



## Tibberton CE First School and Hindlip CE First School Policy for Educational Visits (EV)



Policy reviewed: Autumn 2022  
Adopted by Governing Body: Autumn 2022  
Policy to be reviewed: Autumn 2024

Governor responsible for Health & Safety: Mr J. Porter  
EVC: Mr A. Gromski at Tibberton / Mrs K. Herbert at Hindlip  
Executive Headteacher: Mr A. Gromski  
Worcestershire County Council named contact: Rachel Whitley

***'Whatever you do, work at it with all your heart.' Colossians 3:23***

**Purpose and value of Educational Visits:** As a Church of England First School we are committed to providing an education that enables every person to flourish and live out 'life in all its fullness'. We want our children to grow in wisdom; to cultivate a wide-ranging knowledge that will help broaden life chances; to develop the spiritual, intellectual and emotional resources they need to live a good life; and to develop the character to live well together in community, whilst preparing them for the opportunities, responsibilities and experiences of future life. Learning outside the classroom is a vital part of children's learning and development, providing the children with the wider experiences they need to develop in this widest sense. It is a vital element of an ambitious broad, balanced and inclusive curriculum to reflect these aims. School visits should be memorable, enjoyable and fulfilling.

**The Policy and Legal responsibility:** This policy is part of the schools legal responsibility in providing a duty of care to our pupils and staff and our duty to follow Worcestershire County Council's health and safety guidance for school visits. **It should be used in partnership with OEAP Employer Guidance at [www.oeap.info](http://www.oeap.info) and with current advice at [www.lotc.org.uk/](http://www.lotc.org.uk/).** This policy is familiar to all members of staff and should also be viewed alongside the schools policies for health and safety. The employer retains overall responsibility for health, safety and welfare.

**Role of the Educational Visits Co-ordinator (EVC):** In the absence of an EVC the responsibilities and function of the EVC remain with the Headteacher.

### **The EVC will:**

- Have attended the Worcestershire Educational Visit Coordinator Training;
- Ensure induction and training for staff, ensuring all visit leaders have attended Worcestershire Visit Leader training;
- Monitor the purpose of visits;
- Support the headteacher / governing body with visit approval and decisions
- Ensure outdoor learning activities are led by staff meeting who are competent and confident;
- Ensure volunteer adults are vetted and those with significant unsupervised access are subject to full DBS checks;
- Be the principal contact with the LA over visits planned by the school;
- Confirm that the leadership of visits is competent and to check staff qualifications, including accompanying staff and volunteers;
- Confirm that where appropriate risk management planning (including risk-benefit assessments) and preliminary visits have been completed by visit leaders and given sufficient consideration;
- Ensure medical and first aid arrangements are addressed;
- Monitor and review the programme of visits and the schools educational visits policy;
- Monitor emergency procedures and provide Leaders with an Emergency Procedures Checklist;
- Make EVOLVE submissions for adventurous and residential visits or visits over 50 miles away.

### **Role of the Governors - The governing body should:**

- Ensure that the plans for visits comply with statutory regulations and guidelines, including the school's health and safety policy documentation;
- Ensure the duty of care is discharged (following policy set down by employer guidance and **OEAP EG** guidance);
- Support adjudication of parental complaints;
- Assess proposals for certain types of visit, which should include visits involving an overnight stay or travel outside the UK, and ensure submission of these proposals to the LA if appropriate (via the **EVOLVE** system).

**Role of the Visit Leader -** They must be familiar with the schools policies to be followed off-site. They will be **competent**, with appropriate experience and qualifications. NB: *Overarching duty of care remains with establishment leaders, even when partial responsibility is shared with a provider.* It is the duty of the visit leader to:

- Risk manage the visit and venue and undertake a preliminary visit if appropriate;
- Keep the EVC informed at each stage of the planning process;
- Involve young people in these processes, wherever appropriate;
- Define the roles and responsibilities of other staff (and young people) to ensure effective supervision, and appoint a deputy;
- Share details of 24/7 emergency contacts and emergency arrangements with key staff and providers where appropriate;

- Obtain parental consent forms (where required), medical details and contact details and share these with relevant staff and providers;
- Ensure if accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management;
- Address Child protection issues including DBS checks and processes where appropriate;
- Disseminated relevant information to supporting staff;
- Ensure access to first aid at an appropriate level;
- Provide relevant information to parents and young people and arrange pre-visit information meetings where appropriate;
- Brief staff and other supervisors on: The nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities, the nature and location of the activity;
- Ensure the visit is effectively supervised – are staffing ratios appropriate for the activity?
- The leader will know of relevant medical and other relevant needs of group members, including staff;
- Complete post visit evaluations.

**Vetting and DBS Checks:** Worcestershire employees who work *frequently* or *intensively* with, or have *regular access* to young people or vulnerable adults, must undergo a DBS check as part of their recruitment process. For the purposes of this guidance:

- *frequently* is defined as "once a week or more";
- *intensively* is defined as 4 days or more in a month or overnight.

However, it must be clearly understood that a DBS check in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

#### **Approval and Notification of Visits and Provider Assurances:**

We must notify the authority of visits and activities falling within any one of the triggers set out below:

- Involves a journey more than 50 miles away from base;
- Involves a residential or overnight stay;
- Involves the provision of an adventurous activity.

**The above notification procedure requires the submission of an "EVOLVE" form at least 6 weeks prior to departure.**

Providers should hold some form of national accreditation. E.g. The LOtC Quality badge, AALS licensing, adventure mark, NGB approval. Worcestershire policy is that where a provider holds such one of the above accreditations there should be no further need to seek assurances.

**Risk Management:** *All visits*, beyond those which form part of the regular school day (e.g. swimming), leaving school grounds must have completed risk benefit assessments signed by the EVC / Headteacher. Worcestershire Risk-benefit assessments must be produced: on one side a LA generic risk assessment, on the other a matrix for recording a venue/activity/group specific risk assessment following the generic prompts. Examples are available in the EV portfolio on the shared drive at both schools. Pupils are made aware of expectations and needed equipment in advance of visits. **Pupils who are unable to maintain an acceptable 'safe' code of conduct within school will not be eligible to participate on school visits.** Preliminary visits should be undertaken to new venues. Staff may claim fuel costs. Copies of completed risk assessments will be placed in the EV portfolio.

#### **Transport**

- The school uses certified and established coach companies.
- Staff will not transport children in their private vehicles unless they are fully insured for this purpose (business insurance).

#### **Supervision/ratios**

These ratios are a *general* guide;

- 1 adult to six pupils in years 1 to 3 (under 5s need a higher ratio);
- 1 adult for every 10-15 pupils in years 4 to 6.

#### **Emergency procedures and critical incident support**

A basic first aid kit must accompany any trip that leaves school premises. Staff will follow school first aid policy. Accidents and incidents will be recorded and reviewed to identify learning points. Leaders will follow the action points below and will have a mobile phone. Outside school times an emergency school contact will be allocated (such as the Headteacher). Parental consent forms will be held by the school office. *All children are offered additional insurance on an annual basis.*

*Support in the event of an incident is available from the LA Visit Emergency contact, see below.*

#### **Guidance- OEAP Hierarchy of visit problems:**

Incident – can be dealt with by the Visit Leader on the spot.

Emergency – Needs referral to the emergency contact

Critical Incident – Needs support of a visit emergency management team.

Major Incident – Declared by UK Police or foreign office.

## **Emergency Procedures Checklist**

<b>Action</b>		<b>Action Taken</b>
Establish the nature and extent of the incident and location		
If an injury – assess injury (preferably by first aider)		
1. Contact emergency services (ideally done by a second adult) 2. Contact School office / Headteacher / designated contact (ideally done by a second adult) <b>They will then inform LA if a serious incident</b> Headteacher and School administrator to oversee situation from school – <ul style="list-style-type: none"> <li>• Confirm hospital details</li> <li>• Inform Chair of Governors and relevant parties.</li> <li>• Make arrangements for return of group to base or home</li> <li>• Contact place of visit and inform them of the situation</li> <li>• Obtain a police report</li> <li>• Obtain insurance information</li> </ul>		
Ensure all other members of the group are accounted for		
Ensure all other members are safe from danger and looked after		
<b>LA Visit Emergency contact number</b>	<b>1. 24 hrs</b>	<b>07624 909756</b>

### **School Offices:**

**Tibberton – 01905 345284 / Hindlip – 01905 453455**

### **Key Holders:**

**Executive Head and EVC, Alex Gromski – (Both schools)**

**EVC, Kirsty Herbert – (Hindlip)**

**Head of School, Josh Uren – (Hindlip)**

**Head of School, Rhiannon Jordan – (Tibberton)**

**Jo Turner – (Tibberton)**

**Administrator, Michelle Adams – (Tibberton)**

**Business officer, Lorena Lewis- (Hindlip)**

### **Worcestershire Designated Visits Lead:**

**Rachel Whitley - RWhiteley@worcestershire.gov.uk**

### **WCC Incident and Emergency**

**24hrs – 07624909756**



## EDUCATIONAL VISIT REVIEW FORM



This form should be used as part of a review process following a visit/residential/activity to provide a reflective summary based upon experience. This review is an opportunity to analyse, however 'small' or 'large,' and add value to future experiences.

**Date of review:**

**Trip Venue:**

**Staff completing the review:**

**Cost of trip:**

**Did the trip meet the learning objective/purpose of the trip? If not, please say why not.**

**Value/benefits of the trip?**

**Emergency Incident Management required? Yes/No. If yes please provide further details on the reverse.**

**Transport - Any issues?**

**Additional comments**

# Worcestershire County Council

## Worcestershire LA Generic Risk Assessment for Off-Site Visit

This generic risk assessment is designed to prime consideration of a simplified Venue/Activity/Group specific Risk Assessment (VAGRA) carried out by the Educational establishment on the reverse side of this form.

### ACTIVITY AND ENVIRONMENT \_\_\_\_\_

<b>1. Significant Hazards and</b>  <b>Identification of Risk:</b>  <i>Those hazards which may result in serious harm or affect several people</i>	<b>2. Those who might be harmed:</b>	<b>3. Control Measures:</b>  <i>Controls, including relevant sources of guidance</i>	<b>4. Residual</b>  <b>Risk</b>  <b>Rating</b>  <i>Must be</i> <i>“acceptable”,</i> <i>otherwise</i> <i>reassess</i> <i>controls</i>

## Worcestershire County Council

### Venue/Activity/Group specific Risk Assessment

This VAGRA Risk Assessment is designed to complete the requirement for a written risk assessment, applying the LEA generic risk assessment to the specific requirements of the user.

### SCHOOL/ESTABLISHMENT

#### Specified nature of activity and environment/venue

#### EDUCATIONAL OBJECTIVES

<b>1. Significant Hazards and</b>  <b>Identification of Risks</b>  <i>See overleaf. Add any significant hazards peculiar to the specified visit/activity or group.</i>	<b>2. Those who might be harmed:</b> <i>Number and age of student participants.</i>  <i>Number of participating staff.</i>  <i>Any others at risk.</i>	<b>3. Control Measures:</b>  <i>Specific control measures not included in the generic risk assessment overleaf.</i>	<b>4. Residual</b>  <b>Risk</b>  <b>Rating</b>  <b><i>Must be</i></b> <i>"acceptable",</i>  <i>otherwise</i>  <i>reassess</i>  <i>controls</i>

Procedure(s) for ongoing risk assessment review (e.g any special briefings?) \_\_\_\_\_