



# **KING EDWARD VI NORTHFIELD SCHOOL FOR GIRLS**

*Educational excellence for our City*

**EDUCATIONAL VISITS POLICY – revised September 2023**

# **Educational Visits Policy**

## **(Includes Learning Outside the Classroom)**

### **Introduction**

This document is the policy for **KING EDWARD VI NORTHFIELD SCHOOL FOR GIRLS** School and aligns with Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom which is attached as a web link to ensure a comprehensive read. None of the guidance material is reproduced here and also should be accessed via the web links. The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. The Head Teacher and Educational Visit Coordinators manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website ([www.oeapng.info](http://www.oeapng.info))

### **Roles**

All roles are clearly defined on the NG website. [www.oeapng.info](http://www.oeapng.info)

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Local Governing Body and Employer.

There is specific Guidance and information for each above role and relevant documents.

Within the school all roles are covered and managed by staff and the Local Governing Body.

The school does not have a Trained EVC. David Moorcroft will attend training.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

### **NG documents Roles 3.4a-o**

#### **Competence of Staff**

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff that want to lead adventure activities and the adviser will give advice in that area.

<http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>

#### **NG 3.2d, 4.4a Assessment of Competence**

#### **Procedures**

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide from the menu bar and can be reached via

First Time Visitor

**NG Documents in section 1 basic essentials are useful including**

**1d The Radar Introduction**

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

### **Zone 3**

#### **Adventure/Abroad and very complex visits**

*(includes Acorns, French residential, History)*

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.

***Tim Hasker is the trusts adviser.***

### **Zone 2**

#### **Enhanced Planning Visits**

*(includes one off's e.g., Think Tank, Interfaith & Theatre Visits, London Parliament etc)*

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

All visits are required to be planned sent to the EVC and will then be approved by the EVC and Head.

The Education 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. This should be embedded within the school process.

### **Zone 1**

#### **Local regular visits**

*(usually walking visits - though minibus for swimming and sports fixtures only)*

These are visits that are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which have generic risk assessments saved on staff area. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted. The menu of activities that this school includes in Zone 1 are local walking visits for example to Longbridge, Northfield, Church,

Visits by minibus are also included in Zone 1 for the following specific activities

- ☐ Swimming weekly at Northfield Baths
- ☐ Sporting activities e.g., netball fixtures, either during school time or after school.

Any visit that requires public transport, minibus or coach travel other than those listed above will not fall into Zone 1 and will require specific risk assessments as per Zone 2 activities.

Please ask EVC for advice if you are not sure.

Specific Advice

#### **Risk Management**

A Risk Assessment must be undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level. The Risk Assessment should be regarded as an important routine procedure in the planning of a trip out of school. **The risk assessment should be signed by the Educational Visits Co-ordinator before the trip takes place.**

A risk assessment has three objectives:

- Potential safety problems are identified and understood
- Checking that existing control measures (i.e. the school's standard procedures) are adequate
- If they are not, to identify what additional measures would reduce the risks

The degree of detail and complexity in a risk assessment will depend on the nature of the group/venue/activity. For many trips, following the school's standard procedures will be sufficient to ensure a well-planned and safe trip. For more complex trips, residential trips, and any involving adventurous or potentially hazardous activities, a risk assessment must show that the broader risks have been understood and measures have been implemented to reduce them. The assessment of risk should continue throughout the trip as the group leader and staff respond to situations and incidents during the course of the visit. **A debrief should be done following each trip in order to inform if the risk assessment needs to be changed for any future trips.**

This aspect is described in the guidance and forms for recording Risk Benefit Assessments are logged in the resource section on

[www.oeapng.info/downloads/download-info/4-3c-risk-management/](http://www.oeapng.info/downloads/download-info/4-3c-risk-management/) **NG 4.3c/4.3f Risk Management**

### **Parental Consent**

The school takes into account the following points regarding consent.

☐ At the start of each academic year King Edward VI Northfield School for Girls obtains blanket parental consent and medical information for a range of regularly occurring activities which are likely to be in Zone 1 visits. Parents must always be notified of outside school visits beyond the immediate vicinity that require transport to ensure that medical information and emergency contact details are up to date. One parental consent form may cover a programme of similar activities over a maximum of one year (e.g., sporting fixtures)

A letter to parents will outline:

- Purpose of the visit
- Venue/itinerary
- Type of activity, including explanation of any "risk activity"
- Date(s)
- Time of departure and return, including arrangements for pick-up
- Transport
- Basic requirements: dress, kit, equipment, food/drink, pocket money, extra clothing and footwear, etc.
- Any documentation, passports, finances needed
- Costs and method of payment
- Staffing and supervision
- Code of conduct expected (Behaviour for Learning)
- Contact telephone numbers (if other than school)

☐ When an activity is part of the establishment's curriculum or normal working practices and no parental contributions are requested, there may not be a need for specific parental consent.

□ Zone 3 visits require specific formal consent. For residential trips it will also be necessary to add information on: -

- Accommodation (including information about security and supervisory arrangements)
- *Insurance cover provided or needing to be purchased by parents*
- *A statement to the effect that in case of thoroughly unacceptable behaviour the Visit Leader reserves the right to return a pupil home at parental expense.*

In the case of a major trip e.g., a tour abroad or an adventure trip; parents should be invited to a meeting at which arrangements can be discussed in detail.

□ Zone 2 visits require specific formal consent. If in doubt consult your EVC  
<http://oeapng.info/downloads/download-info/4-3d-consent/> **NG 4.3d Consent**

**Data Protection** Processing of personal data, which is defined below, must comply with the Data Protection Act 2018 (DPA) which includes the General Data Protection Regulation (GDPR). ‘Processing’ covers a wide range of operations on data including collecting, recording, storing, adapting, retrieving, consulting, using, disclosing and deleting. (4.4j)

### **Group Management**

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

### **Staff: Student ratios**

Activity and Visit Leaders must ensure that pupils are effectively supervised to take account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and ability of the pupils (including their behavioural, medical, emotional and educational needs)
- Staff competence.

There is no legal requirement for staff:student ratios and the school determine ratios based on the needs of the individual trip. For straightforward trips the school follows the following guidelines:

Domestic Day Trips: 1 adult to 15 students

Domestic Residential Trips: 1 adult to 12 students

International Residential Trips: 1 adult to 10 students

### **Staffing and supervision**

There must be a designated Visit Leader. Where appropriate, a deputy should also be nominated. The Visit Leader is responsible for:

- Planning and preparation
- Briefing of parents, pupils and staff

- Risk assessment
- Supervision and conduct of the visit/trip
- Welfare and safety of pupils and staff
- Operating emergency procedures where necessary

#### Preparing pupils

Pupils should be carefully briefed before a visit, especially in matters of behaviour and safety. Pupils should understand:

- Aims and objectives of the visit/activity
- Background information about the place to be visited
- Relevant foreign culture/customs
- How to avoid specific dangers
- Safety precautions
- Standards of behaviour expected
- Rules about ringing home (how to avoid causing concern or confusion at home)
- Emergency procedures
- Rendezvous procedures
- What to do if separated from the group
- If relevant items banned from being brought on the trip and from being purchased during the trip
- Staff roles

#### First aid

A member of staff with a good knowledge of first aid should accompany the visit and a fully stocked first aid bag taken.

It is an expectation that a qualified first aider attends residential trips, outdoor activities without nearby support and visits with longer travelling times.

#### Transport

National Guidance contains full information for cars, minibuses and public transport. It is important that all transport (school minibus and coaches) is booked well in advance via the Finance Team. This allows the booking to be secured and, in the case of external transport, supports negotiation of the best price.

#### **Behaviour and Inclusion**

The Schools 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 and the adviser can assist when working with visits.

<http://oeapng.info/downloads/download-info/3-2e-inclusion/> **NG 3.2e Inclusion**

#### **Pre-Checking Venues and Providers**

Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.

**NG 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.**

#### **External Providers**

Shapestone Outdoor Consultancy and Birmingham City Council endorse and support the Learning Outside the Classroom Quality Badge. Therefore, any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the attached form.

<http://oeapng.info/downloads/download-info/8p-provider-questionnaire/> **NG 8p Provider Questionnaire**

### **Adventure Providers Assurances**

Reference should be made to Nationally accredited provider schemes if in doubt consult your EVC.  
Note: Notification is required for Adventurous Activity visits

### **Emergency Procedures**

Schools must have emergency planning procedures in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism. Group leaders must have a means of making emergency contact with the Visit Leader at all times.

Visit leaders must have a means of making contact with the emergency services if required, plus access to first aid equipment and a nominated person with first aid knowledge.

If the visit extends beyond school opening hours, two emergency home contacts must be identified. This will normally be the Head Teacher and another member of the Senior Leadership Team. The emergency home contacts must have means of contacting Birmingham City Council officers in the event of a serious incident that requires additional support.

A list of pupils with parental contact and medical information must be held by the Visit Leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.

**Visit leaders should not make statements to any third parties about any incidents or accidents arising from a trip and at their earliest opportunity should prepare a report on the incident/accident whilst the exact details are easily recalled.**

This forms part of the training delivered to EVCs and visit leaders.

The schools Emergency Procedure is outlined in our staff handbook and our Critical Incident and Disaster Recovery Management Plan (*Reference*).

This policy integrates into the School Emergency plan, which addresses all critical incidents.

<http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/>

### **NG 4.1c Off Site Visit Emergencies: Guidance for Leaders**

The EVC and Senior staff have access to the Critical Incident plan, and the advice below

<http://oeapng.info/downloads/download-info/4-1b-emergency-planning-the-establishments-role/>

### **NG 4.1b Offsite Visit emergencies: The Establishment's Role**

### **Evaluation**

Staff should follow the school Evaluation procedure. They should complete the evaluation to aid and inform future visits. Involvement of young people in this process would enhance the evaluation.

### **Insurance**

Schools should carefully consider the appropriate insurance for the activity or visits they are undertaking due reference should be made to the BCC guidance Section 14 and **NG 4.4c Insurance**

## Finance

All financial details for a visit must follow school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut-off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

Parents should also be told of any arrangements that the school may have for any young people that cannot afford a visit. No student will be disallowed from going on an activity taking place during school hours if a contribution is not received. However, the school can reserve the right to cancel the activity should insufficient school funds be forthcoming.

<http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

## Help and Support

Support Advice and professional discussion are available from the EVC

This policy links and integrates to the following School policies:

- ☐ Health and Safety Policy
- ☐ Critical Incident and Disaster Recovery Management Plan
- ☐ Safeguarding Policy

## Policy adopted by governors

To be reviewed *Summer/Autumn* Term Annually

## Reviewed

Signed Chair of Governors \_\_\_\_\_

For advice and support, please contact Educational Visits and Outdoor Learning Advisers,  
***Tim Hasker***