



## PITMASTON PRIMARY SCHOOL Offsite Visits and Learning Outside of the Classroom Policy

Pitmaston Primary School adopts the Worcestershire County Council Policy Document: 'The Management of Visits and Learning Outside of the Classroom Activities Policy'.

This policy applies to all staff engaging with offsite visits, which includes any activity that takes place outside of the school grounds. We believe that offsite visits and LOTC activities should be an integral part of school life and can provide opportunities to enrich and expand children's learning as well as supporting children with social skills and building relationships with both adults and children. This policy applies to all visits and LOTC activities whether or not they occur during:

- Normal working hours
- Weekends
- During holidays

Pitmaston Primary School adopts the OEAP National Guidance as sited within the WCC Corporate Policy document. All staff involved in Offsite visits and LOTC activities must follow this guidance unless WCC has provided alternative guidance either as a whole or in parts of the OAEP National Guidance. Clarification of the school's guidance must be sought from the Educational Visits Coordinator- EVC.

WCC has facilitated visits and LOTC activities by the provision of an Off-site Visits Advisor (a panel member of OEAP), the electronic management system EVOLVE and OEAP accredited training provision.

### **Responsibilities and Duties in Relation to Offsite Visits**

#### **Head Teacher**

- Ensure that visits are formally notified and approved as required by WCC's policy by signing off visits that go through the EVOLVE process
- Buy into WCC Emergency Planning
- Ensure that visits are led by competent, trained staff
- Ensure that all adults, including volunteers, are vetted and those judged to be engaging in regulated activity are subject to enhanced Disclosure and Barring Service (DBS) checks with barred list check
- Ensure that there is appropriate risk management (including risk- benefit assessments) for all visits
- Know and understand the Emergency Procedure

#### **Educational Visits Coordinator-EVC**

- Attends EVC training as required by WCC's policy
- Ensure that during staff induction, training needs are identified and addressed
- Where required by WCC's policy, visits are formally notified and approved
- Ensure that staff that lead visits meet employer competence requirements
- Ensure that all adults including volunteers are vetted and those judged to be engaging in regulated activity are subject to enhanced Disclosure and Barring Service (DBS) checks with barred list check
- Ensure that there is appropriate risk management for all visits
- Where appropriate, ensure that all staff and young people are involved in visit planning, including risk-benefit assessment
- Ensure that preliminary visits have taken place if required
- Check that third party provider assurances have been obtained
  
- Check that the number and competence of leaders will ensure effective supervision, taking into account an adult being ill during the visit, or taking a child to hospital, for example
- Ensure that medical, first aid and inclusion issues have been addressed
- Devise and review an establishment emergency response procedure, appropriate to the nature of visits undertaken



## PITMASTON PRIMARY SCHOOL

### Offsite Visits and Learning Outside of the Classroom Policy

- Ensure that there is a designated 24/7 emergency contact, with access to all information and documentation relating to the visit
- Ensure that all staff and group members are aware of their roles and responsibilities
- Check that those in parental authority have been appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers.
- Ensure that visits are debriefed and reviewed
- Visits are monitored in accordance with employer and establishment policy
- Accidents and incidents are reported, learning is shared and RIDDOR requirements are met

#### **Visit Leaders**

- Confident to lead the visit and have the specific competence to do so, and have been judged so by my head / manager in line with their employer's requirements
- To plan and prepare for the visit, involving staff and young people in the planning and risk management process to ensure wider understanding
- To keep the EVC informed at each stage of the planning process
- Undertake a preliminary visit if appropriate
- Define the roles and responsibilities of other staff to ensure effective supervision, and have appointed a deputy
- Share details of 24/7 emergency contacts and emergency arrangements with key staff
- Obtain parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers
- Check whether insurance arrangements are adequate
- If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management
- Child protection issues are addressed, including DBS checks and processes where appropriate.
- Disseminate relevant information to supporting staff
- Ensure that there is access to first aid at an appropriate level
- Ensure that relevant information has been provided to parents and young people, and pre-visit information meetings have been arranged where appropriate
- Ensure that all aspects of the visit (both during and after the event) are evaluated
- Ensure that staff and other providers have been appropriately briefed on the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities
- When using providers, visit leader engages in a clear verbal handover of responsibilities for direct supervision of the group and clear verbal hand back at break times or end of the session
- Ensure that the visit is effectively supervised - staffing ratios meet requirements of good practice
- Ensure that staff and third party providers have access to emergency contact and emergency procedure details

#### **Procedural Requirements**

##### **Monitoring: approval and monitoring roles**

Head Teacher- approval of all Evolve forms and residential visits

EVC- approval of all visits, Evolve forms and risk assessments

##### **Induction, training and succession planning**

- All new staff will have previous visit leader training or this will be provided for them internally or externally within the first twelve months
- Visit leaders and emergency contacts will receive cascade training from EVC every three years
- EVC will receive training from WCC every three years
- All risk assessments will be filed in the staff share folder- Educational Visits
- Evolve submissions should be completed for: ALL VISITS



## PITMASTON PRIMARY SCHOOL

### Offsite Visits and Learning Outside of the Classroom Policy

#### **Risk Management and Risk Benefits procedure**

- All visit leaders should complete a risk assessment for their visit including specific and/or local hazards and appropriate ratios of adults to children as well as transport information
- Approval of the risk assessment must be carried out by the EVC
- All teaching staff taking part in the visit should be involved in the planning and preparation for the visit
- A school risk assessment pro forma is provided in the Educational Visits folder
- A copy of the risk assessment must be given to the school administrator prior to the visit

#### **Providers**

Before selecting an off-site provider visit leaders must:

- Look at the provider's website or seek official literature
- Check if the provider holds the WCC recognised quality badges- LOTC, Adventure Mark or AALS
- Engage with the provider- talk to them, get risk assessments from them, and any other useful information that they can provide e.g. plans, maps, car parking
- Use Evolve or talk to EVC about whether other schools have used the provider and seek feedback
- Carry out a preliminary visit, if possible, or seek a contact from another school using the Evolve system
- Consult with WCC Off-site Visits Advisor Rachel Whitely, as necessary

#### **Volunteers**

- On residential visits, or visits where volunteers will be on their own with groups of children, they must have an enhanced DBS check
- Staff are required to supervise volunteers at all times if they do not have a DBS check
- A volunteer must never act as a visit leader

#### **Emergency Procedure and Incident Reporting**

- WCC Emergency Planning Unit can access planned visit details in the case of a critical incident via the Evolve system
- WCC provides an online accident/incident reporting system and requires all incidents to be recorded as soon as possible, minor incidents to be recorded in the accident book with the first aid provision during the visit
- Emergency 24/7 contacts for a planned visit are selected by the EVC and checked for their availability and competency to carry out this role. They receive training every three years from the EVC
- Emergency contacts will have a copy of the risk assessment, lists of which children are on each coach, itinerary and next of kin phone numbers
- Any critical incident should be dealt with by the visit leader if possible. Visit leader will carry WCC emergency cards and the school mobile phone in case of an emergency.
- If a critical incident occurs on a visit that is entered onto Evolve, visit leader will call the school's 24/7 contact or WCC 24hr Emergency Planning Unit number, as appropriate. All staff carry: Pitmaston emergency cards containing the WCC 24hr Emergency Planning Unit number, school's 24/7 contact and visit leader's number and mobile phones in the case of an emergency
- Contact details of staff, volunteers and pupils' next of kin are held by visit leader and emergency contact
- The visit leader holds the school mobile phone
- Details of transport arrangements and emergency contact are on the risk assessment
- First aid kit is held by the visit leader

#### **Behaviour of staff, volunteers and pupils**

- Behavioural conduct of staff and volunteers includes: no alcohol or smoking
- Staff must act in a supervisory role during 'down-time' and night time
- It is the responsibility of all staff that a suitable ratio of supervision is in place at all times



## PITMASTON PRIMARY SCHOOL

### Offsite Visits and Learning Outside of the Classroom Policy

- If children become non-compliant on a visit warnings are to be given, followed by time out of an activity, followed by direct supervision of the most senior member of staff, followed by referral to visit leader and consideration of parents/SLT called to remove the child from the visit
- No mobile phones or electronic devices to be taken, by pupils, on visits. No cameras to be taken on residential visits

#### **Exclusion and Inclusion**

It is unlawful to treat a disabled person less favourably or fail to take steps to ensure that disabled persons are not placed at a substantial disadvantage without justification. Expectations of staff must be reasonable and within their own competency to provide inclusion of a young person.

This policy endorses the following principles:

- A presumption of entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integrations through participation with peers

#### **Insurance**

Visits are insured by WCC via the offsite activities Policy that is purchased by the school annually.

#### **Finance**

- Voluntary contributions are requested from Parents for curriculum related educational visits for activities and travel costs. The cost is divided between the number of children in the class/year group or, in the case of residential visits, the number of children who have parental consent.
- Some visits may be paid for entirely or in part by the school at the school's discretion
- Parents who are in receipt of income related Free School Meals or who cannot afford to make any or all of the payment for the visit should email [freeschoolmeals@pitmaston.worcs.sch.uk](mailto:freeschoolmeals@pitmaston.worcs.sch.uk) and state their situation. Pupil premium funds may be available to pay for part or the entire visit's cost for individual children. Where possible, parents of FSM pupils are expected to pay the deposit for residential visits
- As the school is now cash free, all payments are made via the School Money App and consent will be sought electronically for all visits.

Reviewed 13th October 2022 by The Curriculum Committee.

Acronyms:

LOtC – Learning outside of the classroom

EVC – Educational Visit Co-ordinator

EVL – Educational Visit Leader

WCC – Worcestershire County Council

FSM – Free School Meals

DBS – Disclosure and Barring Service