



St Nicholas' Primary and Nursery School

Live, Love, Learn & Be Happy

EDUCATIONAL VISITS and OUTDOOR EDUCATION POLICY

Links to Other Policy: Health & Safety, Curriculum, Charging, Behaviour

Approved by: Governors

Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities. This policy has been developed to ensure that the school is compliant with statutory, local and best practice guidance, including:

- Health and Safety: Advice for Schools (DfE 2013)
- OEAP
- Oxfordshire County Council policies

A policy such as this cannot cover all eventualities which might be encountered, but seeks to put in place a framework within which group leaders and/or the EVC can seek to apply their own decision-making processes.

Aims and Objectives for Educational Visits

Through a programme of structured educational visits, which are effectively linked to the curriculum, we aim to:

- Provide our children with first-hand experiences
- Develop a detailed knowledge of our local community
- Provide opportunities for sporting fixtures and competitions
- Make the most of opportunities which are offered locally and beyond
- Provide the opportunity for a residential visit at least once as children progress through school
- Ensure that all such visits are conducted in a safe manner.

We run a wide range of educational visits. These may include:

- Activities weeks
- Participation in local events, such as sporting fixtures, theatre performances, etc.
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas.
- Residential visits including overseas
- Opportunities to participate in cultural activities, such as theatre performances, trips and visits.

St Nicholas Primary and Nursery School follows the [OCC 'Educational Visits' guidance](#) and has adopted the [OEAP National Guidance](#). This policy applies to OCC schools / settings establishments /

settings employing staff to lead and/or take part in high quality outdoor learning, off site visits and/or Learning Outside the Classroom (LOtC) activities for school aged participants.

Roles

The Governing Body satisfies itself that procedures, risk assessments, and control measures are in place and guidance notes are being followed.

The Headteacher is delegated by the Governing Body to approve all educational visits of perceived low risk, daily, local or regular nature.

The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures (see Appendices 1 & 2). The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice.

In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that DBS disclosures are in place where necessary.
- Keep records and make reports of accidents and "near accidents".
- Review and regularly monitor procedures.
- Liaise with the LA Outdoor Education Adviser to ensure the proposed visit complies with the LA regulations.

The Group leader is responsible for identifying the purpose of the visit and following the checklist published in the LA guidance paperwork. A risk assessment is necessary for all off-site visits. The risk assessment is signed by all participating adults prior to the trip/visit departure. All participating adults must read the risk assessment and understand the risks and procedures outlined therein.

No Early Career Teacher (ECT) should take sole charge of an Educational Visit.

Significant risks and their control measures will need to be recorded and filed with the EVC.

This risk assessment must take account of:

- Generic risks as published in this document and the LA Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough knowledge/experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.

Participants are encouraged, in accordance with age and ability, to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

Responsibilities

Responsibilities for Health and Safety on school visits are determined as below.

The Governing Body ensure that there are robust procedures for the management of Health & Safety in place within school; and monitor the effectiveness of these procedures.

The Headteacher develops procedures in line with national guidance; ensures that staff are aware of national, local and school policy; and quality assures risk assessments for each visit to ensure that safe practice is being followed.

The EVC will be a member of Establishment staff appointed to co-ordinate all visits and with the status to effect change and be the focus of monitoring good practice.

The Designated Visit Leader takes overall responsibility for the well-being of the children during the visit, provides a risk assessment, and adapts this according to any circumstances which may occur.

The HR manager takes responsibility for ensuring that any adults participating in a school visit comply with requirements for DBS checks, etc.

The Visit Leadership Team (staff and those volunteers with DBS check) take immediate responsibility for a group of children, follow risk assessments, and ensure that children are kept safe at all times.

The school's Educational Visits Co-ordinator (EVC) is: **Mrs Jen La Vertue**

Parental Consent

On admission to school parents/carers sign a permission form which gives their consent for children to make local walks and visit local amenities such as the church or local shop.

Where the visit is planned generic risk assessments are made for all regular trips. Teachers adjust these assessments according to the needs of their children. These assessments can be found on the St Nicks Shared Drive along with templates for all risk assessments.

For trips beyond the village requiring transport, parental permission must be obtained either electronically via written consent for each visit.

Procedures

- The trained Educational Visits Co-ordinator (EVC) will ensure visits follow National, LA and school guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit.

- All staff will take responsibility for ensuring they follow guidelines and procedures in order to be in line with the Educational Visits policy

A detailed risk assessment will be carried out by the Group Leader in advance of the visit and the risk assessment will be approved by the Headteacher and EVC.

1. Local visits (within Oxford City, using the minibus or on foot)
2. Day visits (which usually involve coach hire)
3. Residential visits (including an overnight stay)
4. High-risk visits (involving 'licensed activity')

A risk assessment should be received, using the agreed format, for all visits at least **a week (category 1)**, **two weeks (category 2)**, or **3 months (category 3)** in advance. The risk assessment should be based on a detailed understanding of the location to be visited, which may necessitate a pre-visit.

On return to school, a review of the risk assessment procedures will take place within **1 week** and will be sent to the EVC and Headteacher to be analysed, further discussed as necessary and stored.

At St Nicholas Primary and Nursery School we follow the National Guidance for advice on trip/visit ratios and staff numbers. For EYFS we follow the EYFS framework with staff ratios

Risk Benefit Assessment

Risk benefit assessments are made for all Educational Visits. This requires that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Benefit Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language
- Risk Assessment considers the site and its environment, the group, the activity and the leaders.

Risk assessments must be signed by the Headteacher and EVC before the visit takes place and stored.

Procedures for Residential Trip and Visits

In addition to the above criteria. The following considerations will be followed for trips with overnights stays.

Pupils' health and safety will be paramount and monitored throughout the trip/visit in line with the risk assessment and individual medical/care plans where appropriate and parental requirements where identified. Parents will be contacted if:

- a pupil has a temperature of **over 37.8C**. The school will ensure that the parents are happy for their child to remain on the trip with close monitoring
- a pupil is feeling too unwell to take part in the planned activities or events
- a pupil has an obvious rash or symptoms of a possible highly contagious illness
- a pupil has vomited
- a pupil has not eaten for several hours as a result of feeling unwell

Following that phone call, by communicating with the school that they consider their child is too unwell to remain on the trip/visit, parents must agree to make and carry out arrangements for their child to be collected and taken home.

In the event of a medical emergency the Group Leader or designated adult will contact 111 or 999 and will inform the parents as soon as the situation safely allows.

A blood oxygen monitor will be taken to all full day and residential trips and visits as part of the first aid kit.

Approval of staff to Lead activities and visits

The Headteacher alongside the EVC will have responsibility to approve staff who lead or accompany activities and visits. This will be based on experience of the activity, knowledge of the activity and knowledge of the needs of the children and staff on the visit.

If establishment staff are to lead adventure activities, they must be properly assessed as competent to do so. See OEAP National Guidance documents 3.2d "Approval of Leaders" and 6h "FAQ - Adventure Activity Qualifications".

Pupils with Special Educational and Medical Needs

Wherever it is feasible, pupils with special needs are included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios. For information, each leader should hold summary sheets containing details of the child/children's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the adult supervisors. Arrangements are made in line with the policy 'Supporting pupils with medical conditions'.

Challenging behaviour

Change of routine and higher levels of anxiety can often be triggers for behaviours that are harder to manage or can become unsafe. This should be considered when planning and assessing risks prior to a trip and should be reflected in the risk assessment document. For pupils likely to exhibit challenging behaviours, individual behaviour plans and 1:1 risk assessments, bespoke to their needs and the context of the trip/visit, should be in place and followed throughout. Additional support on the trip from parents/carers of pupils where behaviour may be a challenge could be requested in order to support their full participation.

Financing Educational Visits

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

Emergency Procedures

It is the responsibility of the EVC to ensure that emergency arrangements are in place for all Educational Visits. This includes ensuring that all involved know who the emergency contact point in the school is for each visit. During school hours, this would be the EVC/SLT or, if the EVC/SLT is accompanying the trip, the most senior member of staff present in school. For out of hours and residential visits, The Visit Leadership Team will be provided with 24 hour contact details for the EVC/SLT. A generic risk assessment covers likely emergency scenarios. See Appendix 3.

Policy Review

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day to day basis this responsibility is delegated to the Headteacher who will report back to the governing body as appropriate.

APPENDIX 1: PROCEDURE FOR ARRANGING A SCHOOL VISIT

- 1. Local visits (within Oxford City, using the minibus or on foot)**
- 2. Day visits (which usually involve coach hire)**
- 3. Residential visits (including an overnight stay)**
- 4. High-risk visits (involving 'licensed activity')**

The Headteacher should agree in principle the visit, date and cost.

A risk assessment should be received, using the agreed format, for all visits at least a week (category 1), two weeks (category 2), or 3 months (category 3) in advance. The risk assessment should be based on a detailed understanding of the location to be visited, which may necessitate a pre-visit.

The Headteacher should see the letter to parents before it is sent. The letter to parents should include the objective for the visit, the organisation of the day (including transport), and reference to the school charging policy (where applicable).

It is the responsibility of the Visit Leader to send this letter. For 'free' visits, the group leader and/or class teacher should collect reply slips. For costed visits, these should come through the office to ensure that all finances are accounted for.

A group register should be compiled for every visit, which includes:

The names of all children attending the visit and details of their medical needs. At this point, parents will have the opportunity to identify individual needs and requirements for their children.

If prepared in advance, this should be updated on the day by blanking out any children who are absent. A copy should be left with:

- The school office
- The Visit leader
- Any other school staff attending the visit-The Visit Leadership Team
- The emergency contact details of all children should be easily accessible. This may be via the school office, but it is essential that trips which run beyond the school day (e.g. residentials, late evenings, weekends), when the office may be closed, should have access to all emergency numbers and details on file.

Preparing pupils for the visit

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

Generic Risk Assessment

A generic risk assessment which covers likely potential hazards is available within the staff shared area. This should be adapted to take account of the local context and the specific needs of students. For regular events (e.g. Woods), it is acceptable to put in place a risk assessment which covers the whole year; however, any 'new' activities introduced may also need to be risk assessed.

Appendix 2: Some things to consider during the trip: from Outdoor Education Adviser's Panel (OEAP) National Guidance

Staffing Ratios

Use the SAGED process. Can this staff team(S) manage this group(G) doing the proposed activities(A) in this venue environment (E) this distance(D)away from base?

Staff ratios should be considered carefully in the light of the activity which is taking place. Risk assessment should consider: whether the class will be together at all times; the level of risk in the activity being undertaken. Where groups separate within a location, these should be followed strictly.

In almost all circumstances, there should be (i) at least one qualified teacher per class and (ii) one other adult present. The exception to this may be, for example, where activities are taking place at another local school and their staff are part of the overall supervision.

DBS

All helpers should be appropriately vetted, and careful consideration should be given as to whether voluntary helpers are engaging in regulated activity. If so they should be required to have a Disclosure and Barring Service (DBS) Enhanced check with barred list check. Regulated Activity includes taking sole responsibility for a group of children, or participating on a regular basis.

Transport

The driver of a vehicle cannot drive and supervise young people at the same time. Therefore, if in your judgement the young people may need supervising during the journey - because of age, maturity, behaviour, special needs or medical issues etc, then a second adult to provide this supervision is necessary. This will always be the case for a minibus, with children under the age of 7, or with children with significant behavioural or medical issues. Adults driving the school minibus will have completed appropriate training via Oxfordshire County Council.

Where private cars are used, the adult driving should produce to the Operations Manager in advance of the trip:

- A certificate of insurance (this should include Class 1 Business Use for staff employed by the school).
- A driving licence (any endorsements should be made aware to the headteacher, who will risk assess the suitability of the driver)
- For vehicles over three years old, a valid MOT certificate
- Should be made aware of ground rules: no phoning, no drinking/eating, should be accompanied by their own child for the entire journey.

First Aid

First Aid cover should always be planned for. This should take into account:

- The nature of the activity.
- The nature of the group.
- The likely injuries associated with the activity.
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time).

Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group.
- Knows how to access, and is able to access, qualified first aid support.
- Carries a first aid kit.

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 must accompany children on outings. As a school, we expect that First Aid kits are carried on all visits; access to First Aid is signposted to all staff and volunteers; and that qualified First Aiders will be always be present on the following types of visits:

- Forest Schools
- EYFS visits
- Visits to remote locations or where there is no obvious access to First Aid (parks, beaches, woods)
- Residential visits

Risk assessments for other visits should cover where First Aid provision can be accessed.

The Use of External Providers

The school will ensure that any external providers used for hazardous activities are appropriately accredited and licensed. Examples of such schemes include:

- Learning Outside the Classroom (LOtC) Quality Badge (covers both quality and safety of all activities offered).
- Adventure Activities Licensing Authority (AALA) licence (this statutory scheme covers only safety management).
- Adventuremark (covers only safety).
- National Governing Body centre approval schemes (applicable where the only provision is a single, specialist activity)

If a provider does not possess this accreditation the provider should be sent a Provider's questionnaire [Revised Provider Statement | \(oeapng.info\)](#)

Consent

The school will seek specific consent from parents for any visit which:

- Involves travelling by coach, minibus or car.
- Takes place outside of the school day.
- Involves hazardous activities.

For local/non-hazardous activities, the school will seek consent from parents annually or when a child joins the school. This will be renewed annually.

Maintenance of records

Risk assessments for school activities are maintained in the Headteacher's office. They will be retained for two academic years, except where there has been an incident recorded, in which case they will be retained in accordance with the relevant protocols for the retention of data.

Water

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a closely supervised activity. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance. Swimming should always be conducted in the presence of, and under the supervision of, qualified lifeguards or instructors.

Where children are close to water (for example, a lake in the local park), this must be specifically considered within the risk assessment. Where children are using inland stretches of water, consideration should also be given to the transmission of infection such as Weil's disease.

Farm visits

Consideration should be given to:

- Farm machinery
- Infections from e coli or other diseases
- Risk from animal bites, etc.
- Handwashing facilities
- Safety standards and animal welfare

Medical Needs

Pupils with additional needs should be included within school visits and this should be planned for. Where a medical need might lead to risk (for the pupil or others), this should be incorporated into the risk assessment. The Headteacher reserves the right to withdraw pupils from educational visits on the grounds of behaviour. This is not a sanction, and would only be made where the pupils' behaviour is likely to create Health & Safety issues on the visit. Inhalers, epipens, etc. must be carried by the adult responsible for the group. It is the responsibility of the group leader to ensure that pupils with medical conditions are identified and that this information is shared on a need-to-know basis with those who might be taking responsibility for the pupil.

Crossing Roads

If you are likely to cross a road on your visit with a group of children plan to cross using Pelican Crossings or Zebra Crossings. If these are not within a suitable walking distance discuss with the school's EVC the resources needed to follow best practice: When crossing major roads, *two adults* should stop the traffic, one on each side of the

carriageway, facing the oncoming traffic. Only when the traffic has stopped moving should a third adult lead the children across the road.

Headcounts

Regular headcounts should be undertaken throughout the visit. These must *always* include: when leaving the school building; when seated on the coach before embarking (both outward and return journey); and at any other transition points throughout the day (e.g. the end of lunchtime).

Sun Safety

When organising an outdoor visit in the summer, consideration should be given to the risk of sunburn and heatstroke. Measures taken to prevent this are likely to include:

- Wearing tops which cover the shoulders
- Wearing sunhats
- Having access to shade and/or drinking water
- Not participating in activities which are too energetic.

Food

Teachers should be aware of any allergies within the group, particularly if pupils are able to purchase food during the visit. Children should not share packed lunches etc. other than with the explicit permission of parents.

Money & valuables

Children should not be *required* to bring money on a trip or visit. If there are necessary costs, these should be factored into the published price of the visit. Where children are allowed to bring money, for example to visit a souvenir shop, group leaders must:

- Decide whether children (in the case of older pupils) or adults are responsible for the money, and
- Set a maximum amount to be brought.

Children should not bring valuables (phones, electronics etc) on trips.

Emergencies

In the event of an emergency, staff should:

- Keep calm
- Put the welfare of the children first at all times.
- Risk assess continually and take steps to avoid further accident injury.
- Follow directions given by the group leader, or by those in a position of authority (venue staff, emergency services).
- Contact the emergency services *first* (if required), followed by the Headteacher, **parents** and school. The Headteacher will inform the local authority where required.
- Contact the group leader if they have become separated from them.

NOTE. This appendix provides consideration for decisions made on school visits and should be used as a guide. All visits should be planned thoroughly with all the staff in the Visit's Leadership Team attending a meeting, if possible, to determine the itinerary, risk assessment and discuss the needs of specific children.

Appendix 3: Emergency Procedure (On and Off Site)

In the event of an emergency the following guidelines may be of assistance and can be tailored to suit either **on or off-site** incidents:

- Safeguard the safety of the majority of the party;
- Advise all responsible adults of the incident and assess the situation;
- Where appropriate advise that emergency procedures are in operation;
- Account for all those both directly and indirectly involved;
- Establish the names of those, if any, directly involved (and extent of their involvement / injury);
- If appropriate, render first aid to those injured;
- If necessary, summon the Emergency Services; Call 999 (see flow chart Major Incident Occurs)
 - Contact parents.
- If the incident involves injury, ensure that the injured, if a pupil or student, are accompanied to hospital or other medical treatment facility preferably by an adult they know;
- Ensure that the remainder of those involved are adequately supervised and understand the implications of the emergency;
- Advise the school (01865 242838) of the incident if it occurs away from the establishment,
- In the event of an emergency when school assistance is required and the leader is unable to contact school - contact O.C.C. 24 hour Emergency Line on 01865 379789 (Fire and Rescue Service Control).

Ask the operator to alert O.C.C. County Contact Officer who will set O.C.C. emergency response in motion;

- Restrict access to telephone or other outside contact for a suitable period of time.

Paper Work

- Accurate records of occurrences should be kept including names and addresses of witnesses.
- Full written reports submitted to Director for Learning and Culture as soon as possible.
- Headteacher to notify Health and Safety Executive, when appropriate.