



**ALL SAINTS
MULTI ACADEMY TRUST**
BIRMINGHAM
GOD'S LOVE IN ACTION

Term Adopted	Spring 2022
Frequency Reviewed	Every 3 years
Last Reviewed	January 2022

Policy Name:

Educational Visits Policy

Policy Group:

Safeguarding Policies

Reviewed by:

Trust Board

Mission Statement

All Saints Multi Academy Trust Birmingham

God's Love in Action

Our children are at the heart of everything we do through **Christian values and relationships**. **Living and learning together** we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of **self-belief, mutual respect and belonging** through Social Emotional Learning and academic excellence. We are dedicated to building the foundations for **happy and successful life-long learning**.

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1. Introduction

All Saints Multi Academy Trust Birmingham aims to provide a variety of high quality and unique experiences to learning outside the classroom. Our children's learning is enhanced by educational visits that link into all areas of our curriculum, including PHSE and RE. We aim to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money. We believe that all of our well-planned visits have a positive impact that promotes the pupils spiritual, moral, cultural, mental and physical development and contributes to building a foundation for happy and successful life-long learners.

All Saints Multi Academy Trust Birmingham adopts elements in the National Guidance from the Outdoor Education Advisers Panel.

2. Scope and Remit

This clarifies the range of employees whose work requires them to use this policy. In summary, it applies to employees whose work involves in any one of the following:

- 2.1 Direct supervision of children and young people undertaking experiences beyond the boundary of their normal classroom environment.
- 2.2 Direct supervision of children and young people undertaking experiences that fall within the remit of learning outside the classroom.
- 2.3 Deploying staff who will supervise or facilitate experiences for children and young people undertaking experiences beyond the boundary of their normal school environment.

This applies regardless of whether or not the activities take place within or outside of normal school hours, or extended visits including residential.

3. Basic Legal Requirements

As an employer, the MAT is required to ensure that its employees are provided with access to appropriate guidance relating to educational visits, templates and procedures that are currently in place.

All Saints MAT are to provide access to appropriate and regular training courses to the EVC (Educational Visits Coordinator). All staff within the schools are to have the necessary training within school, providing information on up-to-date procedures, documents and systems.

EVC is to provide all staff with support, advice and delegate any further training from appointed accredited advisors who have proven expertise and professional understanding of the policy and procedures. The recommended course for staff is the Visit Leader Training, which is run by the Outdoor Education Advisors Panel.

For staff that are interested in this course or any other advice, are to contact the current EVC employed by the MAT. The current EVC is Alessio Bianco who is also the PE and Wider School Lead.

4. Consent and Notification of Visits

- 4.1 At the beginning of each academic year, we ask for parental consent for children to take part in educational trips. This 'blanket consent' allows children to take part on

most local visits that are during the normal school timetable. Parents are informed about any visits that are due to take place via newsletters, text messages and/or a letter.

For all visits that Nursery take part in or organise will require parental consent.

All visits that are outside the normal school timetable require additional consent (with the blanket consent) from parents. Some visits may also need additional consent depending on the nature of the activities planned, for example Trampoline Park.

4.2 The Executive Headteacher or Head of School (Educational Visits Coordinator if neither are available) is responsible for approving each visit. Approval in principle should be sought from the EVC as soon as possible before any financial commitment is made. All information is then passed on to EHT or HS to get final approval. All residential visits need approval from the Trust Board.

The MAT recommends for visits to be planned as early as four weeks prior the trip taking place, however there are some circumstances where trips may occur at short notice. These trips are not to be avoided due to small time constraints, but to have thorough planning and a competent leader in place.

4.3 Any visits that include Duke of Edinburgh Award expeditions or an overseas visit are to get in touch with the local council to undertake any necessary procedures that may require filling in forms. As complex visit needs are always being updated, we as All Saints MAT advise the current EVC to check during the planning stages of a visit or expedition.

5. Risk Management

The educational visit must outline its aims and objectives at the earliest stage of planning. The aim of the visit is to ensure children are gaining unique experiences and enhancing their education. They need to be relevant to the curriculum and the needs of the children, taking into account the age, ability and available resources.

Some objectives entail working in an environment which presents potential hazards. Such environments should only be visited if all risks have been assessed and monitored carefully. We recommend that our children should not be exposed to potential hazards if the same objectives can be achieved at a safer and more beneficial location for their learning.

Risk assessment templates are available for visit leaders to complete. We recommend that the visit leader includes staff attending the trip to identify any potential hazards and control measures that need to be put in place. The EVC will assess and sign off any risk assessment before the visit can take place to ensure as many eventualities are thought of.

6. Documents and Procedures

The EVC should be notified at the earliest stage of planning. The EVC will then seek permission from the EHT or the HoS to continue planning the visit, and final approval. All aspects are analysed including school timetable and availability, as well as ensuring staffing is sufficient both on the trip and back at school. Once the visit has been authorised,

necessary booking and risk management is completed. Some visits may require a pre-visit or a review of evaluations to plan an effective visit.

Visit leaders are assigned and follow the necessary guidelines. Trips are split into two different types.

Local-Visit Guidelines

- Visit is covered by 'blanket consent'
- This type of trip does not always need additional parental consent.

Day-Visit Guidelines

- Visit requires additional consent from parents.

The guideline sheets assist party leaders in planning their visit step-by-step. The office members also have a checklist to make sure all areas of planning a trip are complete.

Residential Visits

Residential visits take place with at least one overnight stay. Accommodation, food and activities are planned thoroughly. All procedures and timetables are organised by the Executive Headteacher, Head of School and the EVC, including practicality, value for money and the objectives of the residential.

Consent, medication, and detailed information is given to parents in advance, with costs managed by the finance team. All documents are taken to the residential and all other procedures including risk assessments, guidelines and checklists are completed as normal. Emergency procedures are used as normal and to be on hand at all times including a First Aid kit and qualified member of staff on site.

Staff are to use professional judgement and good practice when entitled and organising staff 'down-time'. Members of staff are to use this to full effect and ensure the safety of the children and young adults are at its most effective at all times.

7. Monitoring & Evaluating

As part of the procedures currently in place, we highly recommend all visit leaders to gather the members of staff who attended or involved in planning the visit to monitor and evaluate. Evaluation sheets are available to review a visit. These are used for future trips and assess whether a trip was beneficial, met the requirements, or add recommendations for future visits. We require staff to complete these forms and use them as part of planning any future visits.

Documents, including evaluations are reviewed on a termly basis by the EVC. A checklist is completed to review all procedures for a trip are completed correctly. This is to determine whether the trip (and leader/staff/organisation) was suitable, effective and also worth recommending for future visits.

8. Effective Supervision

In general terms, the law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is effective when on educational visits and learning outside the classroom activities.

In relation to this, the risk management template and system in place recommends the ratios based on the age, community and type of group. These ratios will all vary depending on the level of difficulty the visit may include, the nature or activity of the visit, or regarding the safety of children. Visit Leaders are to discuss matters with the EVC if unsure but a high level of professional judgement and 'good practice' are needed to determine the sufficient and effective staffing for visits.

Ratios for ASMAT schools are listed in our risk assessment guidelines, and are as follows:

- **EYFS** 1:3 - 10
- **KS1** 1:6 - 12
- **LKS2** 1:8 - 15
- **UKS2** 1:10 – 15

Figures are dependent on the nature of the event, staffing at the attending venue, type of travel, needs of the group/individuals attending, or level of staffing on the visit. The required ratio is determined by the professional judgement of the Visit Leader, EVC and EHT/HofS.

Please note that Ofsted and DfE guidance prescribe ratio for Early Years. Refer to OEAP National Guidance document: 4.3b "Ratios and Effective Supervision", and 4.2a "Group management and supervision".

9. Preliminary Visits and Provider Assurances

All educational visits learning outside the classroom activities should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group needs and expectations. Such information gathering is essential in assessing the requirements for effective supervision of children and it used a vital dimension of risk management.

It is good practice that Visit Leaders check if the venue has a nationally accredited, provider assurance schemes. Where a provider holds one of the below accreditations, there should be no need to seek further assurances regarding risk assessments of the provider.

- The Learning Outside the Classroom Quality Badge
- AALS licensing
- Adventuremark
- Association of Heads of Outdoor Education Centres Gold Badge
- National Governing Body centre approval schemes (applicable where the provision is a single, specialist activity).

If the centre, provider does not have the above schemes then ask for risk assessments from the provider and as a visit leader, complete your own risk assessment for the EVC to sign. A pre-visit may be required.

10. Emergency Planning and Critical Incident Support

Procedure in the event of an incident, accident or emergency – this is the responsibility of the Visit Leader during and after the visit. In the case of an incident, a report form must be

completed and a member of the Senior Leadership team and Pastoral Manager/Head to be informed to take things further if necessary.

Emergency contact details of the school must be taken on all trips and used appropriately.

A critical incident is an incident where any member of a group (including adults or volunteers) has either:

- Suffered a life threatening injury or fatality
- Is at serious risk
- Or has gone missing for a significant and unacceptable period of time

Visit leaders are to refer to using the Emergency and Critical Incident form that is available to them on the school system.

11. Insurance

We ensure that all our insurance policies are up to date and reviewed by the finance team. This is to be continually regulated to make sure the school is operating in the correct perimeters.

12. Inclusion

Every effort should be made to ensure that educational visits are available and accessible to all, irrespective of special educational or medical needs, disability, ethnic origin, gender or religion. The MAT aims to provide and respect the entitlement that our children can participate and experience. We want all our children to access all areas of the curriculum through an active, inspirational and purposeful way, even if realistic adaptations or modifications are needed.

Refer to OEAP National Guidance document: 3.2c "Inclusion".

13. Transport

All staff undertake training regularly and are reminded about the techniques used when travelling off school premises.

Visit Leaders must liaise with the school office to book minibuses from the school diary. The office staff should liaise with members of staff who are currently trained to drive a minibus and ensure that those staff are available to drive on the dates provided. This information must be added to the school diary when the visit is booked.

When minibuses are used, it is best practice to have 2 adults required to be on board. However, in emergencies or in very rare circumstances, any journeys that have one adult (the driver), must be travelling in convey. Every minibus must have a working seatbelt for each passenger, including adults. The named driver of the minibus must carry out safety checks of the seatbelts, brakes, indicators and vehicle lights before departing. If the checks reveal that anything is not working properly, the vehicle must not be used to transport the children and either alternative transport must be used or the trip cannot go ahead. Keys to both minibuses are kept in the school office. Please see the schools procedures for correct mini bus use.

Alternatively, Visit Leaders must liaise with the school office to book an operator that is appropriate to the type of vehicle and/or nature of the journey being undertaken. Office members will carry out necessary payments in due course.

Please refer to the 'Mini-Bus User Policy' for further details.

14. Functions of an EVC, Visit Leader and Deputy Leader

The Educational Visits Coordinator oversees all trips across the MAT. They are responsible for monitoring planning, organisation and evaluating trips to ensure a high quality provision is available.

- Liaise with the National Guidelines to ensure that educational visits meet the requirements including risk assessments and other procedures.
- Assess the quality, risk management, and organisation of the visit. All information is to be gathered and forwarded to the EHT or HofS for approval.
- Ensure that the risk assessments have been carried out and recorded in line with guidance.
- Assess the competence of leaders and other adults proposed for a visit.
- Organise the training of all staff that intend to be party leaders and other adults going on a visit. This could involve training such as planning procedures, first aid, Visit Leader training and familiarisation of activities etc.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
- Alongside with the office team, ensure that consent of parents/carers are obtained and contact/medical details are up to date.
- To keep records of individual visits including risk assessments, reports of accidents/near misses, and evaluations of each trip.
- Review systems, monitor practice and assess budgets.

Appointing the **Visit Leader** and **Deputy leader** should be organised at the earliest stage of planning. They must be suitable, confident and efficient when making key decisions, and must stay with the majority of the children on any type of visit.

The Visit leader is responsible for organising the visit, managing staff responsibilities accordingly and to continually observe risks at all times.

All staff have a duty of care for the welfare and safety of all children taking part in an educational visit. Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed. The Visit Leader should brief all adults as to their roles and responsibilities during the educational visit. By signing the Risk Assessment, the Visit Leader confirms that all adults on the visit have read, understood and adopted the written Risk Assessment.

In the event of a critical incident during school visits then please contact the relevant numbers below.

First point of contact:

Head of School on the numbers below:

St Thomas CE Academy - 0121 622 2151

St Johns & Peters CE Academy - 0121 675 1398

Second point of contact

Alex Bianco, PE & Wider Schools Leader (Educational Visits Coordinator)
Mob:07961997006 Tel: 0121 622 2151