

Rationale

Hodge Hill Girl's School promotes the well-being and achievement of everyone in the school community. We are concerned with the social, moral, spiritual and emotional development of our students as well as developing academic performance. Pupils can derive great educational benefit from off site visits which may also contribute to these key areas of development. Through offsite visits students have the opportunity to gain experiences not available in the classroom and, therefore, develop new skills.

This policy is designed to help the school sustain and promote a broad range of off-site Educational Visits whilst ensuring that pupils and staff stay safe and healthy on school visits.

This policy supplements the LEA's *Regulations for Educational Visits* and their *Advice and Guidance for Educational Visits (February 2017)*. It should be noted that Birmingham City Council ("the Council") has formally adopted "***Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom***". This guidance can be found on the following web site:

www.oeapng.info

Background Information:

Definition of an Educational Visit:

Any organized, off-site visit involving pupils or young people that requires the permission and approval from the EVC, Head Teacher and the parents/guardians of the pupils attending. A visit may take place at any time of the year.

Joint Educational Visits:

Joint visits by establishments are entirely acceptable and offer many educational benefits. A BCC (Birmingham City Council) establishment's involvement in the organization of such a visit may vary in terms of contribution to planning, selection of pupils or young people or allocation of accompanying staff, however, full application of approval and record keeping procedures (Policy and Guidance for Educational Visits) must be made by Hodge Hill Girls' School EVC regardless of the number of pupils or young people attending.

The Visit Leader on joint visits must be specifically known and approved by the EVC/Head Teacher from each participating establishment and each establishment must be satisfied, approve and record centrally in their own establishment all the arrangements agreed.

Key Points for all visits:

- All Educational Visits must have clearly identified aims and objectives.

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- All Educational Visits must have an approved competent Visit Leader who is a BCC employee.
- Approval for an Educational Visit and for the designated competent Visit Leader role is made by the Head Teacher/EVC.
- All visits must provide evidence of a prepared written risk assessment /risk management assessment. All staff accompanying the visit must sign the risk assessment to say that they have read, understood and will adhere to the risk assessment at all times during the visit.
- Visit Leaders must carry copies of all supporting documentation on the visit, e.g. emergency contacts, itinerary, names and group detail.
- EVC's must retain and record all supporting documentation centrally.
- Parents must be fully informed of all arrangements
- Well planned visits lead to successful visits and Visit Leaders must be fully aware of and adhere to all the relevant policies, guidelines and procedures in place to support Learning outside The Classroom.

OFSTED's Key Finding from its most recent report on Learning Outside the Classroom (Oct 2008) states:

- When planned and implemented well, learning outside the classroom contributed **significantly to raising standards** and improving pupils' or young people's personal, social and emotional development.

Hodge Hill Girls' School fully supports the vision behind the Government's 'Learning Outside the Classroom' Manifesto. We recognize that the benefits for children engaged on educational visits include:

- Raising achievement through organized, powerful experiences and opportunities.
- Participating in challenging physical activity and encouraging healthy lifestyle
- Raising self-esteem, confidence and independence.
- Appreciating landscape diversity through exploring natural environments
- Experiencing a range of built environments, extending their cultural awareness and widening horizons.
- Being involved in teamwork and problem-solving through residential experiences
- Engaging pupils or young people and making learning 'real' and relevant.
- Supporting national agendas and initiatives

Inclusion and Entitlement

Educational visits are an integral part of the curriculum. All pupils or young people are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities.

Each pupil or young person has an entitlement to experience:

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- Effective learning opportunities
- Success in learning
- Achieving as high a standard as possible
- A Residential experience (The Birmingham Primary and Secondary guarantees)

Teachers will set appropriate learning challenges, responding to pupils' or young people's diverse learning needs. Hodge Hill Girls' School will make provision, with well planned reasonable adjustments made to support pupils or young people, enabling them, where possible, to participate effectively in all educational visits.

Roles and Responsibilities

Educational Visits Coordinator (EVC) is appointed by and acts on behalf of the Headteacher. The EVC is Claire Middlehurst.

Head Teacher

- Must be consulted on any educational visit being organised and kept informed of arrangements, as necessary.
- Ensures that the Educational Visits Co-coordinator (EVC), Claire Middlehurst, is aware of her duties and that a clear line of responsibility is established.
- Head Teacher, who has signed approval forms for Educational Visits must in turn have evidence of recent and relevant training through either: full- day EVC training, half-day EVC top-up training or EVC twilight training delivered by the Outdoor Learning Service.
- Ensures the Educational Visits Co-coordinator (EVC), Claire Middlehurst, is competent, trained and is revalidated/accredited through Local Authority Top-Up courses every three years as a minimum.
- Ensures that school emergency planning procedures are in place should a critical incident arise.
- Ensures that procedures are in place when a child is not collected at the end of an educational visit in line with the emergency procedures document provided by the LA in February 2017. This is also set out in our 'Out of hours dismissal procedures policy.'
- Makes sure through the Head Teacher's report, that governors are kept informed of the nature and progress/success of educational visits.
- Ensures adequate Staff Inset, Visit Leader Training, First Aid and CPD for Educational Visits
- Ensures that medical and personal/address details for all pupils or young people are updated termly or half yearly.
- Ensures that DBS checks for staff are up to date and valid.
- Considers Insurance matters for Educational Visits and fully informs parents.
- Writes and fully informs parents regarding regular and repeated activity that is either on or off-site PE and sporting activity and fixtures or regular repeated programme of off-site Educational Visits.
- Ensures BCC policy for transporting children in cars is adhered to.

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- Parents are informed they have responsibility for transporting their own children to and from venues when transport is not provided.
- Ensures there is an updated 'charging and remissions policy' links to BCC and national guidance.

Educational Visits Co-coordinator

- Promotes and 'Champions' Educational Visits from Hodge Hill Girls' School and takes a lead in policy development, monitoring, INSET and other training for Educational Visits.
- Approves all visits and notifies the LEA for categories of 'Adventurous Activities' and 'Overseas Visits'.
- Approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff (consultation with the Head Teacher may be desirable/advisable on occasions)
- Ensures that the Visit Leader is a BCC employee.
- Ensures compliance with requirements of Birmingham's Policy and Guidance document 'Learning Outside the Classroom' and **www.oeapng.info**.
- Ensures approval, notification forms, checklists and 'Provider Questionnaires' are completed appropriately
- Ensures that all the procedures outlined in the School policy are followed.
- Supports and advises colleagues in planning visits.
- Ensures that appropriate risk management assessments are completed, signed by all accompanying staff and appropriate control measures are in place reducing risk to an acceptable level.
- Ensures that a 'Collective Discussion' regarding the 'risk assessment' process prior to the visit has taken place, this ensures ownership of the 'risk assessment' by the Visit Leader and all accompanying staff.
- Ensures all staff are aware of Educational visits procedures via documentation and Inset sessions, staff training and relevant meetings.
- Checks to ensure parents are kept fully informed of visit arrangements and details.
- Ensures accident and emergency planning procedures are in place and understood by all staff. Records of all accidents reports and near misses are held centrally in Hodge Hill Girls' School by the EVC, Claire Middlehurst. I.e. Education Visit Evaluation forms with 'near-misses' recorded and discussed as appropriate.
- Ensures that procedures are in place should a child not be collected at the end of an educational visit in line with the emergency procedures document provided by the LA in February 2017. This is also set out in our 'Out of hours dismissal procedures policy.'
- Records of all visits are held centrally in Hodge Hill Girls' School by the EVC, Claire Middlehurst i.e. the Risk Management Portfolio for each and every visit which will include lists of all participants, risk assessments, itinerary and programme information.

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- Ensures appropriate staff records are collated for all Educational Visits and then stored; including checks on staff qualifications and driving details (including car insurance with business use if transporting pupils or young people in own cars). This includes checking that staff attending trips have a valid DBS.
- Ensure records are kept of all monitoring, internal and external monitoring eg with local EVC's (Cluster Groups, neighboring schools etc)
- Review staff evaluations of trips and provide and encourage staff training and CPD
- Ensure an annual review of any generic school/establishment risk assessments and an annual 'Fit for Purpose' review of the School's Policy for Educational Visits.

Visit Leader, Teaching and Support Staff

- The Visit Leader must ensure there are clear educational aims for the visit, be specifically competent and approved as the Visit Leader by the Head Teacher/EVC, Claire Middlehurst.
- Have a thorough up to date knowledge of Hodge Hill Girls' School Educational Visits Policy and procedures.
- Understand the importance of the 'Collective Discussion' regarding the 'risk assessment' process prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff which is further supported by all accompanying staff signing and adhering to the risk assessment at all times during the visit.
- All staff included on a visit must have a clear understanding of accident/emergency procedures. They must understand what to do in the event of a critical incident and must fully understand and comply with the emergency planning procedures in place.
- The Visit Leader must carry an Emergency Contact List of everyone going on the visit in addition to the Emergency Base Contacts. This list must include: names, addresses and telephone numbers of each child and adult; any special medical requirements; any negative consents to medical treatment; any special dietary requirements; helpers and the groups that the children will be in.
- The Visit Leader must comply with the emergency procedures in place when a child is not collected at the end of an educational visit in line with the emergency procedures document provided by the LA in February 2017. This is also set out in our 'Out of hours dismissal procedures policy.'
- Ensure parents are kept fully informed of visit arrangements, details and itinerary.
- Plan the visit carefully and carry out risk assessments prior to visit. Ensures that copies of these details are given to the EVC, Claire Middlehurst, in the agreed time.
- It is the Visit Leader's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional

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adult/volunteer helpers, if possible invite them to take part in the 'Collective Discussion' to promote 'ownership'.

- Collate and check parental consent forms for all pupils or young people. A clear risk assessment must be made for any named child with known medical or behavioural issues.
- Complete a Post Visit Evaluation Report and give this to the EVC, Claire Middlehurst. This should include any 'near miss' or incidents that require a review of the risk assessment and/or evaluation of outcomes against the stated aims.
- It is the Visit Leader's and support staff's responsibility to ensure children are suitably briefed at all stages of the visit. All group members must be clear of rules and behavior code as set out in the HHGS Professional Learning Standards Policy. Children should be involved in the ongoing risk assessment.
- It must be made clear to all students and parents that electronic devices must never be used to photograph or film a student, member of staff or an accompanying visitor on the school trip without their express permission. Where devices are used to bully, intimidate or harass anyone it will be dealt with severely.
- The Visit Leader has responsibility for whole group and must ensure the following documentation is taken on all visits: all relevant pupil or young person medical and consent information, the risk assessment inc a Plan B, itinerary details, emergency contact details and 'Critical Incident' emergency numbers.
- Copies of these documents must be kept by the Visit Leader, the school/establishment office and a copy of emergency contacts.
- It is the Visit Leader's responsibility to ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as appropriate.
- All staff and adult helpers should be made aware of who is responsible for first aid. The risk assessment must show evidence first aid has been considered.
- Transport for all visits must meet LA guidance/standards. The itinerary, the arrangements and drop off and collection places must be checked and agreed upon.
- At the end of the visit it is the Visit Leaders responsibility to ensure the safe dismissal of both pupils and staff involved in the visit in accordance paying due regard to the 'out of hours' visit dismissal procedures and guidelines.

Notes on 'Risk Management' and the Planning and Preparation for Educational Visits

Thorough preparation for a visit must be undertaken. The EVC (Claire Middlehurst) and the Head Teacher should be consulted regarding the arrangements, nature and purpose of the visit. The visit should have clear educational aims. The following must be addressed in further planning:

- Matters of supervision, Provider checks, content of the day's (s) activities, first aid and transport must be considered and organised in advance.

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- Parents must be advised of the details of any visit and kept fully informed. Any cost of the visit must take into account the School Charging Policy.
- All necessary permission/consent slips must be obtained.
- A charged mobile phone should be taken on all trips. Check that mobile phone coverage is in the area that you are visiting. Where this is not possible, a contingency should be arranged and communicated to all involved.
- An Emergency Contingency Plan B needs to be in place, detailing alternative arrangements due to inclement weather, transport breakdown etc.
- Planning support, notification forms, provider questionnaire, checklists and generic risk assessments can be accessed through resources and information on the website pages www.oeapng.info. Birmingham's Policy and Guidance document 'Learning Outside the Classroom' is located on the EVC page and is broken down into sections, which are all downloadable.
- Supportive information and model forms can also be found on Q drive in the Education Visits folder

How to undertake a risk assessment and who to submit it to

In addition to the above planning, a written Risk Assessment (a statutory requirement) must be made for any proposed educational off-site visit. It should:

- Identify any significant risks which pupils or young people, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level;
- Be passed on to the EVC (Claire Middlehurst) for consultation and approval.
- During the visit, be kept with the Emergency Contact List and other planning and risk management documentation.
- Check if the venue and/or provider have their own risk assessments.
- Ensure a suitable 'Collective Discussion' takes place regarding the 'risk assessment' prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff. Any 'Generic' risk assessments must be changed, adapted or modified to suit the specific considerations and needs of the group during this discussion/meeting.

The six main considerations in undertaking risk assessments are:

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures

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More detailed prompts under each consideration, to help in undertaking risk assessments, may be obtained from the EVC, Claire Middlehurst. **With more hazardous or unusual visits close contact between the school and the venue/provider is an important safeguard. A preliminary staff visit should be made if necessary. Seek advice of Head Teacher or EVC, Claire Middlehurst.**

Risk Assessments must be passed on to the EVC, Claire Middlehurst as follows:

- *Off-site visits* – 2 weeks prior to the visit. (The LA will require at least one month's notification for Adventurous Activities and six months notification for Overseas Visits).

During the visit

In addition to measures documented on the Risk Assessment staff should –

- If travelling by coach, **EITHER** hand a copy of the emergency contact list, in a sealed envelope, to the driver (this **must** be collected from the driver as you exit the coach) **OR** ensure driver has Hodge Hill Girls' School contact details
- Carry a class list/register. This is to be called before starting a trip and departing from any visit. In addition, a head count should be done.
- Ensure adequate supervision and check children are always given suitable briefings in their group with their group leader and staff take regular head counts.
- Be prepared to make 'ongoing' professional judgments related to assessment of risks

After the visit

- A post visit evaluation report should be completed, any accident/incident details recorded and the risk assessment reviewed appropriately.
- Where possible encourage children and adult helpers to contribute to this report. A copy of the report should be given to the EVC. Claire Middlehurst.

ALL RELEVANT INFORMATION AND PAPERWORK IS ACCESSIBLE IN THE EDUCATION VISITS FOLDER ON Q

Last checked May 2017 by CMi – The policy reflects current LA Guidance (as set out in the latest March 2015 document) for when a child is not collected following an educational visit. This is set out clearly in the school's Out of Hours Dismissal Procedures Policy in more detail. The following amendments have been made: statement about the importance of the emotional well-being and emotional development of pupils including SMSC as set out in the Professional Learning Standards Policy. In addition the policy highlights that risk assessments must be read, agreed and signed by all accompanying staff on visits. A statement has also been included regarding the use of electronic devices in line with the Professional learning standards Policy.

POLICY REVISED: annually and approved by Governors.