



The
Westminster
School



Offsite Educational Visits Policy

*Safe Happy and Learning
Together*

*Building foundations and providing
opportunities to create confident,
aspirational and independent
members of our community.*

'Memories made beyond the classroom'

Approved by Governing Board on: 12 November 2020

Signed by Chair of Governors:

Head Teacher:

O M Flowers

Lead Personnel:

B Taylor

Date of Review:

12 November 2021

1 Preface

At The Westminster School we firmly believe that educational visits enhance a young person's development in terms of learning new skills, broadening their horizons and encountering new personal, social and educational experiences. This is reflected through all of our curriculum pathways and supports the schools Safe, Happy and Learning Together ethos.

However, for such activities to be successful they require proficient preparation and management. The more complex the activity the more potential there is for mishap. The aim of this document is to provide guidance to ensure that all such activities are carried out safely.

The Westminster School has adopted the official Sandwell policy for off site and out of hours activities. A copy of this policy can be found in the resources tab on the Evolve system.

1.1 Aims and Objectives

The purpose of this policy is to provide staff with the appropriate guidelines that they require for planning off site and out of hours activities so they meet the requirements of the local authority and the Outdoor Education Advisers' Panel.

1.2 Legal requirements

All legal requirements are set out in the adopted Sandwell Policy which was updated in June 2020. Employees of the local authority and school have a duty of care to all students on all visits. At all times a member of staff has a duty of care for young people under his/her supervision.

Supervision

The law expects "effective supervision" for off site and out of hours activities so therefore it is the schools' responsibility to ensure the correct level of supervision is provided. Due to the nature of the school we recognize that supervision for each visit will depend on the nature of the activity, the needs of the student(s) attending and the competency and experience of staff leading the visit.

Visit lead staff should seek guidance from a Senior Leader in regards to appropriate supervision for each visit. This can be done through completing the outline approval section of the Evolve system. For reference for the remainder of this policy pathway leads are:

Bridging - Joanne Turner/Natalie Brenton
Westminstars - Chloe Cooper/Ben Taylor
Personal Development (PD) - Karam Bhogal

It is important to remember that these ratios are a minimum requirement. Some activities, for example adventurous activities, will require a higher ratio.

It may be deemed that further down the approval process that ratios are amended further (i.e. number of students absent on the day of the visit)

1.3 Responsibilities

The following section identifies the functions, roles and responsibilities that key people hold.

Local Authority:

- Ensuring that EVCs, visit leaders and other establishment staff involved in educational/off site visits are assessed as competent in their specific tasks.
- Monitoring the work of EVCs in schools/establishments to help identify training needs and appropriate levels of delegation.

Governors:

- Ensure that the headteacher and the EVC are supported in matters relating to educational/off site visits and that they have the appropriate time and expertise to fulfill their responsibilities.
- Ensure that the headteacher and the EVC have taken all reasonable and practicable measures to include all participants on a visit.

The school has identified a link governor for Offsite Educational visits and as part of this role they will be made aware of all phases of a visit, for example the planning, carrying out and evaluating.

This link governor is Sue Gough.

Head Teacher:

- Ensure teachers/leaders are made aware of and understand LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff.
- Ensure that the EVC briefs the leader and supervisors have ready access to them during the visit.

Educational Visits Coordinator:

- Assess the competence of leaders and other adults proposed for a visit and change accordingly if required.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
- Ensure that paperwork has been thoroughly completed and risks have been managed appropriately
- Feedback to staff as to where changes may be required to paperwork or organization of the visit.
- Ensure that Visit Leaders have up to date information when organizing visits (for example COVID19)
- Communicate any issues or concerns raised by the Local Authority

Visit Leader:

- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Ensure the ratio of supervisors to participants is appropriate for the needs of the group.
- Ensure that a pre visit has been completed and this is reflected in the risk assessment
- Ensure that the appropriate documentation is uploaded onto the Evolve system in a timely manner (see documentation below)
- Ensure that consent from parents (where appropriate) has been sought. See section Parental consent.
- For ongoing visits ensure that any dynamic risk assessments or amendments to current risk assessments are reflected on Evolve and communicated to staff
- *COVID19 - Ensure that the PPE Trip bag is checked and stock levels are appropriate for the visit. If this is not the case then contact Business Manager for more supplies*
- Manage staff effectively when on a visit and raise any concerns with pathway leads if there are any concerns with staff competency

- Ensure that individual risk assessments are completed and shared with staff and parents.
- To ensure that any changes to the visit are documented using notes on the EVOLVE Application.

1.4 Staff Conduct

While on an educational visit/off site activity staff will remain professional and act as role models at all times. While on residential visits it is the staff's responsibility to ensure an adequate number of adults are on duty at all times. This includes ensuring that the appropriate ratios are met and staff do not leave the site if these are not met. While off duty staff will not be able to drink alcohol; as in case of an emergency they may be needed to be back on duty.

Staff who are supervising children on a trip will also need to dress appropriately for the task and activities in hand. If the children are asked to be in school uniform then staff should dress as they would for a usual school day.

First Aid

It is a minimum requirement that for all visits a member of staff who has a knowledge of first aid attends the visit. In the unlikely event that a qualified first aider may not be in attendance then guidance from the relevant pathway leader will be sought. For example if the group are attending a venue where there are qualified first aid staff then it may not be appropriate for a qualified first aider to attend.

For residential visits (abroad or in the UK) a Visit Leader cannot act as the designated first aid member of staff for the visit.

2 Submitting an Application and Approval Procedures

An Evolve application for an off site visit must be put in at least 2 weeks prior to the departure date. If it is an out of hours, adventurous activity or residential trip then an application must be submitted at least 8 weeks before the departure date. This is because the LA requires 6 weeks to approve the application.

At the start of the academic year the Governing Board will be given an overview of the Offsite activities that have been planned, these will be linked to the class timetables (i.e. Baggeridge, Duke of Edinburgh, Swimming)

Any visit additional to the planned activities (i.e. sports festivals, visits to educational establishments (Think Tank etc)) will need to follow this process

- Visit leader will need to complete an outline approval application through evolve. This approval will go to the following members of staff:
 - Relevant Pathway Lead (see above)
 - Rachel Saunders - Transport
 - Jackie Biggs - Finance
 - Angela Gibson - School Calendar
- Once this has been approved documentation must be completed and shared with the relevant pathway leader. Once this has been approved then the documents can be shared on Evolve and submitted to the EVC.

- EVC will approve or decline the application. If this is denied then feedback will be given to the visit leader in order to resubmit.
- Head Teacher approval

Final approval and sign off for Evolve applications may be delegated to the EVC (Ben Taylor, Deputy Head) where appropriate however the final responsibility still lies with the Head Teacher.

*any concerns or queries regarding first aid and medication then points of contact within school are:

Marie Harewood
Wayne Baxter

2.1 Risk assessment responsibilities

It is the responsibility of the visit leader to carry out the risk assessment. The EVC/relevant pathway lead will support and assist where necessary.

It is the responsibility of the visit leader of the visit to ensure that all risk assessments (including Individual Risk Assessments) are signed and understood by all staff attending. If there are last minute changes to staffing due to illness etc then copies of risk assessments should be made available for the new member of staff to read prior to the visit.

When using an external provider the school will not request a risk assessment when the external provider is leading the activity, but they will request to have in writing that the provider has an up to date risk assessment. The school will put their own risk assessment into place.

2.2 COVID19

In light of the current COVID19 pandemic measures have been introduced to address this whilst attending offsite visits. These include:

- Risk assessment template with question sets to be completed by Visit Leaders
- This risk assessment includes measures put in place - i.e. one way systems for leaving and entering the buildings
- PPE Packs available for visit leaders to take with them during visits
- Letters to parents and carers updated to reflect COVID19
- Pre visits **must** be carried out before a visit takes place
- COVID19 Risk Assessments requested for venues being visited
- School to adhere to Local Authority guidelines for Offsite Visits - for example not attending outside of Sandwell LA

2.3 Volunteers

Due to the current COVID19 pandemic volunteers are not permitted to support any offsite educational visits. This will be reviewed as Local Authority guidelines change.

3 Staff checklist

The following outlines what the visit leader is responsible for and what should happen before, during and after a visit.

Before the visit	
What	Tick
Identify the need for a trip and the possible outcomes.	
Discuss the trip with the relevant Pathway Lead to discuss viability of the trip, its purpose and the necessary pupil: staff ratio.	
Carry out Pre -Visit to the venue to see if the visit is still viable and appropriate	
Complete outline approval submitting it to the relevant staff (outlined above- 2.0). This may include liaison with admin staff for transport and finance	
Ensure that all bookings have been completed	
Ensure all medical information is up to date and source this from either Marie Harewood or Wayne Baxter	
Share paperwork with relevant pathway lead and await feedback	
Once feedback is completed attach paperwork to evolve and submit to the EVC	
Paperwork should include	
Risk Assessment	
Individual Risk Assessments	
Medical Information	
Group List	
Itinerary	
Relevant Care plans for students	
Letter to parents and carers	
Await feedback from EVC	
Make changes if appropriate and resubmit to EVC	
Visit processed by the Head Teacher	
Ensure all paperwork is ready (Visit summary sheet, RA, Emergency contact, original consent forms (a copy left at school), staff medical forms, staff contact numbers).	
Meet staff on the morning of the visit and brief staff	
If appropriate ensure that phones are fully charged	
Ensure first aid staff are aware of medical information and have planned any administration of medication	
During the visit	
What	Tick
Liaise with SLT if there are any staff changes due to staff being absent	
If there are new staff have copies of paperwork available for them to read prior or on the transport	
Review weather conditions and liaise with SLT if have any concerns	
Complete staff briefing prior to the visit (during whole staff briefing time)	
Monitor any student anxieties prior to the visit and any concerns liaise with SLT	
Ensure lunches and first aid are ready and packed	
Ensure COVID19 PPE pack is ready and collected	
Complete initial registers and identify if any students are running late. Chase any final consents with admin if appropriate	
Meet the transport in line with risk assessment and check the standard of cleaning in line with COVID19 Risk assessment	
Oversee the loading of the coach on the day, including lunches for children.	
Ensure children are appropriately seated (in line with risk assessment)	
Complete a double head count before departure.	
Meet the appropriate person at the venue and organise children. (if appropriate)	

Confirm lunch arrangements on arrival.	
Ensure groups are in the appropriate place at the appropriate time.	
Ensure double head counts occur throughout the day.	
Ensure children are back on the coach ready for the departure time.	
Contact the headteacher/EVC to notify when the coach departs. Discuss arrival time.	
If the coach will be arriving late notify the school again.	
Supervise the children disembarking the coach. Ensure all valuables are collected.	
Ensure all children are distributed onto the relevant taxi groups	
Ensure any incidents are reported to the headteacher/EVC and correct paperwork completed.	

After the visit (to be completed within 1 week of arrival)	
What	Tick
Liaise with First Aid leader to ensure stock is replenished and put away.	
Ensure PPE Packs are updated if equipment has been used	
Complete evaluation forms on Evolve.	
Feedback to EVC/headteacher/children and parents (where necessary) on any successes/problems.	
If appropriate write as a class, or individually, a letter of gratitude to the venue/coach company.	

4 Emergency Procedures

In the event of an emergency the trip visit leader must adhere to the following:

- Contact the emergency services, if appropriate.
- Ensure the safety of all the group and obtaining medical attention if required.
- Contact the emergency contacts outlined on the EVOLVE application. When completing this section of EVOLVE there must be the following information:
 - Name of contact
 - Landline number - school number
 - Mobile number
 - Address
- Details of the emergency should be given along with a contact number of the organiser.
- Staff should give the head teacher and EVC up to date information regarding the emergency, details of injuries, names and addresses of the hospitals and location of the incident.
- Staff must ensure that they have sufficient battery on their phone and can be contacted at all times during the visit.
- In the case of an emergency staff **must** ensure that they contact the emergency contact on EVOLVE rather than the school as this can slow down the process.

The Head Teacher - EVC Coordinator (Deputy Head) will then:

- When appropriate contact the local authority: **In Office Hours:**
+44(0)121 569 3983 or

+44(0)7810 155445 or
+44(0)7817 162186 or
+44(0)7831 639449.

Outside of Office Hours please call +44(0)121 569 6800 and ask for the Duty Emergency Officer. If this number is not answered please call +44(0)121 569 6802 or 6804 or 6817.

- Contact the chair of governors, the local authority, parents and insurers.
- Write down details of the incident accurately and as soon as possible after the incident, including details of any witnesses.
- Completion of a health and safety report form.
- In the event of trauma, organize support for staff, parents or children.

In the case of a major incident, on no account should staff discuss the situation with any other person.

When completing an EVOLVE application and you are travelling to a major city then this must be named with capital letters (for example BIRMINGHAM). This will enable the Local Authority to support the school appropriately in the event of a serious incident (i.e. terrorist attack)

5 Monitoring

Monitoring of educational visits will take place on a regular basis. This is so that the headteacher is confident in knowing that pupils are safe at all times and that proposed outcomes are met. Monitoring will be the responsibility of the headteacher and the EVC.

The following areas will be monitored:

- The planning and approval process.
- Evaluations of visits.
- Observation of visit leaders in action (field monitoring)
- Accidents/incidents

It maybe throughout the academic year that visit leaders' feedback to the senior leadership team or the Governing Board in order to demonstrate the impact of their educational visits.

Progress of students should be documented in line with the procedures in school and this being through the use of Evidence for Learning.

6 Record Keeping

Records relating to educational visits need to be kept for 14 years after a visit. If there is an incident on a trip it needs to be kept for 25 years. However, as The Westminster School has adopted the Sandwell policy and therefore Evolve all records will be stored electronically. The only hard copy that needs to be kept is one sample consent form. Risk assessments for trips that occur on a regular/yearly basis can be used again, however they will need to be updated and amended accordingly and annually.

7 Mandatory forms

When carrying out an educational visit/activity it is the responsibility of the visit leader to complete the following forms and upload to EVOLVE:

- Emergency Consent form
- Parental consent form - Specific consent is required if the visit is residential, overseas or has an element of adventurous activity.
- Risk assessment (including individual risk assessments where appropriate)
- Group list
- Itinerary
- Medical information for students
- Draft letter to parents

All of the above forms are available on Evolve under the pink resources tab.

8 Consent

Due to the needs of our students we recognize that important information, such as medical needs, may change frequently. Therefore we will ask for a one off consent form to be completed by parents or carers every new academic year. Visit leaders will ensure that letters and notes will go to parents or carers when a visit is taking place that does not require consent. However consent will be sought from parents or carers when a visit is:

- Outside of the Sandwell Local Authority
- A residential visit
- A visit that is classed as Adventurous
- A visit abroad

For visits that require additional consent it is the role of the visit leader to ensure that consent has been sought before the visit takes place. Any student that is taken offsite without consent may result in disciplinary action.

9 Charging for Activities

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost for additional transportation.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.