

## Waltham-on-the-Wolds Educational Visits Policy

Date of Approval:

Review date:

*YMD Boon Ltd- Education Visit Policy  
BMS – H&S – 056  
Document Author SB  
Authorised by DY  
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## 1. Context/Policy Statement

Waltham-on-the-Wolds CE Primary School believe that outdoor learning, off-site visits and learning outside the classroom are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes our school supportive and effective learning environment. The benefits of pupils taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change and novelty.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participant's not passive consumers and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Waltham School fully recognises that learning outside the classroom helps to bring the curriculum to life as it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Waltham School adopts the Outdoor Education Adviser's Panel (OEAP) National Guidance for all educational visits available at [www.oeapng.info](http://www.oeapng.info)

Chair of Governors .....

Head Teacher .....

Date .....

Date .....

## 2. Employer responsibilities

As employer the Governing Body meets its obligations to provide staff with guidance, training and support in the following ways:

**a. Appropriate guidance.**

- The appropriate guidance for the management of outdoor learning, off site visits and Lot is the OEAP National Guidance web site – [www.oeapng.info](http://www.oeapng.info)

**b. Training to support the guidance to ensure that it is understood.**

- For those involved in managing and leading visits the relevant training courses are:
  - 1. Educational Visit Coordinator (EVC) Training** – Waltham-on-the-Wolds CE Primary School requires the academy EVC to be appropriately trained in the OEAP Educational Visit Coordinator Training.
  - 2. Visit Leader Training** – Waltham-on-the-Wolds CE Primary School requires all those who lead trips or visits of a residential nature (excluding residential facilities who meet the requirements of section 5) or whereby they lead an adventurous activity to undertake this training.

*Note: Local trips within the Academy Learning Area (see appendix 1) or regularly undertaken day trips to environments regularly visited by schools may be led by competent staff who have not attended Visit Leader training on authorisation of the Head Teacher.*

3.

*Note: Local trips within the Academy Learning Area (see appendix 1) may be undertaken by competent staff who have not attended Visit Leader training on authorisation of the Head Teacher.*

**c. Suitable systems and processes to ensure that those trained are kept updated.**

- For the purposes of day-to-day updating of information, EVCs and Visit/Activity Leaders are directed to the periodic news items and updates of OEAP National Guidance.

**d. Access to advice, support and further training.**

- Where an employee experiences problems with finding the material they are looking for, or require clarification or further help, guidance or bespoke training, they should contact the YMD Boon Ltd Health and Safety Service:  
[healthandsafety@ymdboon.co.uk](mailto:healthandsafety@ymdboon.co.uk)  
01858 464482

## 3. Application

This policy covers any visit that leaves the academy grounds, whether as part of the curriculum, during academy time or outside the normal academy day.

Waltham-on-the-Wolds CE Primary School adopts the Outdoor Education Adviser's Panel (OEAP) National Guidance available at [www.oeapng.info](http://www.oeapng.info)

All staff are required to plan and execute visits in line with this policy and National Guidance. Staff are particularly directed to be familiar with the roles and responsibilities outlined within National Guidance.

## 4. Roles and responsibilities

**Visit Leaders** are responsible for the planning of visits but should involve both accompanying colleagues and the pupils in this process. Staff must make appropriate checks on venues and third party providers. Staff are advised to obtain outline permission for a visit, from the Head Teacher, before beginning to plan/making any commitments.

See Outdoor Education Adviser's Panel National Guidance for the role of the Visit Leader -

<http://oeapng.info/visit-leader/>

**The Education Visit Coordinator (EVC)** is **Denise Garnett** who will support and challenge colleagues over visits and learning outside the classroom. They are the first point of call for advice on visit related matters. The EVC will check final visit plans before submitting them to the Head Teacher.

See Outdoor Education Adviser's Panel National Guidance for the role of the EVC

<http://oeapng.info/evc/>

**The Head Teacher** has responsibility for the monitoring and final approval of all visits.

See Outdoor Education Adviser's Panel National Guidance for the role of the Head Teacher

<http://oeapng.info/head-manager/>

### **The Governors**

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. For most academies the governing body is the employer.

It is recommended that the governing body is made aware of off-site educational and outdoor adventurous activities.

See Outdoor Education Adviser's Panel National Guidance for the role of the governing body

<http://oeapng.info/governors/>

### **YMD Boon Ltd**

It is advisable that the visits and activities, listed below, are checked by the YMD Boon Ltd Health and Safety Service Accredited Member of the Outdoor Education Adviser's Panel before the activity takes place – see also page 6 and 7 of this policy detailing the process to be followed.

- overnight stays
- foreign travel
- adventurous activities

## 5. Preliminary Visits and Provider Assurances

### **Preliminary Visits**

Waltham-on-the-Wolds CE Primary School requires that all visits are thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people, it is a vital dimension of risk management.

It is good management practice to carry out a preliminary visit. The following identifies the circumstances where preliminary visit is a requirement.

- Pre visit required for visits where there is a high complexity factor and the visit has not happened previously.
- Additionally required when visit is solely led by the academy.

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- Residential visits, visits abroad, exchange visits, adventure led by the academy, staff all have aspects of complexity.

If the visit is led and managed by the provider, then a variety of approaches can reduce the need to pre visit.

Visit Leaders can take full advantage of the nationally accredited provider assurance schemes that are now available and assists to reduce bureaucracy – examples include: -

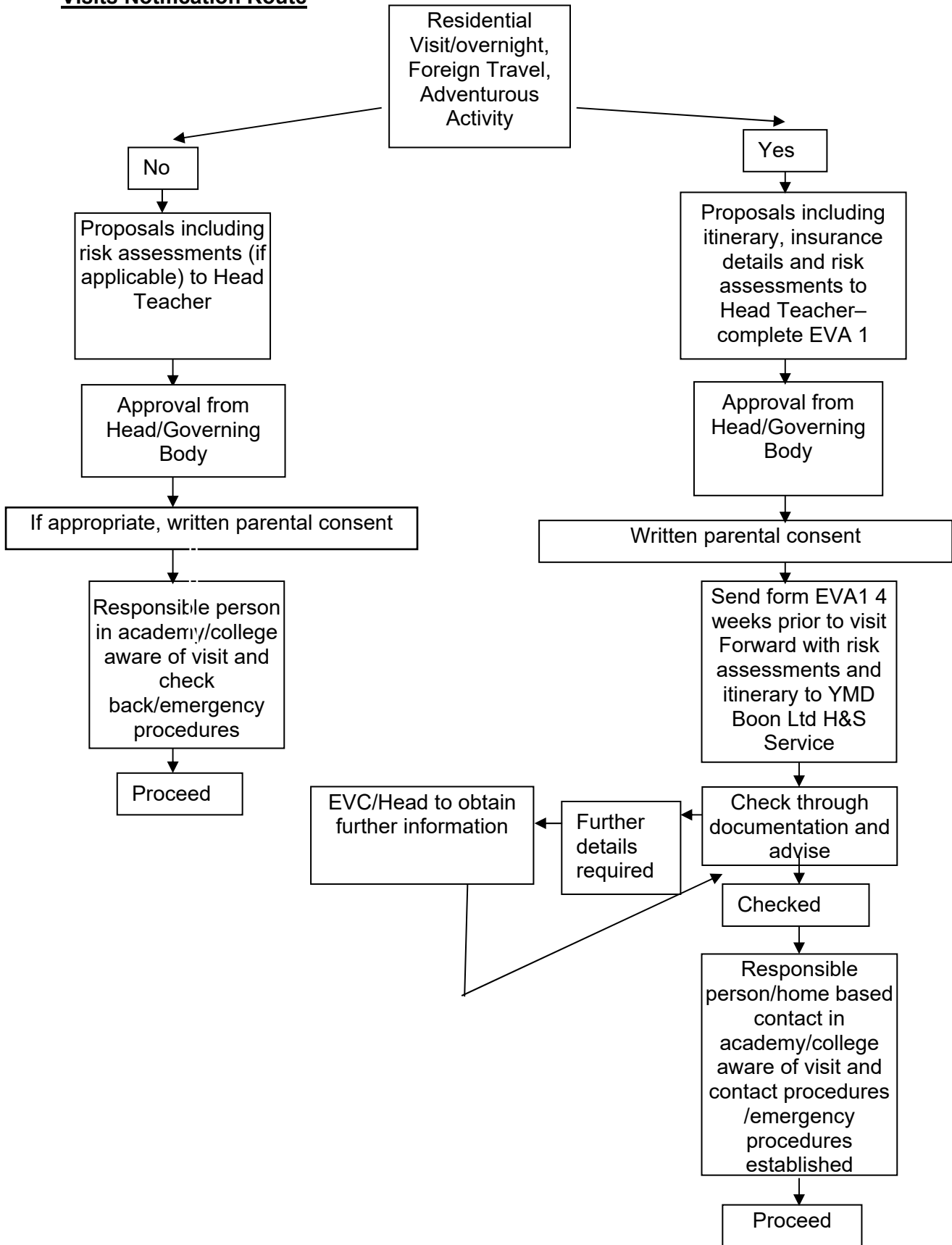
- The LotC Quality Badge
- AALS licensing
- Adventuremark

YMD Boon Ltd Health and Safety Service takes the view that where providers holds one of the above accreditations, there should be no need to seek further assurances.

The OEAP National Guidance 4.4f – Assessing an adventure activity provider check list, 4.4h – using external providers and facilities and 8.8p – Provider Questionnaire - <http://oeapng.info/downloads/all-documents/> should be followed when undertaking pre visits and assessing providers.

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## Visits Notification Route



## 6. Types of visit and approval

There are four types of visit, for each of which the approval process is slightly different:

1. Visit / activities within the Academy Learning Area (see appendix 1) and which involve no more than an everyday level of risk. Visits that are part of the curriculum and take place during the academy day do not require consent. Those that are not part of the curriculum or extend beyond the academy day are covered by blanket consent but information will be provided to parents in advance and they will have the opportunity to withdraw their child. These follow the learning area operating procedure (appendix 1).
2. Other visits within the UK excluding adventurous activities (but residential)  
These visits require an EVA1 (Appendix 2) to be completed by the visit leader and submitted to the EVC for checking at least 2 months in advance. The EVC then submits to the Head Teacher and forward to YMD Boon Ltd Health and Safety for scrutiny at least 1 month in advance.
3. Any visit involving adventure activities  
These require an EVA1 (Appendix 2) to be completed and submitted to the EVC at least 2 months in advance. The academy submits these for scrutiny by YMD Boon Ltd Health and Safety Service 1 month in advance. Visit Leaders must check if an activity provider holds either an AALA licence ([http://www.aals.org.uk/aals/provider\\_search.php](http://www.aals.org.uk/aals/provider_search.php)) or a LOTC quality badge (<http://www.lotcqualitybadge.org.uk/search>). If not the Visit Leader must send the OEAP National Guidance document 8p provider questionnaire) (<http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/>). Returned questionnaires must be scrutinised by visit leaders.
4. Any visit involving travel abroad  
These require an EVA1 (Appendix 2) to be completed and submitted to the EVC at least 2 months in advance. The academy submits these for scrutiny by YMD Boon Ltd Health and Safety Service 1 month in advance. These require detailed planning to commence well in advance and the EVC must be kept up to date with progress. Checks must be made on any third party providers and permission from the Head Teacher to use them be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge do not require further checks. Those who do not hold this accreditation should complete and return a provider form (NG document 8p provider questionnaire) (<http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/>). Returned questionnaires must be scrutinised by Visit Leaders.

## 7. Staff Competence

Waltham-on-the-Wolds CE Primary School recognises that staff competence is the single most important aspect of safe visit management and supports staff in developing this competence in the following ways:

- A mentoring system, where staff new to visits assist and work alongside experienced trip leaders before taking on a leadership role.
- Supervision by Senior staff of some educational visits
- Support for staff to attend training courses relevant to the role of visit leader

In deciding whether any member of staff is competent to be a Visit Leader the Head Teacher will take into account the following factors:

- Level of relevant experience
- Any relevant training undertaken.
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.

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- Knowledge of the pupils, the venue and the activities to be undertaken.

## 8. Requirement to Ensure Effective Supervision

Health and Safety laws do not prescribe activity specific staffing ratios, but it does require that the level of supervision and group management is 'effective'.

Waltham-on-the-Wolds CE Primary School will assess/determine effective supervision by proper consideration of:

- Staff competence.
- Activity – nature and location of the activity (including the type of activity, duration, skill levels involved).
- Group – age (including the development age) of the group, ability of the group (including special learning needs, behaviour, medical and vulnerability characteristics etc.).
- Environment – nature and location of the activity including the type of the activity, duration, skill levels involved, as well as the time of year and prevailing conditions.
- Distance away from base.

However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years

The Visit Leader should follow OEAP National Guidance 4.3b Ratio and effective supervision

<http://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision/>

and 4.3c Risk Management <http://oeapng.info/downloads/download-info/4-3c-risk-management/>

## 9. Emergency procedures

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

Waltham-on-the-Wolds CE Primary School has an emergency plan in place to deal with a critical incident during a visit (see Appendix 3). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes. See also

<http://oeapng.info/downloads/good-practice/>

When an incident overwhelms the establishment's emergency response capability; where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from Ian Sharpe (DLAT representative) on 0116 2615331 and Scott Boyles, (the Accredited Member of the Outdoor Education Advisers' Panel for DLAT H&S advice) on 07825772409.

Waltham-on-the-Wolds CE Primary School will practise their response to emergency situations on educational visits at regular intervals i.e. academy inset training.

## 10. Visit Planning

The Visit Leader checklist – National Guidance document 3.3e <http://oeapng.info/visit-leader/> is an important check on the planning of a visit. When a Visit Leader cannot answer yes to a question on this checklist there should be a discussion with the EVC and or Head Teacher. In addition the following steps must be completed for any visit:

- Gain outline approval from the Head Teacher to begin planning the visit and agree funding mechanism / charging policy.
- Ensure the visit:
  - has clear learning outcomes



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- has activities appropriate to the group
  - is planned to maximise benefits to the pupils while managing significant risks
  - is appropriately staffed
  - complies with the academy's safeguarding policy
- Involve pupils in the planning of the visit, and how it will be managed, wherever possible.
  - Ensure emergency procedures include what would happen in the event of illness or injury affecting the visit leader.
  - Ensure the base contact back at academy is fully briefed and has copies of all relevant information.
  - Ensure that the visit is correctly approved and recorded.

## 11. Risk Management

The risk management of an activity/visit should be informed by the benefits to be gained from participating. YMD Boon Ltd recommends a "Risk-Benefit Assessment" approach, whereby the starting point for planning should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained, through participation, provides some objectivity to a decision that any residual risk (i.e. the risks remaining after control measures have been put in place) is "acceptable". The Health and Safety Executive endorse this approach through their "*Principles of Sensible Risk Management*" and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is a legal requirement for the risk assessment process to be recorded and for suitable and sufficient control measures to be identified for any significant risks. There is no legal requirement to produce this risk assessment record in a particular format but academies and visit leaders should use the format that has been identified in the academy risk assessment procedure and follows the Health and Safety Executives guidance on risk assessment <http://www.hse.gov.uk/pubns/indg163.htm>

See National Guidance on good practice for risk management <http://oeapng.info/downloads/good-practice/>

## 12. Parental Consent

Some visits do not require consent, all the rest can be covered by a combination of blanket consent (with subsequent information to parents) and visit specific consent - See the National Guidance document 4.3d on consent <http://oeapng.info/downloads/all-documents/>. It is advisable that all parents/guardians are advised of educational trips and permission obtained for visits which take place off the academy site.

## 13. Monitoring

The Visit Leader should undertake an evaluation of each educational visit and submit this to the Head Teacher and EVC.

## 14. Inclusion

All academies must follow the National Guidance on inclusion see 3.2e <http://oeapng.info/downloads/all-documents/>

## 15. Charging / funding for trips

All academies must follow the National Guidance on charging for academy trips 3.2c

<http://oeapng.info/downloads/all-documents/>

## **16. Transport**

All academies must follow the National Guidance on Transport for academy trips see 4.5a transport, 4.5b minibuses, 4.5c Transport in private cars and 4.5d seat belts

<http://oeapng.info/downloads/all-documents/>

## **17. Insurance**

Insurance cover for approved educational visits is usually provided by the academy insurance provider (public liability) insurance policy. However, as academies may have moved to different insurance providers when they moved away from local authority control confirmation/checks should be made with the insurance provider before the visit takes place. See National Guidance 4.4c Insurance <http://oeapng.info/downloads/all-documents/>

## Appendix 1

### Academy Learning Area

#### General

This operating procedure applies to visits within the Academy Learning Area. It covers:

- a. Visits / activities that are part of the normal curriculum and take place during the normal academy day. These do not require parental consent.
- b. All other visits / activities within the Learning Area (those that take place beyond the academy day or are not part of the curriculum) are covered by blanket consent but parents will be informed in advance and given the opportunity to withdraw their child.

These visits/activities:

- Do not normally need additional risk assessments / controls beyond following the operating procedure below. However, where a specific risk is identified because, for example, a particular pupil's needs then a review of the individual pupils risk assessment should be made and a record kept.

#### Boundaries

The boundaries of the territory are shown on the attached map (*optional*). This area includes, but is not limited to the following frequently used venues see examples below:

- Park (identify name of park & location)
- Museum (identify name of museum and location)
- Shopping Centre (identify name of Shopping Centre and location)
- Theatre (identify name of theatre and location)
- Library (identify name of library and location)
- etc

#### Operating Procedure for Academy Learning Area

The following are potentially significant hazards within Waltham-on-the-Wolds CE Primary School Learning area:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles rubbish etc)

These are managed by a combination of the following:

- The Head Teacher must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A list of approved staff should be maintained by the EVC and Head Teacher.
- The concept and operating procedure of the extended learning area is explained to all new parents when their child joins the academy.
- There will normally be a minimum of two adults. (*This depends on the area and the age / maturity of the pupils*).

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- Staff are familiar with the area and visited previously, including any 'no go areas' and have practiced appropriate management techniques.
- Pupils have been trained and practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. (*This needs a decision and will depend on the area you are in – return to academy, wait where they are, go to x and ask for help, etc.*).
- All remotely supervised work in the Academy Learning Area is done in 'buddy' pairs as a minimum. (*this depends on age/maturity and location*).
- Pupil's clothing and footwear is checked for appropriateness before leaving academy.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available and staff are appropriately trained.
- Staff will deposit in the office a list of all pupils and staff, a proposed route and an estimated time of return.
- An academy mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. Hi-viz waist coat for infants).
- A member of the staff accompanying the group is first aid trained.

Appendix 2

**NOTIFICATION OF ACADEMY VISIT FORM EVA1**

Academy  DfE No.

Contact Address

Telephone  Fax No.

Date of Departure  /  /  Date of Return  /  /

Number in Party (by age group)	Year	R	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL	
	Boys																
	Girls																

Accommodation Address

Telephone  Email or Fax

Aim or Purpose of Visit

Activity Centre Licence Number (if appropriate)

Mode of Transport  Operator or Tour   
 Hire Agreement in Place YES / NO Company Name & Tel:

Staff	First Name & Surname	M/F	Qualifications	First Aid (✓)	Leader (✓)	DBS (✓)
1.						
2.						
3.						
4.						
5.						

\* Please also list Non-Teachers or Volunteers who may be used as Assistant Leaders/Instructors.  
 \* Please list overleaf or enclose Programme of Activities.

Academy confirms that:

1.	Parents have been fully informed and have signed the consent form
2.	The visit has been approved by the Principal/Head Teacher/Academy Governors
3.	All monies collected and accounts will be subject to audit
4.	The appropriate sections of Outdoor Education Advisors Panel National Guidance have been read by all adults accompanying the group
5.	A preliminary visit has been made to the area/all available information on the area has been obtained and a written risk assessments has been completed and are attached
6.	Additional insurance has been arranged (attach details)

Signature <input type="text"/>	Signature <input type="text"/>	For Office Use	
(Visit Leader)	(Head/Principal)	Rec'd	<input type="text"/>
Date <input type="text"/>	Date <input type="text"/>		

(If appropriate) - to be sent for checking: [healthandsafety@ymdboon.co.uk](mailto:healthandsafety@ymdboon.co.uk) YMD Boon Ltd Health and Safety Service 01858 464482. **TO BE RECEIVED 4 WEEKS PRIOR TO VISIT**

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Are you leading an adventurous activity?

Yes

NO

Activity

Venue/accommodation address if appropriate:

1.			
2.			
3.			
4.			

Activity locations to be used (full address):

1.	
2.	
3.	
4.	

Staffing Information:

Persons leading the activity (first name and surname)	Relevant National Governing Body Qualification	Date of Award	Expiry	Leadership Category

**I/We confirm that:**

1.	A preliminary visit has been made to the area/all available information on the area has been obtained and an activity specific risk assessment has been completed.
2.	This venture will be operated within the guidance laid down the Outdoor Education Advisors Panel <a href="http://oeapng.info/">http://oeapng.info/</a>

## Appendix 3

### Emergency procedure

The academy's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during academy hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager at all times.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the visit participants, including staff.
4. The visit leader(s) and the base contact know to request support from Ian Sharpe (DLAT representative) on 0116 2615331 and Scott Boyles, (the Accredited Member of the Outdoor Education Advisers' Panel for DLAT H&S advice) on 07825772409 in the event that an incident overwhelms the establishment's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.
5. The academy has personalised National Guidance emergency action cards and the appropriate cards are held by:
  - a. The visit leader(s) <http://oeapng.info/downloads/download-info/4-1d-8-1d-visit-leader-emergency-action-card>  
The visit leader should also have a copy of the visit leader emergency checklist <http://oeapng.info/downloads/download-info/4-1k-visit-leader-emergency-checklist/>
  - b. The first point of contact (*e.g. the office or Head Teacher*) <http://oeapng.info/downloads/download-info/4-1e-8-1e-first-contact-emergency-action-card/>
  - c. The designated emergency contact senior manager <http://oeapng.info/downloads/download-info/4-1f-8-1f-establishment-management-emergency-action-card/>
6. This emergency procedure is tested through both desk top exercises and periodic scenario calls from Visit Leaders.