

St Bernadette's Catholic Primary School

Policy for Educational Visits.

Our Mission

Learn to Love: Love to Learn

At St. Bernadette's Catholic School you will find us caring, hardworking and co-operative. We follow the ways of Jesus using our talents and gifts to make our school special. We show respect to all and welcome you

This policy supplements the school's Health and Safety Policy. It builds upon the good practice in the Outdoor Education Advisers Panel (OEAP) National Guidance. It also follows the guidance set out in '*Policy and Guidance for Educational Visits and Learning Outside the Classroom*' - Birmingham City Council- 2020.

INTRODUCTION

St Bernadette's School provides a rich and varied programme of opportunities for students to learn outside the classroom within the school, the local area and further afield. The programme of educational visits and learning outside the classroom supports the ethos and values of the school in a structured innovative and progressive way to enhance and support young peoples' self-esteem, awareness of others, independence, emotional literacy and resilience, positive attitudes, motivation and behaviour, mental and physical health and environmental awareness.

This is crucial as our young people move into the wider society that the foundations are carefully laid so that throughout their lives, they continue to be successful learners, confident individuals and respectful global citizens.

OVERALL AIMS AND BENEFITS

As part of our aim to provide a broad a balanced curriculum, educational visits:

- Have a stated educational purpose which is clearly related to the curriculum
- Provide children with first-hand experiences impossible within the school boundaries
- Enhance learning opportunities
- Promote and develop independence, self-confidence, self-esteem, self-discipline, self-respect and respect for others.
- Encourage the development of interpersonal and social skills, e.g. trust, co-operation, teamwork
- Develop awareness of the consequences of our actions and behaviour, particularly in relation to others.
- Develop positive awareness of mental and physical health and well-being
- Encourage awareness, exploration and respect for the natural world and local environments
- Provide opportunity for students to become educated, creative and aware global citizens

- Provide a positive contribution to the development of cross curricular dimensions
- Offer opportunities to step out in our local and wider areas to enhance and broaden our horizons and cultural capital.

Visits include:

- Local visits
- Half or full day visits which need transport
- Residential visits
- Sports fixtures and inter-schools competitions (further guidance available– “Guidance on the organisation of Inter-School Fixtures and Area Sports Events” from BAALPE and NCSS).

This policy covers the supervision of children and young people undertaking experiences beyond the boundary of their normal classroom or environment as well as some on site learning outside the classroom activities. The Head Teacher and Educational Visits Coordinator are responsible for this policy and the wider learning opportunities it offers. The EVC manages the practicalities. It provides a framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of two categories as outlined below

NG 1b Foundations <https://oeapng.info/download/2826/>

RESPONSIBILITIES

Staff arranging or otherwise involved in educational visits must make themselves familiar with the regulations, advice and procedures published in the OEAP National Guidance and our local authority (Birmingham). All off-site activities must take place under the terms of these regulations, advice and procedures. All roles are clearly defined on the National Guidance website: <https://oeapng.inf>

Staff have the following responsibilities:

Governing Body

- ensure that guidance is available, to inform the school’s policy, practices and procedures relating to the health and safety of pupils on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems. As necessary governors may seek specialist advice;
- ensure that the Headteacher and the EVC are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities;

- ascertain what governor training is available and relevant;
- agree on the types of visit they should be informed about;
- ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the pupil group? The Governors should challenge the nature of the venture when the educational objectives are not clear or where the means to meet them do not appear to be realistic. It is not expected that governors should become directly involved in risk assessment and related matters unless they have an appropriate competence. Governors offering professional advice to schools, should be aware that their professional indemnity insurance is unlikely to cover them for unpaid advice;
- ensure that visits are approved as necessary by the LA before bookings are confirmed;
- help to ensure that early planning and pre-visits can take place and that the results can be acted upon. Note - many complex or costly ventures require an 18-24 month planning period before departure;
- ensure that bookings are not completed until external providers have met all the necessary assurances. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked prior to departure;
- ensure that the Headteacher and the EVC have taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit.

For residential trips in the UK (except for trips to LA residential establishments) or abroad, the Governing Body must be presented with a detailed, fully costed report, at the time the visit is submitted for approval. The report must contain the following details:

- The purpose, venue and date of the proposed trip.
- Details of travel arrangements, insurance requirements, medical arrangements, visas and passport requirements (overseas trips only).
- Other details required (eg: parental consent, safety and medical details).
- The number of individuals expected to make the trip broken down into:
 - pupils
 - teachers (including numbers of any of their family or friends who are going and in what capacity they are going)
 - others (numbers who are going, in what capacity and whether they are related to anyone at the school e.g. parents of pupils)

- That an appropriate adult/pupil ratio is properly considered in accordance with the risks assessment undertaken
- The estimated full cost of the trip broken down into budget headings (the cost of additional supply staff to cover for teachers going on the trip cannot be recovered in the charges made to pupils, etc.). The costings must clearly show the cost of any remissions or subsidy that is to be met from budget share.
- The estimated cost (split between charge and voluntary contribution) to each individual paying the full price. Where payment by instalments is allowed, the amounts and timetable when payments are due should be included.
- The number of, and estimated cost to, persons going on the trip, who will not be required to pay the full amount, the reasons why this is so and their relationship (if any) to the organiser(s) or other adults in the party. Only pupils on the role at the school will be eligible for remission of charges in accordance with the school policy. Any subsidy to other persons going at less than full cost will have to be met from the price charged to the remainder.
- The procedure, criteria and timescales allowed for making refunds to individuals who cannot go or who withdraw, after having made initial payments. This should include any insurance arrangements (if any) that will be made to indemnify individuals, where they have to withdraw from the trip and are not entitled to a refund, under the selected tour company's conditions of sale.
- Details of how the travel agent (if any) will be selected and the costs of any preliminary trips which the organiser may need to make to the venue. How the costs of any preliminary trip are to be recovered, must be detailed. Fair Funding Standing Orders relating to quotes/tenders must be complied with, when selecting any tour operator/travel agent.

In approving the report, the Governing Body should make it clear, to the organiser of the trip, that any amendments to the details of the trip must be reported back, for agreement, before the trip takes place.

The Governing Body may delegate the power to agree to last minute amendments (ie: within the last week before the trip) to the Headteacher, provided the Chair of Governors is consulted over any changes. It is vitally important that any changes, which affect the makeup of the party, and the cost of the trip, are properly approved and documented, particularly where family members of teachers or other inter-related parties are involved.

Any last minute changes to the approved arrangements must be documented and reported back to the next Governing Body meeting for approval.

Headteacher

The Headteacher must give their approval for an educational visit before any commitment is made on behalf of the school. Sufficiently detailed proposals should be provided to allow for an informal decision to be made. Where the activity involves an overnight stay or travel outside the UK, the Headteacher will seek the approval of the Governing Body and the Education department before sanctioning the activity.

Where licensed activities (caving, climbing, trekking or watersports) are being undertaken as part of the visit, the Headteacher is responsible for ensuring that the provider is licensed. It is also the Headteacher's responsibility to ensure that third party contractors are accredited by an appropriate association and operate safety management system.

On approval of the educational visit, the Headteacher will appoint a Visit Leader to be responsible for running the activity. This will be a teacher employed in school.

The Headteacher will:

- delegate tasks to the EVC,
- agree who will approve a visit at school level or submit it to the LA for approval if so required. It makes sense for the EVC to perform this function and for the Headteacher to countersign. But the head teacher may entrust the task wholly to the EVC, who will then sign on the Headteacher's behalf;
- ensure that arrangements are in place for the governing body to be made aware of visits so that questions can be asked as necessary;
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties;
- be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships;
- ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment;
- ensure that the accreditation or verification of providers has been checked;
- ensure that visits are evaluated to inform the operation of future visits;
- ensure that the EVC keeps him or her informed of the progress of the visit and that this information is relayed to governors (and to parents as necessary);
- check that the EVC has designated an appropriately competent group leader. The Headteacher should make a judgement on a member of staff's competence and suitability to lead a visit.
- ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes or activities during the visit.

The consent form should carry details of plan B;

- make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit;
- allocate sufficient resources to meet identified training needs, including attendance at courses arranged or held by the LA. INSET sessions relating to educational visits may be organised;
- ensure that visit evaluation is used to inform training needs. Further staff training should be made available where a need is identified;
- arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits;
- help to ensure that serious incidents, accidents and near-accidents are investigated;
- ensure teachers are made aware of and understand LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff;
- ensure that the school has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff. Ensure that pupils, parents, group supervisors and others are given written details of these procedures;
- ensure that the school contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or he should be able to respond immediately at the school base to the demands of an emergency and should have a back-up person or number;
- ensure that the EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit;
- ensure that the EVC impresses upon parents the importance of providing their own contact numbers, more than one, which will enable the parents to be contacted in case of emergency;
- establish a procedure to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or pupils;
- recognise that support must be provided by the LA's public relations unit when dealing with media enquiries;
- check that contractors have adequate emergency support procedures, and that these will link to school and LA emergency procedures.

EVC

The Educational Visits Coordinator is Mr. Lavin. He will coordinate all educational visits and monitor the implementation of this policy. The EVC will hold copies national and LA guidance regarding educational visits and maintain an Educational Visits file.

General Functions of the EVC

The functions of the EVC are to:

- liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment;
- support the Headteacher and governors with approval and other decisions;
- assign competent people to lead or otherwise supervise a visit;
- assess the competence of leaders and other adults proposed for a visit. It may include practical observation or verification of experience;
- organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
- organise thorough induction of leaders and other adults taking pupils on a specific visit;
- make sure that disclosure and barring service checks are in place as necessary;
- work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- review systems and, on occasion, monitor practice.

Visit leader

The Visit leader will have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. To ensure accountability and to avoid potential confusion, a single Visit Leader should be designated. If this role changes during a visit, a clear handover should be made. The key requirements for Visit Leaders are that they must be competent to lead, confident and accountable. A Visit Leader must ensure

that the activity is properly planned including assessing the risks to ensure that there is wide understanding about what everyone needs to do. They must ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision.

Visit Leaders will check that the appropriate insurance cover is provided before a trip is undertaken and will be responsible for completing the necessary forms (including risk assessments) 1 month in advance of the visit. The Visit leader will appoint a deputy Visit Leader who will have responsibility for the group if the Visit Leader should be required to leave the group (for example to accompany a child to hospital) or becomes unable to lead the group (for example, due to sickness).

In the case of a residential trip – Visit Leaders will also be responsible for contacting the school daily to inform of the trip's progress.

On return from trips Visit Leaders should take time to review the trip and record this on the risk assessment.

Teacher/Adult Volunteers

Teachers and adult volunteers must do their best to ensure the health and safety of everyone in their group, acting as a responsible parent would do in the circumstances. Adult volunteers should not be left in sole charge of pupils except where it has been previously agreed in the risk assessment. All Volunteers partaking in off-site visits must be vetted and approved (including relevant DBS checks) and should complete the Volunteer Agreement (See Appendix I).

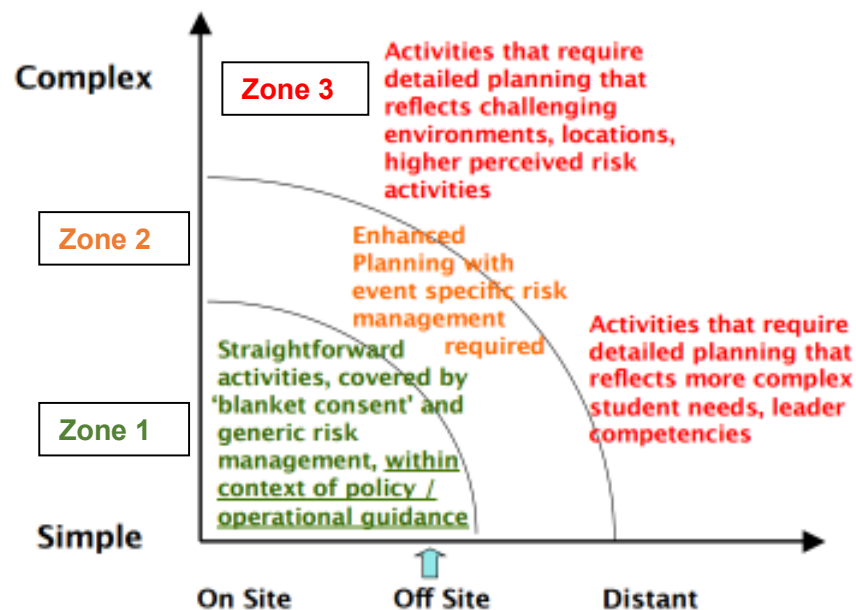
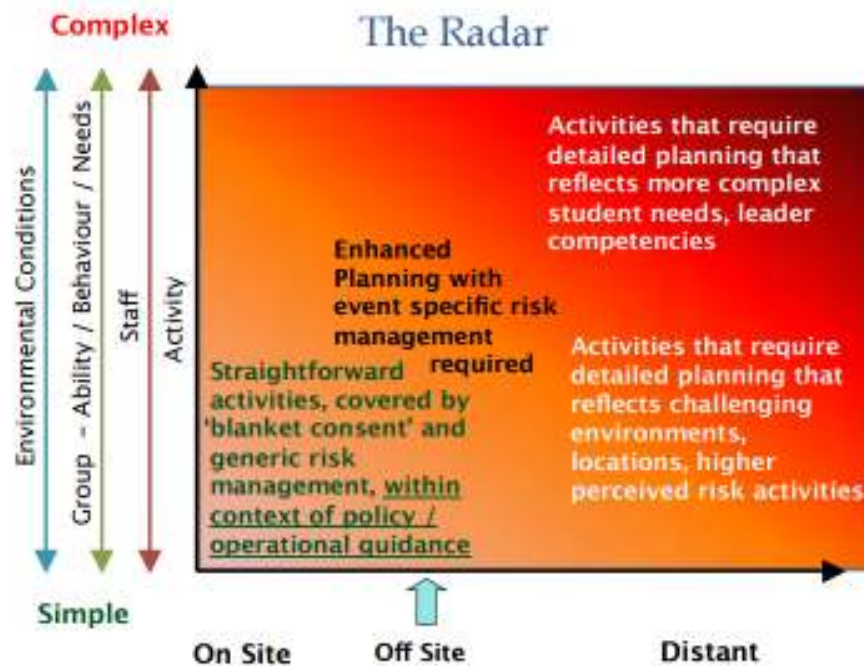
Children

The responsibilities of pupils and expected standards of behaviour must be discussed with them prior to the visit.

PROCEDURES

All visits require planning, preparation and approval. This varies according to aspects of complexity and distance.

The school has Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a zone – then the visit rises to the next Zone up for further guidance and planning. Staff should consult the EVC for support.



Zone 3

Adventurous activities/ Abroad and very complex visits

These visits require specific approval at school level and the notification of the Education Visits and Outdoor learning Adviser. These must be submitted to the Adviser at least 4

weeks before the departure date. The current notification for Birmingham City Council is via the e-visits online portal.

Zone 3 visits would require specific formal consent from parents/ guardians

Residential and Overseas visits

Residential visits fall into the enhanced category and require detailed advanced planning and preparation. There are specific management issues associated with these types of visit. Residential experiences can provide powerful learning opportunities that fulfil individual's personal and social development and promote the aims and benefits that underpin this policy. The school/academies aspiration is that all young people should have a residential opportunity as part of their key educative foundation and offer.

Aspects to consider for all residential:

- Suitability for the age of the group and accessible to the range of abilities and individual needs
- Cost effective, financial considerations and insurance
- Is the accommodation part of the residential package or is the accommodation separate?
- Sole occupancy, shared or public usage
- Self-catering
- Camping or home stay accommodation
- Overseas visits

NG 4.2b Residential Visits <https://oeapng.info/download/2662/>

Overseas Visits:

Overseas visits require meticulous enhanced planning. This has been highlighted in the Coronavirus crisis and world pandemic. Careful shared liaison, discussion as well pre and final approval procedures at several levels is required. All aspects have to be as good and robust as the school/academy can make them.

NG 7r Overseas Visits Overseas Visits <https://oeapng.info/download/1228/>

NG 7q Overseas Expeditions <https://oeapng.info/download/1226/>

Zone 2

Enhanced Planning Visits

These visits along with Zone 1 visits constitute the majority of school visits. There will be aspects of complexity that require careful planning.

All visits are required to be planned and sent to the EVC, and then will be approved by the EVC and Headteacher. The Educational Visits Adviser can provide advice on these visits if

required. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted.

Zone 2 visits would require specific formal consent from parents/ guardians

Zone 1

Local regular Visits

These are regular, local and straightforward to organise and part of the curriculum and normal working practices. These visits include places within walking distance: e.g. visiting the local park/ local shops/ Eco-park. Blanket consent will also be obtained for swimming. Parents will give consent for these visits at the beginning of the academic year but should still be notified when they are happening. For any visit that requires transport or collection later than the normal end of the school day further consent should be sort with contact numbers obtained.

NOTIFICATIONS

These are specific categories that should be notified to the Local Authority.

Forms or Electronic notification for Adventurous Activities and Overseas Visits should be submitted through the EVC to the employer, Birmingham City Council (BCC) Education Safety Services (ESS). The current BCC ESS forms are OE2019 and OSV2019
schoolsafety@birmingham.gov.uk 0121 303 2420

Visits requiring notification should be submitted at least 4 weeks prior to the day of the visit. Support can be obtained from Educational Visit Advisers in consultation with the EVC. For complex visits notification can be sent well in advance.

E visit; Web based Educational Visits educational visits management resource and tool.

BCC Education Services are now running an on-line notification system, which is a web-based educational visit planning, management and notification system. This can support the work of EVC's and Head Teachers. All BCC and those schools that have an SLA with BCC ESS for Educational Visits and Learning Outside the Classroom can have access to this resource. Support from Advisers can be sought.

RISK ASSESSMENT

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved. Risk assessments should explicitly cover how special educational needs and

medical needs are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of contingency measures – plan B.

Risk assessment for educational visits can be usefully considered as having three levels:

- **generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place;
- **visit/site specific risk assessments** which will differ from place to place and group to group; and
- **ongoing risk assessments** that take account of, for example, illness of staff or pupils, changes of weather, availability of preferred activity.

Where frequent visits are made to local venues, a generic assessment of the risks must be made annually (termly for swimming) and then monitoring should be undertaken to identify any new dangers.

The following should be considered when undertaking a risk assessment:

- **Staff**
 - Competent?
 - Trained?
 - Experienced?
 - Ratio of staff to young people?
- **Activity**
 - Simple?
 - Complex?
 - Training required?
 - Consent?
 - Insurance?
 - Licensable?
- **Group**
 - Prior experience?
 - Behaviour?
 - Medical and/ or Special Needs?
- **Environment**
 - Does a prior visit need to be undertaken?
 - Same as previous visits?
 - Forecast?
 - Are the water levels to consider?
- **Distance**
 - How far?
 - Transport required?

- Residential?

All risk assessments should be recorded on the school risk assessment form.

(See appendix II)

PRE- CHECKING VENUES AND EXTERNAL PROVIDERS

The suitability of the venue must be researched. This includes checking if the providers are able to meet the intended learning outcomes and group needs. (See Risk Assessment Section)

NG 4.4f Checklist Assessing the Provider <https://oeapng.info/download/1154/>

NG 4.4g Selecting External Providers and Facilities <https://oeapng.info/download/4431/>

Quality Badges Accreditation and Licencing

Birmingham City Council and the OEAP endorse and support the use of the Council for Learning Outside the Classroom (CLOtC) Quality Badge. <https://lotcqualitybadge.org.uk>

Therefore the organisation that holds this award provides a quality or safety 'benchmark' that is externally verified. Similarly this is the case if an Outdoor provider has an Adventure Activities Licencing Authority (AALA) licence where safety paperwork does not need to be examined. If a Provider does not hold an external accreditation or verification they should complete the Providers Statement below. If in doubt consult your EVC or Adviser.

NG 8q Provider Statement (Word Version) <https://oeapng.info/download/1268/>

NG 3.2f AALA Licencing <https://oeapng.info/download/1088/>

Adventure Providers National Accreditation

Reference should also be made to nationally accredited provider schemes including Adventuremark and AHOEC Gold Standard and other national governing body centre approval schemes. If in doubt consult your EVC or Adviser.

Note: Notification is required for Adventurous Activity visits.

GROUP MANAGEMENT AND SUPERVISION

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Visits Leaders Role buttons on the OEAP National Guidance website.

Decisions with regard to staffing and suitability of visits will consider:

- The nature and duration of the visit and the planned activities;
- The location and environment in which the activity is taking place;
- The nature of the group including the number of students and their age, sex, ability and needs; (behavioural, medical, emotional and educational).
- Staffing ratios are a risk management issue, and will be determined through the process of risk assessment detailed in section 7.

NG 4.3b Ratios and Effective Supervision <https://oeapng.info/download/1142/>

NG 4.2a. Group Management and Supervision <https://oeapng.info/download/1138/>

The school suggests the following ratios. However, ratios are given as a guide and are subject to the risk assessment that has been undertaken. These ratios may be higher on residential visits and in accordance with the risk assessment undertaken

Nursery and	1 adult to 3 (normal situations)
	1 to 2 (hazardous situations e.g. visits to water, busy shopping or traffic areas)
Reception	1 adult to 3 - 5 pupils
Years 1 to 3	1 adult to 6 pupils
Years 4 to 6	1 adult to 10-15 pupils

When taking children swimming, St. Bernadette's adopts the following ratios:

Years 1 to 3	1 adult to 10 pupils
Years 4 to 6	1 adult to 12 pupils

Whilst travelling to the swimming pool at least 2 adults will be present, on each coach.

Whilst these staffing ratios are a minimum standard, group leaders should assess the risks for each visit and consider an appropriate safe level for their particular group, which should include at least one teacher. Appropriate levels of supervision will be informed by the following factors:

- Sex, age and ability of the group
- Special needs and medical needs of the group

- Type of activity
- Experience and competence of all adults accompanying the activity
- Duration of the activity
- Weather and time of the day
- Type of accommodation, where relevant
- Competence and behaviour of the pupils
- First aid cover available

PARENTAL PERMISSION

At the beginning of each year, parents of all children will be sent a letter requesting that they provide a general written consent to their children taking part in local off-site activities which take place entirely within the school day. Prior to each educational visit the parents of those children taking part in the visit will be provided, by letter or through the school newsletter, with appropriate information about the activity to enable them to withdraw their consent for that particular activity, if desired.

Where a visit extends beyond the normal school day or local area, specific written permission from parents must be obtained. Meetings will be held with parents of children attending residential trips, to provide them with more detailed information. Should a parent wish to exercise their right to refuse their child to take part in the visit, the school will make alternative arrangements to ensure that the child is able to access the relevant National Curriculum objectives in another form.

NG 4.3d Parental Consent <https://oeapng.info/download/1264/>

BEHAVIOUR AND INCLUSION

The School's inclusion policy and behaviour standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below. Each visit leader must consult with the relevant member of the SLT/EVC to ascertain any issues relating to the individual, special, medical and behavioural needs of students.

Principles:

- There is a presumption of the right or entitlement for all young people to participate in the activities offered by the school.
- Accessibility through direct or realistic adaptation or modification.
- Integration through participation with peers.

It is unlawful to:

- Treat a young person less favourably
- Fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification

- Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and is reasonable

Any difficult decisions should be supported by the EVC, SLT Head Teacher and should be recorded carefully.

NG 3.2e Inclusion <https://oeapng.info/download/1086/>

SPECIAL EDUCATIONAL NEEDS, MEDICAL NEEDS AND FIRST AID

In the case of residential visits, parents must complete a medical questionnaire on behalf of their child prior to the educational visit and provide written authorisation for their child to receive emergency treatment during the course of the visit, should it be necessary.

If a pupil requires specific medical needs during an off-site activity, any protocol established between the school, parents and pupil's GP should be extended to cover the differing circumstances of the visit, for example that another adult can legitimately take responsibility for administering the medication. If it is evident from the risk assessment that it is not possible to ensure adequate risk protection for a pupil with special medical or educational needs, it will not be possible for the child to take part in the visit.

A first-aid box (including a set of basic first-aid instructions) will be readily available during all educational visits. It will be the responsibility of the Visit leader to ensure that the first-aid box is fully stocked.

SAFEGUARDING

All adults involved have a duty of care and responsibility to promote the safety and welfare of the children and young people in their care. This includes during outdoor learning and off-site educational visits. Leaders should follow and familiarise themselves with the guidelines provided in the School's Safeguarding and Child Protection Policy. Visit Leaders should liaise with the DSL to ensure they are informed of any children who may be particularly vulnerable or have specific safeguarding needs. They should further ensure the other staff/adults are made aware as necessary as well as using these considerations within the risk assessment and management process.

NG 4.3e Safeguarding <https://oeapng.info/download/1288/>

EMERGENCY PROCEDURES

The safety of the party and especially the children is of paramount importance. 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 Visit leader should discuss with the Headteacher the possibility of excluding the child from the activity.

All adults accompanying a visit must be made aware, by the Visit leader, of the emergency procedures which will apply. The Visit leader will carry a mobile telephone at all times. 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. Adult volunteers will be asked to sign a 'Volunteer Agreement' which outlines their roles and responsibilities.

Before a party leaves school the school office should be provided with a list of all children and adults travelling in the party, and residential visit leaders will provide the office with emergency telephone numbers (as supplied by parents), together with a programme/timetable for the visit.

Where possible it is desirable that visits will be staffed with one member of staff who is first aid trained, though this may not always be possible. This will require that one or more of the staff leading the activity:

1. Knows how to access, and can access, qualified first aid support.
2. Has a working knowledge of first aid and is competent to use the first aid materials carried by the group.
3. For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first aid certificate (This has been temporarily modified by the Government during the COVID-19 outbreak).
4. Consideration should be given to medical issues when travelling particularly when there are, for example, more than 2 coaches or the party is not travelling together.
5. Where a group is in an isolated location or there is some remote supervision e.g. D of E there should be a qualified first aider available as support. This is part of the risk management process.
6. This policy should be read in conjunction with the school's first aid medication policies including the consideration of Epi-Pen and asthma policy. Spare asthma relievers and adrenaline auto injectors within their expiry date can be carried as an emergency backup.

NG 4.4b First Aid <https://oeapng.info/download/1148/>

First aid should be rendered and whenever it appears prudent to do so, a doctor or ambulance should be called. Staff should use their own judgement as to the needs of summoning further assistance. In the event of a serious incident the Group Leader has emergency contact details of nominated people back at school (usually the Headteacher or deputy) failing that the Group Leader also carries detail of who to contact at the LA if a critical incident occurs during term time (08.30-16.15) – School and Governor Support 0121 303 2541 and Out of Hours (16.15 -08.30) Resilience Duty Manager 0121 303 4149.

Unless the incident is manifestly trivial – and staff should err on the side of caution – the first opportunity should be taken of notifying the young person's parents.

FUNDING

The school recognises that educational visits which take place during school time must be provided free of charge. Funding for off-site activities is therefore provided mainly by voluntary parental contributions. The only chargeable element is the cost of residential accommodation. Letters to parents will distinguish between these two costs.

Requests for voluntary contributions will stipulate that there is no obligation to make such a contribution and further that no child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will also be made aware that if there are insufficient voluntary contributions to fund the trip, it may be cancelled. In addition Parents will also be informed that any surplus below £30 will be allocated to school fund to fund future trips. This is in line with the school's Charging and Remissions Policy'.

The school secretary is responsible for all financial accounting regarding visits.

All school trips (including those abroad) will be accounted for through school budget share, on the School's Financial Management System. All income collected, or expenditure incurred, in relation to school trips, must be dealt with in accordance with the City Council's Standing Orders and Financial Regulations.

Wherever possible, a proper division of duties should exist between persons:

- arranging the trip and, where required, negotiating with the tour operator
- collecting the trip money
- banking the money received
- keeping the accounting records
- certifying the invoice and making the payments.

The Governing Body and Headteacher will be responsible for ensuring that adequate segregation of duties exists.

In accordance with LMS Financial Regulations, schools, for all cash/cheques received from individuals, must issue receipts. Cheques received should always be made payable to "Birmingham City Council" (for non cheque book schools) and a school's official bank account, if they are operating under the LA's cheque book arrangements. In accordance with LMS Financial Regulations, for non cheque book schools, the name of the school must be written on the reverse of the cheque, for identification purposes, in case of "bounced" cheques. Cheques must never be made payable to the organiser(s) or any other individual. Information sent to parents must include this requirement. Where payment by cheque is made in person, a cheque guarantee card should be asked for, to prevent non-collection of the debt.

Incidental Expenses

If cash is required to be taken on the trip, a float should be authorised, by the Headteacher, in the week before departure. (If the Headteacher is going on the trip and is in charge of the float, the Chair of the Governing Body should authorise the float.)

Receipts should be obtained, for all expenses incurred while on the trip. A detailed record of the individual amounts spent and what the money was used for is to be kept.

The full amount of the float must be accounted for, to the Headteacher or Chair of Governors (depending on who authorised the float) within two weeks of the party returning from the trip.

Pocket Money

Any additional pocket money, taken by pupils on the trip, must be properly accounted for, if members of staff, or other adults in the party control it. A record of the individual amounts received, and the payment over to the pupils, must be maintained.

Mobile Phones

The use of Mobile phones on trips will only be permitted by staff. Mobiles should only be used for communication purposes with regard to the trip. Staff may however, use mobiles for personal use when not involved with planned activities. The use of mobiles by pupils will be prohibited on all trips. Under no circumstances should staff mobiles be used to photograph children.

Transport

This guidance is taken from: 'Minibuses: Regulations and Operational Guidelines' and in reference to the OEAP National Guidance.

Where transport is needed, bookings will only be made with reputable coach companies. Alternatively the school mini bus will be used. Seat belts should be provided on all seats and it is the policy of the school that these will be used at all times. The school will provide sufficient supervisory staff to ensure the health, safety and welfare of the pupils required under the school's duty of care. Where a minibus is being used, an adult (in addition to the appropriately qualified driver) must be present to supervise the passengers and deal with any emergencies. For journeys over 4 hours, the second adult should be an appropriately qualified driver, to enable rest periods to be taken.

The following members of staff are MIDAS qualified minibus drivers:

Miss J Baker, Mrs M Kerrigan, Mrs Heeley, Mrs T McCartan,

The use of private cars will be discouraged. However, where private cars belonging to parents or staff are to be used, parents will be informed in advance and consent sort. Volunteer drivers will be asked to sign a declaration and produce evidence indicating that the following requirements are in place:

Current, valid driving licence
Current road full licence and MOT certificate
Current vehicle insurance is valid for carrying passengers on a school off-site visit (i.e. "Business use" cover)

Wherever possible staff should avoid travelling alone with groups of children in private cars; if possible two members of staff should travel together. Certainly staff should never travel alone with a single child.

NG 4.5a Transport General Considerations <https://oeapng.info/download/1162/>

NG 4.5b Transport in Minibuses <https://oeapng.info/download/1164/>

NG 4.5e Hiring a Coach <https://oeapng.info/download/2869/>

NG 4.5d Seat Belts and Child Restraints <https://oeapng.info/download/2540/>

EVALUATION

Staff should follow the school evaluation procedure. They should complete an evaluation to aid and inform future visits. Involvement of young people in this process would always enhance the evaluation. A copy of the evaluation is to be sent to the EVC no more than three days after the visit. This is an important part of the educational visit process and allows practitioners to reflect on practice, achievement and learning outcomes. How did it go in terms of planning supervision risk management? Were there any incidents or accidents? What worked well? What did not work so well? Collective visit team evaluation is valuable. What learning needs to be shared with colleagues?

CORONAVIRUS

Due consideration should be given to managing and planning activities during a pandemic and as the world comes out of a current crisis. St Bernadette's will follow relevant Government, Local Authority and Employer guidance. Standard operating procedures should be reviewed to take into account any precautions that need to be made. This particularly relates to social distancing, group sizes, personal protective equipment, hygiene whether indoor or outdoors, onsite or off site. Venues should be considered that offer minimum interaction with the public and other groups from other establishments.

The same attention should be given to hygiene outdoors as well as indoors

- Wash and sanitize hands including when going outside
- Wash hands before and after touching shared objects such as activity equipment

- Wash hands before eating, after using the toilet
- Wash hands after getting on and off transport such as a minibus and when returning inside
- Avoid touching objects shared by the public including doors and gates where possible
- Avoid activities that involve touching each other
- Sanitise equipment before usage

Staff should have available antiseptic hand gel, antiseptic wipes, tissues, bags for waste, gloves and facemasks, disposable aprons and eye protection for administering first aid.

NG Coronavirus 4.4k <https://oeapng.info/download/4835/>

All forms referred to in this policy will be retained by the Visit leader during the visit and a copy filed in the Educational Visits file in the Deputy Headteacher's office.

This policy has been created with reference to:

OEAP National Guidance

'Policy and Guidance for Educational Visits and Learning Outside the Classroom' - Birmingham City Council 2020.

'Guidance Notes on the Operation of Educational Visits' Birmingham City Council.

"Guidance on the organisation of Inter-School Fixtures and Area Sports Events" BAALPE and NCSS December 2004

'Minibuses: Regulations and Operational Guidelines'. Birmingham City Council.

Policy Reviewed: September 2020

Appendix I

St. Bernadette's Catholic Primary School

Off-Site Visits - Volunteer Agreement

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this form.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the volunteer agreement.

I agree to the terms and conditions as stated above.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed : Date :

Appendix II
St Bernadette's Catholic Primary School – Educational Visits Risk Assessment.

Location:		Purpose of Trip:		Date(s):	
Leader:		Other staff:		Group Size:	
Ratio:					
	Aspects to consider What are the Risks/ Hazards?		Control Measures. What precautions have been taken to reduce the risk?		
Type of Group (Attach a list of the children who participated in the activity) THIS SECTION WILL NEED UPDATING DEPENDING ON THE NEEDS OF THE GROUP	Ratios Disability/ SEN Gender Issues Behaviour Management Medication		<ul style="list-style-type: none"> Each adult to be responsible for _ children, accountable for their whereabouts and safety. Children's piriton and epi-pens will be carried by a first aider Children's inhalers will be carried All medical/dietary/SEN details will be obtained prior to the trip and emergency contact information will be carried at all times. Briefing sessions will be held prior to the visit and the details of the plans will be discussed in detail along with behavioural expectations. Head counts will be used at regular intervals. Close supervision of group at all times. Staff are aware of potential risks and suitable briefings will be given as and when required. 		
The Staffing/ Leaders (Consider risks/ hazards that staff may cause/ encounter)	Experienced staff First Aid trained member of staff Inappropriate use of Mobile phones Staff conduct		<ul style="list-style-type: none"> Staffing is a suitable ratio for the perceived risks on the trips First aid trained staff will accompany the children and be present throughout the trip. First aid kit and medical details to be carried at all times. Staff have experience of leading, assisting with similar trips. Briefing sessions will be held prior to the visit and the details of the plans will be discussed in detail. Staff will hold details of the group and be responsible for specific members of the group at times. 		
The Venue (Consider all risks/ hazards that may result at the venue) THIS SECTION	Accommodation and grounds Potential for slips, trips, falls Pupil getting lost/ separated from the group Toileting		<ul style="list-style-type: none"> Ratio is in line with guidelines for children's age and adults will be supervising children at all times. Young people to be briefed prior to the event about health and safety, precautions, behaviour etc. and reminded on arrival. Children will be briefed about staying with the group. A central meeting point will be established should children become separated. Remind young people to look where they are going and warn them about busy places, the public and to pay extra attention. Brief children on 		

<p>MUST BE SPECIFIC TO THE VENUE AND WILL NEED UPDATING FOR EACH TRIP</p>	<p>Finger entrapment</p> <p>Use of public areas.</p> <p>Contact with members of the public.</p> <p>Use of stairs.</p>	<p>stranger danger.</p> <ul style="list-style-type: none"> • Children to be escorted to toilets. • Children to be warned of possible slipping/ tripping hazards, adults to be vigilant. The leader will have a first aid kit with them in case of accidents. Emergency numbers have been returned and filed in the school office. • Allergies and asthma sufferers to have appropriate medication with them at all times. • Pupils will be briefed about keeping still in their seat and about the danger of trapping fingers. • Pupils will use and stairs/ steps in single file leaving an appropriate gap between each child. They will encouraged to use the handrail at all times. • A suitable location for parking will be found and children will be supervised disembarking the vehicle. Pupils will be escorted in to the venue using designated paths and crossings. Pupils will be reminded about road safety.
<p>The Travel/ Transport</p>	<p>Coach</p> <p>Road Traffic Accidents (RTA)</p> <p>Driver fatigue</p> <p>Passengers standing up/moving around vehicle when in motion</p> <p>Wearing of seat belts</p>	<ul style="list-style-type: none"> • Transport to venue will be in line with the school travelling to and from activities risk assessment and the coach and bus travel risk assessment. All party members made aware of emergency procedures on the minibus. • All party members made aware of emergency procedures on the coach. • Driver takes required breaks after periods of driving • Seat belts worn at all times when vehicle is moving • Hand luggage safely stored • No walking round the vehicle • Procedure for leaving coach in an emergency / break-down situation explained. • All pupils counted onto coach after every stopping point, registers taken if deemed necessary. • Before disembarking the coach a suitable briefing will be given about lining up and what the children should do. • Safe locations will be chosen away from busy traffic to get on/off coach (e.g. coach park, onto wide pavement) • Allocate one staff member to stand by and check doorway as young people enter / leave.
<p>The Emergency Procedures</p>	<p>Fire alarm</p> <p>Blockage of emergency exits</p> <p>Medical emergency</p>	<ul style="list-style-type: none"> • Fire alarm, evacuation procedures, routes, exits and musters points identified. • Children and staff reminded to keep exits clear at all times. • Fire Routines detailed and displayed. • Procedures in case of accident, emergency defined and position and use

	Terrorist attack	<p>of emergency telephone(s) appropriate forms.</p> <ul style="list-style-type: none"> Fully trained first aider available and first aid will be rendered when appropriate Staff to carry mobile phones and contact/ medical information for pupils Emergency procedures are in place. The two base contacts understand their roles and responsibilities. The Base contacts have copies of appropriate forms. In the event of a terrorist attack all party members will follow any guidance from emergency services. Pupils should be kept together where possible but if risk assessment at the time deems this to put the children at greater risk they should run, hide and tell.
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Generic/ mandatory risk assessment, used and acknowledged

1. Outdoor Education Advisers Panel (OEAP) National Guidance.
2. Council – risk assessments/ guidance used *Policy and Guidance for Educational Visits and Learning Outside the Classroom*’ - Birmingham City Council 2020.
3. Establishment – risk assessments/ guidance used (Please State)
 - St. Bernadette’s Local visits Risk assessment
 - St. Bernadette’s Transport risk assessment

Alternative Plans (Plan B)

Ongoing Risk assessment

1. Apply the control Measures
2. Monitor how effective they are
3. Change, adapt, revise as required

Emergency Contacts and Procedures

In the event of an emergency the policy outlined in the school’s Educational visits document will be adhered to. In addition, there is always a fully trained first aider available and first aid will be rendered when appropriate. All staff carry mobile phones and the Group Leader has a list of contact and medical details for all members on the visit. Copies are also left at school with a designated person prior to the trip commencing. In the event of a serious incident the Group Leader has emergency contact details of nominated people back at school (usually the Headteacher or deputy) failing that the Group Leader also carries detail of who to contact at the LA if a critical incident occurs during term time (08.30-16-15) – School and Governor Support 0121 303 2541 and Out of Hours (16.15 -08.30) Resilience Duty Manager 0121 303 4149.

Review Comments

Date completed:			
Signed: Group Leader		Signed: Headteacher/ EVC	