



Webheath Academy Primary School

Educational Visits

12 December 2018

Other policies linked to this policy :

- 1 : [Allegations of Abuse against Teachers and other staff](#)
- 2 : [Behaviour Policy](#)
- 3 : [Critical Incident](#)
- 4 : [Equality information and objectives under the PSED](#)
- 5 : [Finance Policy](#)
- 6 : [Health & Safety Policy](#)
- 7 : [Humanities Policy 2019-20](#)
- 8 : [Lone Working Policy](#)
- 9 : [Medical Needs and First Aid Policy](#)
- 10 : [Outdoor Learning Policy](#)
- 11 : [Positive Handling and Care & Control](#)

Author : Janine Burton

Approved :

Team Reviewed : Full Governors

Guidance

12 : [Safeguarding Policy](#)

13 : [Supporting pupils with medical conditions 2020](#)

14 : [Swimming Policy 2020-2021](#)

15 : [Working In Academies](#)

16 : [PE Policy 2020-21](#)

17 : [Science Policy 2020-22](#)

18 : [Safeguarding Policy 2020-2021](#)

1. Introduction

Webheath Academy Primary School acknowledges the immense value and many benefits of outdoor learning and is committed to supporting off-site visits and activities that enrich the learning opportunities of children and young people.

Webheath Academy Primary School (and any contracted external providers where an activity has been commissioned) works within the requirements set out in Worcestershire County Council's 'The Management of Visits and Learning Outside the Classroom Activities Policy' and the Outdoor Education Advisers' Panel 'National Guidance' (both accessible via EVOLVE) and our own school policy (available on Evolve and Pindigo)..

The Establishments Arrangements section for this school is linked to the above Policy. All establishment staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

This policy applies to all visits and LOtC activities whether or not they occur during:

- Normal working hours
- Weekends
- During holidays

2. Roles and Responsibilities

For all visits it is important that each person involved understands their specific roles and responsibilities as detailed in this section.

Employer: Webheath Academy Members/Trustees

Under Health & Safety law the employer has primary responsibility for Health, Safety & Welfare of employees and students, this overall responsibility cannot be delegated. The Trustees and Members board hold this responsibility and are fully aware of the responsibility this entails.

The employer will ensure that its employees are provided with appropriate guidance, that there are training regimes in place to support it and that the guidance is understood.

The visit team within Worcestershire will provide visit guidance as per our Service Level Agreement. The Worcestershire team has a huge breadth of knowledge and experience and can provide support with any visit from a walk to the park through to extended overseas expeditions.

The Worcestershire team provides training courses for Educational Visits Coordinators (EVCs) and Visit Leaders. The team monitors visits through EVOLVE.

Headteacher

The Headteacher is responsible for ensuring off-site activities and visits comply with the LA Guidance and this Visit Policy and are notified or submitted for formal approval as required, that all visits approved can be accommodated within the planned provision and that the ethos of each visit is one with which the Establishment wishes to be associated.

The Headteacher will ensure that the Educational Visit Co-ordinator (EVC), Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits, including risk assessments.

Educational Visit Co-ordinator

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment

The designated EVC is Mrs Jayne Woodward who received training in the role on 13th February 2019.

Visit Leader

Visit Leaders will have over-all charge of the visits they lead. They are also responsible for and must demonstrate the following;

- Competence, including where necessary verification, to lead the visit
- Awareness of potential hazards, dangers and competence when completing the necessary risk assessments and introducing measures to control risks to an acceptable levels.
- Informing the Headteacher of the identified risks
- Sound judgement of what constitutes a dangerous situation and preventing access to dangerous situations
- Ability to undertake dynamic risk assessments ('on the go')
- Arrangement of adequate supervision
- Knowledge of where to get information about the area they are travelling to which could include such things as tide tables and weather forecasts.
- Ensure relevant visit information is shared with parents/carers and informed consent is sought where necessary.

Visit Leaders, assisting staff and voluntary helpers will be appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

3. Procedures

Staff wishing to plan and undertake a visit (prospective Visit Leaders) will first seek permission from the

Finance

The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act.

The establishment charging policy for off-site visits is available on Pindigo and linked to this policy.

All costs for trips and off-site visits should be carefully monitored and costed on the school pro-forma and also attached to Evolve. These should be checked and supported by the school office team and School Business Manager to ensure all monies are accounted for and follow the regulations as identified in the latest Academies Financial Handbook. Post trip, Evolve evaluation should be completed to enable the process and spend to be checked and signed by the Governors at the next available meeting.

Staff Induction and Training

All new staff will as part of their induction into the establishment, be familiar with the local policy for off-site visits and activities and understand their role in managing, planning, leading or assisting with organising off-site visits. All staff will have access to County and national guidance. This is all available on Evolve and Pindigo.

The EVC will identify any specific training needs and requirements and ensure staff can access relevant learning and development opportunities as appropriate and as advised by Worcestershire County Council.

Visit Approval

Webheath Academy Primary School has adopted an online system for approval of visits which is based on these being categorised into three broad types:

1. Local low risk single day visits that are regular and routine
2. Day visits and programmes that require enhanced planning
3. Higher risk visits, further field that require detailed planning and leader competence

All visits must be planned and submitted using EVOLVE.

Category 1:

These visits will be regular, routine day activities that are organised in and around the locality, usually on foot.

Category 1 visits need to be submitted on Evolve at least the day before but could be 'repeated visits' over the term or year.

Regularly repeated visits can be covered by a block annual consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.

Visits and activities included in this category for this establishment are:

On-site activity (excluding adventurous activities and Forest School listed in category 3)

Transporting young people between multi-site establishments or other local schools/venues

Regular curriculum delivery at off-site learning provider venues

Visits in and around our base setting on foot, including regular acts of Worship (churches, parks, urban centres)

Sports fixtures (involving transport)

Primary curriculum swimming programme

These visits should be planned using the establishment All Visits risk assessment and with approval by the EVC and Head/Manager. These should all be submitted on our Evolve system. Activities can be covered by an annual blanket parental consent.

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the visit leader will sign out before departure leaving relevant information with the base contact.

The specific establishment off-site All Visits Risk Assessment (that may also include road transport) covers general supervision of these visits. A review will be required rather than completing a new document each time. Any additions can be documented using the Event Specific Notes form. (Notes on Evolve). These should also be added to the Evaluation at the end of the unit.

All other visits:

Based on the visit types, EVOLVE automatically directs the flow of approval for Category 2 and 3 visits.

Category 2:

These visits are single “one off” day visits or a programme of visits that take place off-site but further field than your base locality and with no element of adventurous activities (as defined in Category 3). These opportunities will usually require transport and could also require some enhanced planning and risk assessment. Example visits are:

Visits requiring use of transport (urban areas, museums, theatres, social events, places of interest)

Swimming in public lifeguarded pools (excluding open water)

Fieldwork visits (not in open/remote country)

Activities at Water Margins (coastal locations & inland waters)

Farm visits

Forest school programmes

These activities will be entered onto EVOLVE and submitted to the EVC a ***minimum of two weeks*** prior to departure. Approval is delegated to Mrs Janine Burton (Headteacher) and visits should be covered by a specific parental consent. Consent should be ‘informed’ consent. Informed consent must be written. The staff may use forms on School Ping system for such trips.

For a programme of regular visits to similar destinations, one single visit form can be completed (via School Ping), with the relevant dates selected and can be covered by an annual blanket parental consent.

The specific establishment All Visits Risk Assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completed a new document each time. Any additions can be documented using the Event Specific Note form.

If a visit is planned to a higher risk environment, the appropriate risk assessments must be completed for your specific visit. This will then be attached to the EVOLVE record, prior to submitting to your EVC and Head for approval.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions. e.g. forest school. Please refer to the activity qualification requirements for further information or contact WCC for advice (details on Evolve home). Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

Evolve: Category 2 minimum document uploads

- Itinerary
- All Visit Risk Assessment
- Specific Risk assessment / Care Plan

Category 3:

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval after first being checked by Mrs Jayne Woodward and authorised by Mrs Janine Burton. Specific informed consent will be required for each visit.

Overseas visits and DofE expeditions will be submitted to the LA **four working weeks** before a visit is set to take place, and before anyone is financially committed. **Other visits requiring LA approval require two working weeks notice.** Approval notification via email will automatically be sent out (from EVOLVE) as soon as possible up to two working weeks after receipt of the visit form.

A member of staff intending to lead an adventurous activity, must be specifically approved by the LA to do so via the EVOLVE Leader Approval Request function.

When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a Provider Form or verified by holding an appropriate national accreditation e.g. AALA licence, Learning Outside The Classroom Quality Badge (LOTC). Providers will not be used until they have been 'vetted' by the LA.

Evolve: Category 3 minimum document uploads

- Itinerary
- All Visit Risk Assessment

Specific Risk assessment: e.g. Activity, Transport, Residential, Oversea, Care plan etc.

4. Risk Management

The risk management of an activity is normally carried out by visit leader and assistants with the support of EVCs as required. Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated.

Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE 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 no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

5. Monitoring

To ensure policy and procedures are being followed the establishment will undertake monitoring of off-site visits. The Head, EVC and Phase Leaders must arrange to monitor over the year. Governors will monitor through their monitoring cycle to ensure both best value, impact and outstanding standards are maintained.

6. Insurance

Appropriate insurance must be in place for all visits.

The responsibility for arranging adequate insurance cover rests with Mrs Kirsty Anthony in conjunction with the organiser of each journey.

For visits abroad, additional journey insurance and medical insurance cover must be checked thoroughly before approval is given. Latest guidance on regulations for the country visiting **MUST** be sought.

Insurance in Webheath Academy Primary School is provided by Risk Protection Arrangement through the DfE, a scheme to ensure the best insurance cover and advice is available to academies. If unsure, advice should always be sought to ensure adequate cover is provided for the trip or costed in during the financial exercise. Free training and advice is covered through RPA via Willis Tower Watson <http://www.willis.com/>.

It is the responsibility of the Trustess, Head, EVC and Visit Lead to ensure insurance cover meets the

requirements of the trip.

Staff Name	Last Open	Signature Date
Lucy Rummey	Not Yet	Not Yet
Alison Preece	03-01-2019	03-01-2019
Amanda King	29-12-2018	29-12-2018
Angela Skidmore	14-12-2018	14-12-2018
Bev Dean	20-12-2018	20-12-2018
Cassie Biddle	06-01-2019	06-01-2019
Charlotte Robinson	18-12-2018	18-12-2018
Debra Foster	31-12-2018	31-12-2018
Debra Haywood	17-12-2018	17-12-2018
Emily Atkinson	18-12-2018	18-12-2018
Emma Clifton	13-09-2019	13-09-2019
Emma Greaves	20-12-2018	20-12-2018
Fraser Parkinson	14-12-2018	03-04-2019
Harriet Mayne	01-01-2019	13-03-2019
Hollie Heffernan	12-12-2018	12-12-2018
Janine Burton	09-01-2019	09-01-2019
Jayne Woodward	17-12-2018	20-02-2019
Jo Rhodes	18-12-2018	18-12-2018
Karen Allen	02-01-2019	02-01-2019
Karen Smart	19-12-2018	19-12-2018
Kate Baylis	12-12-2018	12-12-2018
Kate Gibbs	14-12-2018	14-12-2018
Katie Evans	11-04-2019	14-09-2019
Kirsty Anthony	14-12-2018	14-12-2018
Laura Emmerson	14-12-2018	14-12-2018
Leesa Corden	07-01-2019	08-01-2019
Lisa Battey	05-01-2019	05-01-2019
Lorraine Pitt	17-12-2018	17-12-2018
Lucie Wheatcroft	16-12-2018	16-12-2018
Mel Hopkins	18-12-2018	18-12-2018
Richard Showell	07-01-2019	07-01-2019
Robin Lunn	03-05-2020	03-05-2020
Rosalind Wolfe	13-12-2018	13-12-2018
Sallie Clifton	19-12-2018	19-12-2018
Sandra Davies	08-01-2019	08-01-2019
Sandra Thornewell	20-12-2018	20-12-2018
Sarah Czyrko	18-12-2018	18-12-2018
Sarah Giles	25-01-2019	25-01-2019
Sarah Hawkes	16-12-2018	16-12-2018
Sarah Newburn	16-12-2019	16-12-2019
Support	14-12-2018	14-12-2018

Tracey Bickford	21-04-2020	21-04-2020
Victoria Bowling	14-12-2018	14-12-2018