



Christ Church C of E Primary School, Moreton

September 2023



Christ Church School Guidance Policy for Educational Visits

At Christ Church we are committed to providing high quality enrichment activities for the children in order to develop their knowledge and understanding of the world around us and our place within it. We promote acceptance, tolerance, understanding and empathy for different cultures, people and places. To support this, we include a range of trips, visits and visitors in our curriculum so that we can encourage the children to be compassionate to all and to be responsible citizens within our community.

The aim of this policy is to give guidance not just to teachers planning school visits, but also to parent helpers, classroom assistants, student teachers and any others involved in helping to take children out of school on a visit.

The information given in this policy is based on the Wirral Council Policy and Guidance for Educational Visits and Offsite Activity Version 1.0 which is kept by the EVC (Educational Visits Co-ordinator) and is also available to download from the 'documents' section of the EVOLVE website. A further copy is also saved in the EVOLVE folder in staff docs on the school system.

The Wirral Council Policy and Guidance document contains full definitions and outlines of processes involved in all types of educational visit. This document outlines how this policy is reflected in our school and provides guidance for teachers when planning educational visits.

EVOLVE

For the purpose of this document EVOLVE is an online tool for planning and managing educational visits. It is an online system that Wirral LEA has registered for, allowing them to monitor and approve school visits, where necessary.

DEFINITIONS OF OUTDOOR VISIT TYPES

Adventure Activities: Activities that take place in challenging environments that can present technical or environmental complexity in the organisation or delivery of the activity. Many adventure activities have well established National Governing bodies that train, assess and validate the competency of staff to lead in the activity.

Educational Visits: All visits with a group of young people that leave a school site to journey to another location either during the school day or for extended periods beyond the school day. This activity is planned and organised by the school.

Off-site Activities: Activities that occur away from the base of regular work with children or young people organised by staff who work within Children's Services.

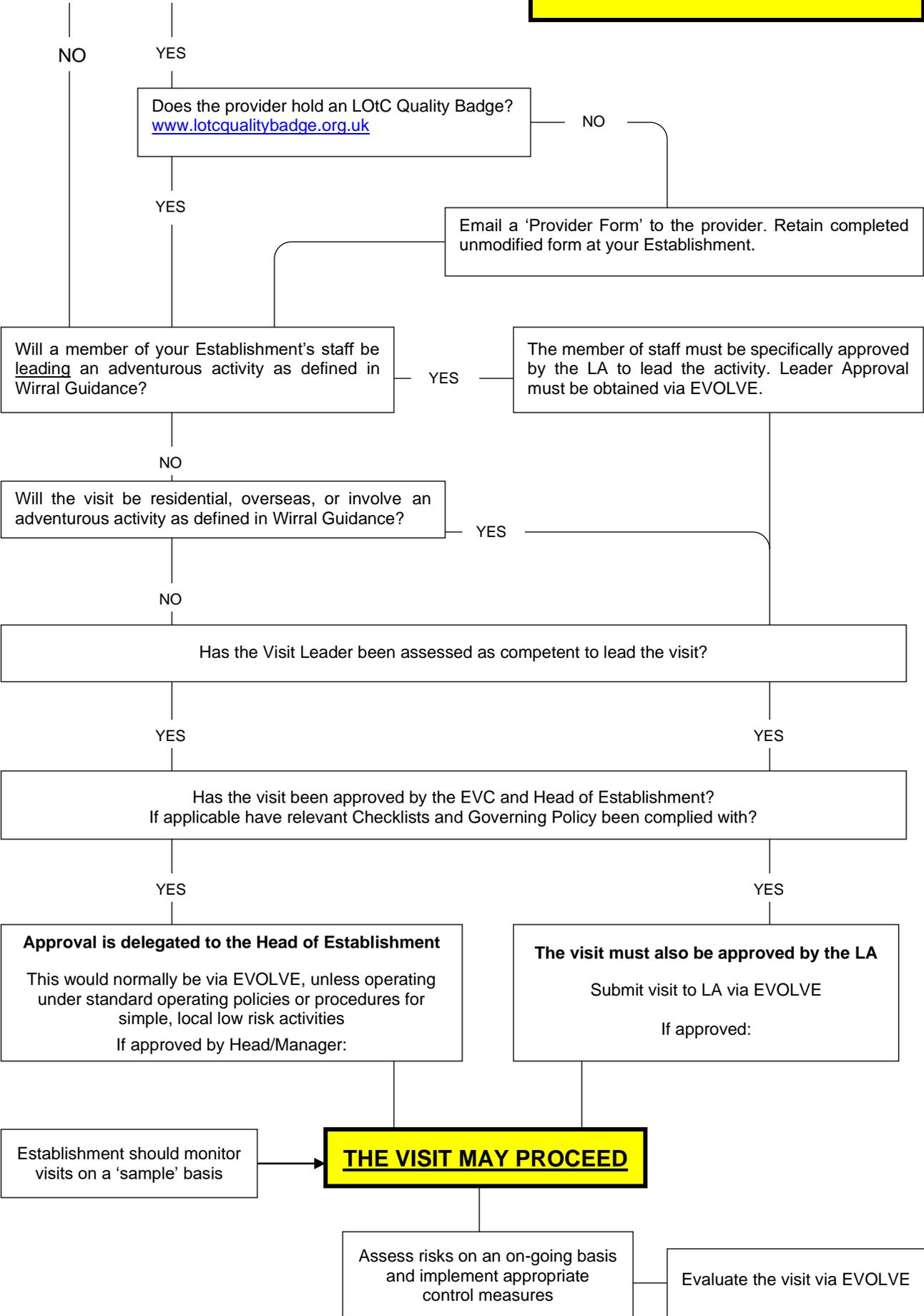
Learning Outside of the Classroom (LOtC): Activity that takes place on the school site and further afield. Some of this work falls under the category of Educational Visits.

The **LOtC Quality Badge** provides a national award combining the essential elements of provision - learning and safety - into ONE easily recognisable and trusted accreditation scheme for ALL types of learning outside the classroom provider throughout the UK. This includes museums, art galleries, adventure centres, nature reserves, science learning centres and farms among many other provider types. The scheme is managed and developed by the Council for Learning Outside the Classroom.

Visit Flowchart

Note: This process is automatically followed when using EVOLVE

START
Will an External Provider, Activity Centre or Tour Operator **be used**?



EDUCATIONAL VISIT PROCEEDURES

The flow chart on the previous page outlines the steps taken in order for a visit to proceed. Outlined below is the planning procedure followed when using EVOLVE.

Planning Visits

TYPE OF VISIT

The type of visit is dependent upon the outcomes or the venue and is an important consideration for the approval process. Visits requiring an overnight stay or involve an adventurous activity need to be 'checked and approved' by the LA via EVOLVE as the final stage.

OUTCOMES

Visiting places outside the classroom is an important tool for extending or re-enforcing learning. Visits also provide opportunities for learning other non-curricular skills. It is important when planning a visit to know what the planned outcomes will be.

Experiential learning can provide opportunities for development in areas which include:

- Relationships
- Emotional & spiritual
- Cross curricular
- Individual
- Teamwork
- Environmental

Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. Up to four 'intended' outcomes may be recorded on EVOLVE during the planning process. These outcomes can be used for subsequent evaluation.

VENUE AND TRANSPORT

Venues for learning out of the classroom can take the form of four main types.

- 1: Within the school grounds
- 2: Within walking distance of the school
- 3: Requiring transport to a venue
- 4: Requiring an overnight stay or involve an adventurous activity

These definitions are useful when considering who is responsible for approving the visit.

Where a venue offers instruction in an adventurous activity, the establishment must hold an LOtC Quality Badge.

1: Within the school grounds:

These are activities which happen within the school grounds. They may involve visiting coaches/trainers and/or include specialist equipment. Whilst an EVOLVE form does not need to be completed for these activities, the activities should still be Risk Assessed as part of standard practice.

Approval for these activities is delegated to the Headteacher.

2: Within walking distance of the school:

Many educational visits can be taken to venues in the Moreton area.

For visits to the church to take part in school services or to study part of it an EVOLVE does not need to be completed, but a Risk Assessment needs to be in place to include the walk to the church and for inside the church, that should be part of the schools' general Risk Assessments.

For visits involving a walk to other venues where an activity is to take place an EVOLVE needs to be completed.

Approval for these activities is delegated to the Headteacher.

3: Requiring transport to a venue:

For visits where transport is required the LA does not 'Approve' coach companies.

UK legislation ensures that coach companies are fit for public use however the facilities available on coaches may vary. There are a number of coach companies in the Wirral area providing coaches and buses, contact details are available in the school office.

Where a private (staff/parent) car is to be used to transport children then this must be approved by the Head teacher. A PRIVATE CAR Form must be completed and retained by the school on an annual basis.

Some visits may involve travelling on public transport. A Risk Assessment needs to be carried out to include each part of the transport process (bus stop/train station platform – on the bus/train).

For ALL visits requiring transport an EVOLVE needs to be completed.

Approval for these activities is delegated to the Headteacher.

4: Requiring an overnight stay or involve an adventurous activity

Some visits may involve an overnight stay where the supervision of children at all times needs to be considered. Some visits, not necessarily just overnight visits, may involve adventurous activities.

Visits requiring an overnight stay or involve an adventurous activity can be 'authorised' by school and then 'checked and approved' by the LA via EVOLVE.

STAFFING

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Headteacher. The EVC and Headteacher must make a professional judgment regarding the number and suitability of staffing on an individual visit basis after consideration of the following factors:

- the type, level and duration of activity
- the nature and requirements of individuals within the group including those with additional needs
- the experience and competence of staff and other adults
- the venue, time of year and prevailing/predicted conditions
- the contingency or 'Plan B' options.

RATIOS

Ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity, although the law does specify minimum ratios for Early Years.

The Early Years and Foundation Stage Statutory Framework sets out specific legal requirements for minimum ratios in this age group, which apply both indoors and on outings. These are complex, and include requirements about the qualifications of the staff.

They require a minimum of 2 adults with a group, including at least one person who has a current paediatric first aid certificate, with minimum ratios as follows:

- Age 3+, 1:8 or 1:13 depending on setting, time of day and staff qualifications.

Visit leaders, EVCs and Head teachers often find it helpful to have 'a starting point for consideration'. Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward and the group has no special requirements. For example, the DfES publication HASPEV (1998) suggested the following "starting points".

- School years 1-3, 1:6
- School years 4-6, 1:10/15 (dependent upon venue)

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Parents and other adults known to the school can be asked to volunteer to help with the supervision of children in order to meet the ratios. Volunteers who work *frequently* or *intensively* with, or have regular access to children, must undergo an enhanced CRB check as part of their recruitment process. For the purpose of this guidance:

- '*frequently*' is defined as 'once a week or more'.
- '*intensively*' is defined as 'four or more days in a month, or overnight'.

Visit leaders must be aware of all volunteers in the group who are responsible for children. Volunteers who have not undergone an enhanced CRB check must not be put in a situation where they are left alone with a group of children. A volunteer may supervise a group on their own if they are part of the larger party in the same locality (e.g. looking at different parts of one overall display in a museum) and the visit leader is able to establish overall control.

It is the responsibility of the visit leader to ensure all staff/volunteers accompanying the group are aware of the itinerary, the list of children in their group and their role as helper.

Whilst the ratios given are suggested 'starting points' these may be changed by a visit leader, under consultation with the EVC and Head teacher. The visit leader, EVC and Head teacher will consider the context of the visit against the factors listed above. Where departure from the starting point results in fewer staff the justification should be recorded as a note on EVOLVE.

A VISIT MUST NOT GO AHEAD WHERE EITHER THE VISIT LEADER, EVC OR HEADTEACHER IS NOT SATISFIED THAT AN APPROPRIATE LEVEL OF SUPERVISION EXISTS.

INCLUSION

Under the Equality Act 2010 it is unlawful to discriminate against disabled participants because of their disability without material or substantial justification. The school is required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

COMPLETING EVOLVE

It is the responsibility of the visit leader to complete the EVOLVE process and inform all relevant parties (e.g. parents/helpers/canteen). It is good practice to plan the visit and prepare EVOLVE in advance of the visit allowing time for checks and changes to be made. EVOLVE needs to be completed and submitted up to ten 10 working days before the visit at the latest where approval needs to be given only by the Head teacher. Where approval needs to be given by the LEA as well, EVOLVE needs to be completed and submitted up to 20 working days before the visit.

RISK ASSESSMENT

Risk Assessments are an integral part of the EVOLVE form. Wirral LEA have provided a Risk/Benefit Assessment form where the benefits of the proposed activity are balanced against the risks. Detail is to be included on how the risks can be managed. There may be some background or residual risks elements remaining and these could be viewed as acceptable. Where risks to participants are viewed as unacceptable then the activity must not be carried out until further advice has been sought from the Council's Educational Visits Advisor.

Educational visits: procedure sheet.

To be completed by visit organiser.
Check list – before going on visit.

• Written permission obtained for all children participating	✓
• EVOLVE forms completed and permission given	
• Canteen informed if visit is all day (nos FSM packed lunches)	

Check list for day of visit.

1. Paperwork to give to office.

• Print out of EVOLVE form (after permission given)	
• Print out of Staffing List	
• Print out of Itinerary	
• Lists of names of children not going (see below)	

2. Other items

• All children have packed lunches (including FSM) if needed	
• First aid kit and other individual medical items e.g. epipen	
• Mobile phone carried	
• Helpers briefed and know their roles	

Out of the class or year group the children below have not gone on the visit for the reason stated. (Absence etc)

Note: provision must be made for any children not going on the visit but remaining in school. Please indicate below which class any child has gone to below so that their names can be added to the fire lists.

Name.	Class	Reason not gone	Which class the child will be in (if applicable)

Form filled in by: _____ (visit organiser).

Register of Children being taken to an after school event

This sheet must be left with a named person, who will stay at school until the event is over.
Please ring to confirm when all children have been taken home.

Visit Organiser		Named Person	
Organiser's mobile No.			
Venue			
Date	Start Time	Finish Time	
Child	Taken to event by	Taken home after by	Other information

PRIVATE CAR FORM

Volunteer Driver's Declaration

To: The Headteacher School

I confirm that I am willing to use my own vehicle for transporting students on Educational Visits.

I accept responsibility for maintaining appropriate insurance cover and have checked with my insurance company that students carried voluntarily are insured.

I have a current clean, valid driving licence.

I shall ensure that the vehicle is roadworthy in all respects.

I shall ensure that all passengers wear correctly fastened seat belts.

I shall at no time transport a single student, other than my own child, as part of any journey. (This section does not apply to any 17/18/19-year-old student transporting their peers.)

I agree to the terms and conditions outlined in this declaration and will operate within them. I have never been interviewed, cautioned or convicted of any offence that would render me unsuitable to work with young people.

I shall at no time transport a student or students while I am under the influence of alcohol or drugs.

Signed: Date:

Name and address:

The Establishment/LA reserves the right at any time to request copies of any relevant documentation, including vehicle registration or ownership document, MOT certificate, insurance certificate, road tax or driving licence.

Persons regularly transporting children will be asked to provide any disclosure certification required by the school or employers policy. This is in order to ascertain that they have not been declared unsuitable to work with children and young people.

Drivers should retain a copy of this declaration reminding them of the school's expectations.

	Insurance cover required
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>