Educational Visits and Learning Outside the Classroom Policy

Date Policy due to be reviewed: September 2027

Responsible for Policy: Finance Committee

WORK HARD | BE KIND | AIM HIGH

Introduction
This Policy is the local policy for Hillcrest School and Sixth Form Centre and aligns with the Outdoor Education Advisers Panel National Guidance (www.oeapng.info). The school also uses the Birmingham City Council Policy and Guidance for Educational Visits and Learning outside the Classroom, as a local reference document. The school provides a rich and varied programme of opportunities for students to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. The Headteacher and Educational Visits Coordinator manage this policy. It provides a framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of two categories as outlined below (NG 1b-Foundations)



Roles
All roles are clearly defined on the NG website. www.oeapng.info
Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer. There is specific guidance and information for each above role and relevant documents.
Within the school all roles are covered and managed by staff and the Governing Body.

The school has a Trained EVC who is **Damon Gariff - Deputy Headteacher**

All visits will have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website. Volunteers are managed under the school volunteer policy including relevant DBS checks.

Competence of Staff
Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff that want to lead adventure activities and the adviser will give advice in that area. The EVC and Headteacher will assess the competency of members of staff who are proposing visits.

Procedures for all Standard and Enhanced Visits

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. Staff should become familiar with the OEAP guidance website. The **SAGE** variables must be considered in the planning, management and delivery of visits. More information on the **SAGE** principles can be found on the OEAP website

Staff
Activities
Group
Environment

Standard Visit Procedures (Physical Education Fixtures)
These visits relate to PE fixtures and sports events, and include local visits to libraries, museums and HEIs within the local context.

Enhanced Visit Procedures
These visits of enhanced complexity will require careful planning. Such visits may include trips outside of the local area, field trips, trips abroad and adventurous activities. All visits are required to be planned and sent to the EVC and will then be approved by the EVC and Headteacher. The EVC can provide advice on these visits if required. Approval for visits of greater complexity, may require pre-approval before undertaking detailed planning and the EVC should be consulted. This should be embedded within the school process.

Overseas or Residential Visits
The visit leader must inform the DSL of students on the trip to allow the DSL to identify risks associated with identified students on the visit. The DSL will then prepare risk assessment/information for the trip organiser to ensure that they are aware of any potential safeguarding risks and actions to be taken in the event of emergency situations linked to the specific safeguarding need. As part of this, the DSL will contact parents/carers to discuss potential safeguarding risks as part of the risk assessment. In this event, the DSL will be listed as one of the SLT points of contact in case of emergencies on the trip; in relation to prior identified students or other safeguarding risks that may manifest during the visit.

Forms for Adventurous Activities and Overseas Visits should be submitted by the EVC.

The adviser monitors these visits on behalf of the employer. The school has purchased access to Education Visits Advice and Guidance Ltd, which offers advice and support from accredited Outdoor Education Adviser Panel members.

Consent for Tips and Visits
A blanket consent form is issued to parents/carers regarding sports fixtures; however, parents/carers must be updated on any changes to fixture schedules. For all other visits, consent from parents/carers is required. Parents of sixth form students sign a blanket consent for trips and visits within the West Midlands (Zones 1 and 2).

Risk Management
All staff leading a visit will need to ensure that they complete a full and comprehensive Risk Assessment, which is then discussed with the EVC. This aspect is described in the guidance for Risk Management. A copy of all Risk Assessments will be kept by the EVC and a copy should be taken on all visits.

Group Management
Full details about group management, ratios, supervision of group, medical conditions, are all found via the Visits Leaders Role buttons on the National Guidance website.

Supervision
Decisions with regards the staffing and suitability of visits will consider; the nature and duration of the visit and the planned activities; the location and environment in which the activity is taking place; the nature of the group including the number of students and their age, ability and needs; (behavioural, medical, emotional and educational). Staffing ratios are a risk management issue and will be determined through the process of risk assessment.

Behaviour and Inclusion
The schools safeguarding and behaviour policies and practices will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits. Each visit leader must consult with the relevant Head of Year to ensure that students on the list have been cleared to attend the visit.

Safeguarding
Visit Leaders should follow and familiarise themselves to the guidelines provided in the School's Safeguarding Code of Conduct. Visit Leaders should liaise with the DSL should they have any safeguarding queries and should ensure that volunteers are suitable to attend the visit and made aware of the relevant guidance.

External Providers
Education Visits Advice and Guidance Ltd and Birmingham City Council endorse and support the Learning Outside the Classroom Quality Badge. Therefore, any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the attached form.

Adventure Providers Assurances
Reference should be made to Nationally accredited provider schemes if in doubt consult your EVC.
Note: Notification is required for Adventurous Activity visits.

Procedures to be followed by staff organising an educational visit

Step 1 - Check School Calendar
Staff should check what other trips/events are taking place on the preferred dates and consider cover implications. The Administration Assistant (Cover) can advise the visit leader whether it is possible to release the necessary staff on the proposed date(s).

The visit leader should input the proposed trip details onto the trip's spreadsheet for information, mark column B with 'P'.

Step 2 - Approval of Visit and Risk Assessment
Staff should consult the Deputy Headteacher i/c Educational Visits, 2-4 weeks before the relevant date (at least six months before an overseas visit) to discuss the trips' educational aims and purpose and proposed date(s). It is at the discretion of the Deputy Headteacher as to whether educational visits run. If staff do not consult the DHT prior to arranging the visit, it could be cancelled.

If approved, Visit Leaders must complete all necessary documentation:

- Visit & Trips Leader Checklist
- Trips Costing Form email to Finance for ParentMail fee
- Risk Assessment
- Medical Information Check-list
- Trip Costing Form (note: requires transport costs to be considered)

Staff should email all forms to the 'Trip' email group (includes Deputy Headteacher (EVC), Finance Department, Cover Administrator, Head's PA) at least four weeks before the trip.

The school has an annual insurance policy for educational visits. Staff organising a visit should ensure the venue has appropriate insurance and risk assessment in place, particularly for outdoor adventure-based activities. Any questions regarding insurance should be directed to the Finance Office.

Step 3 - Student List /Attendees
If students are to miss lessons, other than those of the visit leader, then staff should be consulted before any arrangements are made, and before the trip is discussed with students. It is the responsibility of the person organising the visit to share the names of students who are attending the visit with the relevant Head of Year(s) and the DSL - *the list of attendees must be agreed by CLL and Safeguarding Team. Risk assessments should also include details of SEND students, their specific needs and information on how the needs will be supported on the visit. Once approved, staff should email the student names and trip information to attendance.*

Step 4 - Purchase Order Number required
All services and goods purchased require an order number. This includes everything we pay for, including coach hire, entry tickets, trip equipment etc.

Staff should ensure if a cost will be incurred to the school, that an order has been raised and approved by the relevant budget holder before placing an order with the supplier. All bookings are the responsibility of the Trip Leader.

If the member of staff organizing the visit is not budget holder, they should complete a manual order form and request budget holder approval from DHT. Once approved, it should be forwarded to Finance to raise the order.

Step 5 - Transport
It is best to take students on a hired coach as opposed to public transport.

Coach/Taxi hire - three quotes should be obtained for best value (Finance can support with this if required).

Public Transport - staff should check route and costs per person. Groups should be divided so that each member of staff is responsible of his/her own group, and this should be made clear to both staff and students.

Step 6 - Mobile Phone
It is the visit leader's responsibility to inform the School Finance manager if they require a mobile phone for the trip. It is important for the phone number to be entered onto the letter when sent for approval.

A school mobile phone should be taken on visits and the number given to all students.

The mobile contact number must be included in the trip letter to allow parents to contact the trip leader at any stage of the visit.

Step 7 - Letters and Consent forms
Letters must be signed off by the Headteacher. Once approved the letter can be sent out via ParentMail to those invited to the trip, ideally at least two weeks prior to the event.

At this stage the Headteacher's PA will amend the trip spreadsheet to approved (change column B to 'A') and insert approved date and details into staff calendar.

Any student who does not have a completed consent form prior to a visit will not be allowed to attend. For visits outside of Birmingham, students in Years 12 and 13 will require consent forms.

Consent forms will be collected via ParentMail.

Step 8 - Finance
All financial details for a visit must be follow by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents/carers must fit with the school charging policy.

Parents/Carers must have sufficient notice of charges to enable them to make payments, and communication should include the cutoff point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

Parents/Carers should also be told of any arrangements that the school may have for any young people that cannot afford a visit.

Step 9 - School Meals
If the visit timings mean that students will not be in school for lunch, then the canteen should be informed.

Students entitled to Free School Meals can request a packed lunch (via their consent form). The number of lunches required should be told to the canteen, at least one week in advance.

Step 10 - Student/Medical List/First Aid
At least seven days prior to the trip, Student Reception must be informed and will check students against medical needs on Bromcom. Any medication required for the trip will be made available for the day of the trip. The trip leader will be provided with a list of low, medium and high medical needs to allow them to plan for staffing and equipment appropriately.

The visit leader must check returned consent forms and email the Student Reception Team regarding any students who have medical conditions on their consent form not previously identified from Bromcom. The Student Reception team will contact parents for further information and add to the trip medical list accordingly. This will be updated on the medical list to confirm final details on low, medium and high medical needs.

Staff organising and attending the visit should read this policy in conjunction with the Allergen and Anaphylaxis and Asthma policies to ensure appropriate action is taken to support the health needs of students with complex medical needs. Staff can obtain further advice and guidance from the SENDCO/Safeguarding and Well-Being Coordinator and Designated Safeguarding Lead as required.

First aid trained members of staff may be required to attend a visit based on the range of student's medical needs. This will be discussed and agreed advance in discussions with the Deputy Headteacher/educational visits lead.

Qualified first aiders may not be relevant for all off-site activities and visits. The need to have a first aid trained member of staff on the visit will be dependent on the nature of the visit and the medical needs of students attending the visit. A basic level of first aid support must always be available, i.e. - First Aid Kit. First aid and other medical needs should always be considered in the process of planning and Risk Assessment of any visit. Where possible, trips will be staffed with one member of staff who is first aid trained, though this may not always be possible. This will require that one or more of the staff leading the activity:

- *has a working knowledge of simple first aid and is competent to use first aid materials carried with the group.*
- *knows how to access, and can access, qualified first aid support.*
- *staff who have agreed to administer an EpiPen will attend a trip/visit when a student with such a condition is on that visit.*
- *coach travel - for trips and visits which exceed two coaches, students who have a medical condition such as asthma and any allergies will be on one coach which is staffed by those staff who have agreed to administer an EpiPen together with a first aid trained member of staff.*
- *this policy should be read in conjunction with the school's asthma policy (school website) and the asthma medical list.*

Step 11 - On the day of the Visit:
The list of students, including medical details and emergency contact details, must be taken on the trip by the visit leader (this is usually in the form of the consent forms). A copy of this information must be left at Main Reception, along with a list of staff attending.

Any medication must be collected from Student Reception and returned after the trip.

School mobile and contact cards must be collected from Finance Office by the Visit Leader.

If the trip returns after Student Reception is closed, then the bag must be left somewhere secure onsite (a lockable cupboard/room) and returned the following morning. The visit leader should also email Student Reception & Site to inform them where it has been stored.

If a student suffers an accident or illness on the educational visit, the Visit Leader must inform the Headteacher and Deputy Headteacher i/c Educational Visits; and in the case of an accident, complete an accident form (available from the Strategic Business Manager), upon return.

The visit leader must ensure that they have two emergency contacts for the visit. These will be the Headteacher and Deputy Headteacher i/c Educational Visits.

The school has an emergency planning procedure in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanisms. This forms part of the training delivered to EVCs and visit leaders.

The Schools' Emergency Procedure Plan is located (hard and electronic copies) with the Headteacher and the Business Manager. This policy integrates into the School Emergency plan, which addresses all critical incidents.

Photography and Video
Staff should refer to the Photography and Video's at School Policy, in relation to the use of mobile phones, cameras and other devices when on a school visit.

I**nsurance**
The school has comprehensive insurance with Zurich International and this covers visits that take place within the UK and overseas. Information with regards insurance will be provided to trip leaders.

Step 12 - Evaluation
Visit Leaders should follow the school Evaluation procedure. They should complete the evaluation to aid and inform future visits. Involvement of young people in this process would enhance the evaluation. A copy of the evaluation is to be sent to the EVC no more than three days after the visit.

Help and Support
Support Advice and professional discussion are available from the EVC.

Hillcrest School buys into BCC School and Governors Support which covers Critical Incident Planning. SGS number: 0121 303 2541.