoor Education Activities Panel National Guidance) as the standard for visits and LOtC activities and the EVOLVE planning and management system.
- More information can be found on the EVOLVE website: www.evolve.edulink.co.uk
The OEAP guidance can be found at: www.oeapng.info
Information regarding the Quality badge for LOtC and further visit guidance is found at: <https://www.lotc.org.uk/>
- Details regarding payments are found in Charging and Remissions policy.
- Further information regarding Critical Incidents and Emergencies is found in the Critical Incidents Guidance.

3. Roles and Responsibilities:

The **Education Visits Co-ordinator** is responsible for:

- overseeing the school's provision of Off site Visits and ensuring they meet WCC/OEAP guidance and requirements
- keeping up to date with developments in Educational visits
- liaising with Worcester County Council
- completing the documentation on EVOLVE Portal for all residentials and any visit that is 50+ miles from school
- supporting class teachers in planning visits
- monitoring and reviewing the risk analysis documentation
- contributing to staff curriculum Education Visits CPD at least annually
- preparing and testing critical incident and emergency plans (see separate paragraph)
- monitoring a sample of the completed Risk benefit assessments

The **Headteacher** is:

responsible for specifically checking:

- staff competence
- standards of provider or travel company
- contact details and emergency plans
- insurance(s)
- all adults are authorised to undertake the visit
- seeking approval from the Governing Body for any residential or overnight trip

The **Governing Body** is:

responsible for specifically:

- approving all residential or overnight visits prior to them taking place
- ensuring that the school has effective health and safety policies and provision in place which meets statutory requirements, Council and national guidance.

The **Deputy Headteacher** is:

responsible for specifically checking

- risk/benefit assessments
- adequate staffing for the visit and in school
- medical cover/provision for SEND pupils
- staff contact and medical details

The **Visit Leader** is responsible for:

- seeking support from the EVC lead and approval from the Head / Deputy Heads
- initiating, planning and running the visit or LOfC activity
- checking the costs with senior staff
- researching the visit, checking for LOfC Quality badge if appropriate and a visit if possible
- checking that the venue has its own Risk Assessment
- communicating with parents regarding dates, times and costs in good time
- confirming the staffing levels according to age and stage of children and including staff cover remaining in school
- completing the Risk Assessment and discussing this with the DHTs who will then approve and sign it off
- providing all adults and the school office with a copy of the Risk Assessment
- briefing all adult participants in good time before the trip

The **Office staff** are responsible for:

- entering the visit into the school calendar
- liaising with the visit leader to book the transport, send out communication with parents and collate payments
- maintaining and providing up to date class lists and contact numbers for visit leaders to take with them

- maintaining up to date medical records on SIMS, particularly any new diagnoses or changes in medication when information is given to school by parents

4. : Teaching and Learning:

- Visits are planned to link with and enhance our broad and balanced curriculum in each year group.
We provide a minimum of one off site visit in every year group per year.
- Optional residential visits are offered in Years 3, 4 and 6 to all children.

5. Residential Visits

- We offer the opportunity for residential educational visits in years 3, 4 and 6.

6. Critical incident and emergency plans:

- All off site activities are carried out after consent from the Headteacher / Deputy Heads and have an independent risk analysis, signed by one of the above. Establishments visited are expected to hold a recognised quality standard such as LOfC badge. Notification of visits more than 50 miles away, residential or high risk activities is done through www.evolve.edulink.co.uk
- The Visit Leader is responsible for ensuring that up to date contact numbers and relevant medical information for staff are on the risk assessment.
- The visit leaders and other adults carry emergency numbers for all children at all times.
- Staff are aware of the 4 levels of incident that might occur on an off site visit
- All staff are aware of the Critical Incident Plan which has up to date Guidance for Coping with Emergencies and Critical Incidents.








7. Appendix:

- Flow chart of actions
- Guidance for completing Risk Benefit Assessments
- Incident levels guidance

8.Date to be reviewed Spring 2024

Appendix for Off Site visits Policy

A: Overview of planning an Educational Visit

Planning an Educational Visit			
Who?		Who?	What?
Visit leader		HT	Seeks approval in principle for visit including purpose, timing, cost, transport and initial staffing
		EVC lead	Discuss venue, LOTC quality badge, need for EVOLVE
		Office	Ask staff to book transport, confirm details of communication with parents, including payment details and entry to school calendar
		DHT	Discuss specifics of Risk Assessment, date, medical/SEND needs and staffing implications
Headteacher		Governing Body	Seeks approval for any residential or overnight visit
Office Staff		Visit Leader	Copy of confirmation of coach booking emailed
EVC lead	Completes EVOLVE with Visit Lead then sends it to	HT	Signs off EVOLVE which goes to WCC for all residential visits or day visits 50+ miles from school
Visit Leader		DHT	Checks and signs off completed detailed Risk/Benefit Assessment Copy to the Office (stored in a file)
Visit Leader	briefs	All staff on visit	All staff have copy of RA with all staff and children's details
<ul style="list-style-type: none"> Overview of planned Off site visits completed at start of year and kept by EVC lead Discussions regarding Residential visits must be held with HT a Year in advance Discussions for other visits must be in the half term prior to the visit EVOLVE forms must be submitted 20 days in advance of visit Final Risk Assessments must be signed off the week prior to the visit 			

B. Completing Risk/Benefit Assessment forms

Please include:

- A named Visit Leader and Deputy Visit Leader
- Named Medical needs for pupils and staff, include taking a named Care Plan if appropriate
- Staff names with next of kin contact numbers
- Named children with known behaviour needs and if appropriate which staff are allocated for 1:1
- Any adaptations that have been made to include a pupil with additional needs
- Any arrangements needed for weather conditions if necessary
- Staff will wear lanyards and take mobile phones with them
- Additional arrangements for a delayed return to school e.g: named staff member who will be informed, sending a parentmail etc.

C: Hierarchy of Incidents on an Educational Visit

	Incident Type	Responsibility/Action
1	Incident	Dealt with by the Visit Leader
2	Emergency	Visit Leader calls the Emergency Contact back at school (SLT)
3	Critical Incident	The Emergency Contact at school contacts Worcestershire County Council-Critical Incident Plan
4	Major Incident	Declared a major incident by the Emergency Services who then take control. School staff respond to their requests.