



INCLUSIVE LEARNING FEDERATION Bradwell Village School

Educational Visits Policy

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Approved by: Full Governing Body

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At Bradwell Village School we feel that a school Educational Visits plays a vital part in an exciting stimulating and creative curriculum. As a result, the aim of this guidance is to help those who are planning a visit, to ensure continuity in the organisation of the visits and therefore to minimise potential risks. Responsibility for the visits and journeys is overseen by a qualified Educational Visits Coordinator (EVC) supported by the Head of School, Executive Headteacher and the Governing Body.

Bradwell Village School Equal Opportunities plays an integral part in all aspects of teaching and learning. Bradwell Village School acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at Bradwell Village. When possible, visits will support the work in the classroom and should be at least one per half term.

The Purpose of school Visits

At Bradwell Village School we believe the aim of a school visit is:

- to enhance classroom activities
- to provide 'hands on' opportunities
- to enable the children to visit and experience a different place
- to motivate and stimulate new learning
- to provide knowledge and resources
- to be enjoyable and promote social skills
- to broaden experiences
- increase Cultural Capital
- to promote personal development

The Nature of School visits

Local Visits - those within walking distance of school or a short minibus journey.

Day Visits - those needing a coach or minibus

Residential Visits – Trips that involve overnight stays for varied periods

Educational Visits Co-ordinators (EVCs) will ensure that the planning and supervision of all visits and adventurous activities meet the DFES Requirements and LA guidelines. A member of the SLT has attended the LA EVC training course.

The Head of School and Executive Headteacher will keep the Governing Body aware of its Educational Visits via the Head Teacher to Governors reporting process.

The role of the EVC is detailed in the publication 'Guidance for off-site Visits and related Activities with National Guidance and Evolve 2018'. This has been compiled by the LA's Outdoor Education Adviser and is downloadable from the EVOLVE site (www.milton-keynes.gov.uk/schools).

Before the Visit:

- 1) Discuss the proposal with the Head of School and complete the Educational Visit Checklist

If approved:-

- 2) Book visit
- 3) Book Transport
- 4) Arrange for staff to accompany you on the outing.
- 5) Complete Risk Assessments for both the venue and pupils to be approved by the EVC/HoS (The risk assessment should include any potential hazards including any children to take into consideration).

- 6) Ensure Letters are sent to parents with a permission slip specific to your outing.
- 7) Complete the visit form signed by party leader, Head of School, and a Governor.
- 8) At least a week before let the office know exactly how many packed lunches you require for children eligible for free school meals.
- 9) Complete all forms.

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to pupils/staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e., low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why Leader competence is a critical factor.

Approval for Visits

All matters regarding each visit off site – feasibility, planning, safety, organisation etc. – will require the prior approval of the EVC and Head of School.

Approval of 'normal' day visits are at the discretion of the Head of School/Teacher/SLT/EVC.

However, visits that are either:

- overseas
- residential or
- involving an adventurous activity (as defined in the Off Sites Visits Document)
Will require the additional approval of the LA (online through EVOLVE). The Governing Body will also need to be informed about these visits prior to a commitment being made.
- The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Head of establishment. The procedures to be followed in this case are outlined in Section 30 of the Milton Keynes Off- Site Visits Policies and Procedure document contact Local authority for guidance 2018

Staffing Ratio

A professional judgement must be made by the Visit Leader, Head Teacher/ Deputy as to the appropriate ratio for each visit.

This will be determined by:

- type, duration, and level of activity
- needs of individuals within the group
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change the Head Teacher must be informed and must sanction the revised ratio.

Supervision

Pupils/Participants must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils
- age of pupils
- responsibility of pupils
- competence/experience of staff
- environment/venue

Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care, and be shown the completed Bradwell Village Risk Assessment. Parents must be DBS checked prior to the visit taking place.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid at Work for the appointed person is the minimum requirement for residential visits and where possible, a member of staff with a Three-day First Aid at School certificate should go. First aid kits are available from each shared area; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and staff must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus, all pupils must wear a seat belt. If a minibus is being borrowed or hired, the driver must have passed the Midas test or D1 for the driving of council vehicles.

Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in the DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE.

Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours the school mobile phone must be **with the leader at all times**. That telephone number should be made available to the parents of the children on the visit.

After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader and accompanying staff. The purpose of this debrief is to identify what went well and what could have been done better, in order to inform future planning. This should include a written evaluation of the visit.

Advice and guidance

- Milton Keynes has an Outdoor Education Advisor who can be contacted for any matter concerning off site visits
- Check the first aid box to make sure it is adequately equipped. Make sure that individual pupils have any medicines, (asthma pumps etc.)
- Share the risk assessment with all adults going on the trip.
- Discuss behaviour expectations with pupils
- Take all medical and contact details with you on the trip and ensure there is a copy left at school with the Head of School.
- Fill out all the forms in our off-site visits package to show which pupils and adults are going, where you are going, when you expect to be back and a contact mobile number. Leave this in the office.
- Inform everybody of possible hazards (risk assessment), e.g., deep water, major roads, etc. Make sure everyone knows the pickup point and leaving time.
- Take money/card and mobile phone for use in emergency.
Never label pupils with their name. If a group of pupils need identification, then the name of the school and telephone number may be used.

On the bus/coach:

- Pupils and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

The class teacher should lead, and another staff member should be at the rear. Any other adults should stay with the children in the middle.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Pupils must **NEVER** step into the road until given permission by an adult.

The mobile phone(s) should be switched on during the trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents/carers.

EVOLVE

Permission for all day trips that are out of county and residential visits needs to be sought via Evolve. Passwords and logins are available from the EVC

Once submitted, the trip is first approved by the EVC, then Head of School and/or the Executive Head teacher.

Types of visits

Local Visits – Complete *Evolve* and Appendices 1 ,2, 5 & 6. (4 if needed)

Local visits in the vicinity of the school – 1.5m of school when walking

Minibus journeys to local schools or sporting fixtures.

Teachers/Leaders should complete the offsite form and hand a complete set to the Head of School before the day of departure

Minimum 5 days' notice

Level One Visits – Complete *Evolve* and Appendices 1 ,2, 5 & 6. (4 if needed)

All day trips that are out of county

Coach or minibus organisers are responsible for planning and form completion

Not adventurous

Teachers/Leaders should complete the offsite form and hand a complete set to the Head of School before the day of departure

Minimum 14 days' notice

Level Two Visits – Complete *Evolve* and Appendices 1 ,3, 5 & 6. (4 if needed)

Residential visits these need to go to the local authority for approval.

Teachers/Leaders should complete the offsite form and hand a complete set to the Head of School before the day of departure

Minimum 6 weeks' notice

Schools are required to deliver a broad and balanced curriculum to their pupils, and it is widely understood that it is not possible to do this effectively without making full use of the local environment and community, within which the school is set. Regular and frequent curriculum visits and activities off the school site should be the norm. ***BVS requires all parents to be informed of every trip and for parents/carers to complete a Day Visit form (Appendix 2).***

Notification of a trip.

A letter will be sent to inform parents of their child's proposed participation and gives them the opportunity to withdraw their consent should they wish for them not to participate.

Appendices table

Appendix 1:	Risk Assessment
Appendix 2:	Parental/Carer Consent Form for Day Visits <i>This is available as a Parent mail FORM</i>
Appendix 3:	Parental/Carer Consent Form for Residential/Hazardous visits <i>This is available as a Parent mail FORM</i>
Appendix 4:	Staff use of Vehicle Form
Appendix 5:	Organisers Check List
Appendix 6:	Organisers School Trip Costing Form



Bradwell Village School



Risk assessment

(This form or a copy will be taken by the Leader on the visit)

Place to be Visited	
1.	List potential hazards e.g., travel, venue, size of group, activities
2.	List existing controls or note where information may be found e.g., supervision levels, exploratory visit, clear guidance to young people
3.	How will you cope with the hazards which are not currently or fully controlled under No. 2 (List hazards and the measures taken to control them)
4.	Continual monitoring of hazards throughout the visit: (Adopt plans and then assess risks as necessary)

Children and adults who are especially at risk from the significant hazards identified:

Year Group	Pupil Name	Child Protection(see key)	Health & Safety	Wellbeing concern	Behaviour concern	Medical condition/medication	Absconding off-site	Incident on previous trips	Allegations	Assaults	Theft	Sexualised behaviour	Photo sensitive	Actions taken

Key for Risk	
	High (likely to occur)
	Medium(sometimes occurs)
	Low (unlikely to occur)
Key for Child Protection	
	CP Register
	Child in Need/LAC/Social Worker/CAF
	Concerns to Duty Team
	No CP file



Bradwell Village School



Educational Visits Parental/Carer Consent Form DAY VISITS

Paper copy. This is also available as a Parentmail FORM

Details of Visit			
Date		Destination	
Time Leaving School		Time due back at School	
I agree to my child:			
Taking part in the above-mentioned visit and having read the information sheet, agree to their participation in any or all of the activities described. I acknowledge the need for obedience and responsible behaviour on their part.			
Medical Information			
Does your child suffer from any conditions requiring medical treatment, including medication? YES / NO			
If Yes, please provide further information:			
Is your child allergic to any medication? YES / NO			
If Yes, please provide further information:			
Has your child received a tetanus injection in the last five years? YES / NO			
Does your child have any dietary requirements? YES / NO			
If yes, please provide further information:			
GP Practice		GP Name	
Address			
		Contact Number	

Emergency Contact 1		Emergency Contact 2	
Name		Name	
Relationship to Child		Relationship to Child	
Contact Number		Contact Number	
Address		Address	

Declaration					
I agree to inform the Party Leader/Head of School of any changes in contact details and medical circumstances.					
I agree to my child receiving medical treatment, including anaesthetic, as considered necessary by medical authorities present. I understand the extent and limitations of the insurance cover provided.					
Print Name		Signed		Date	



Bradwell Village School



Educational Visits Parental/Carer Consent Form RESIDENTIAL / HAZARDOUS VISIT

Paper copy. This is also available as a Parentmail FORM

Details of Visit			
Date		Destination	
Time Leaving School		Time due back at School	
I agree to my child: (Child's name)			
Taking part in the above-mentioned visit and having read the information sheet, agree to their participation in any or all of the activities described. I acknowledge the need for obedience and responsible behaviour on their part.			
Medical Information			
Does your child suffer from any conditions requiring medical treatment, including medication? YES / NO			
If Yes, please provide further information:			
Is your child allergic to any medication? YES / NO			
If Yes, please provide further information:			
Has your child received a tetanus injection in the last five years? YES / NO			
Does your child have any dietary requirements? YES / NO			
If yes, please provide further information:			
GP Practice		GP Name	
Address			
		Contact Number	

Emergency Contact 1		Emergency Contact 2	
Name		Name	
Relationship to Child		Relationship to Child	
Contact Number		Contact Number	
Address		Address	

Declaration					
I agree to inform the Party Leader/Head of School of any changes in contact details and medical circumstances.					
I agree to my child receiving medical treatment, including anaesthetic, as considered necessary by medical authorities present. I understand the extent and limitations of the insurance cover provided.					
Print Name		Signed		Date	



Bradwell Village School



Staff Use of Vehicle Form

(This form or a copy will be taken by the Leader on the visit)

1	Name (Please print) _____
2	Car Details - Make and Model
3	Registration Number plate Details _____
4	Tax due date (Checked from Gov website) _____
5	MOT due date (Checked from Gov website) _____
6	Insurance details - Company and Expiry date – must be shown. Member of staff must sign, and date once evidenced. _____
7	<p>I confirm that I am willing to use my own vehicle for transporting pupils/young people on visits. I accept responsibility for maintaining appropriate insurance cover (Business Use). I have a current valid driving licence and will ensure that my vehicle is roadworthy in all respects. I will comply with the legislation regarding child seats. All children must use a car seat until they are 12 years old or 135 centimetres tall.</p> <p>Signed _____</p> <p>Date _____</p>

**Organisers Check List
Requirements for a School Visit**

Check list for Planning a Visit:			
Head of School notified of visit:		Yes / No	Date :
Booking form completed:		Yes / No	Date :
School Trip Costings Form Appendix 6		Yes / No	Date :
Written quotes with amendments in writing		Yes / No	Date :
Office add payment to Parentmail		Yes / No	Date :
Identify cancellation date and check with the office feasibility of trip:		Yes / No	Date :
Transport arranged made:		Yes / No	Date :
Organisers Check List Risk Assessment complete:		Yes / No	Date :
Risk assessment for venue		Yes / No	Date :
Letters to Parents:		Yes / No	Date :
Parent Consent Form completed:	Parentmail FORMS	Yes / No	Date :
	Paper copies	Yes / No	Date :
EVOLVE completed and signed off:		Yes / No	Date :
FSM and Lunch orders ordered/amended (including hot meals):		Yes / No	Date :
Staff use of Vehicle Form completed		Yes / No	Date :
Minimum 5 days Before the visit:			
All Parent consent forms completed		Yes / No	Date :
Copy of all documents to Head of School		Yes / No	Date :
Copy with you:		Yes / No	Date :
List of children to the office:		Yes / No	Date :
Trip phone checked and charged:		Yes / No	Date :
Tablet checked and charged for photographs:		Yes / No	Date :
Sick buckets and water organised		Yes / No	Date :
First Aid Kits checked and replenished:		Yes / No	Date :
On the day of the visit:			
Medication collected:		Yes / No	Date :
Lunches collected:		Yes / No	Date :
All play / lunch duties and clubs covered		Yes / No	Date :
Ensure first aid box is in bus along with travel sickness items:		Yes / No	Date :
Ensure appropriate clothing, footwear, equipment:		Yes / No	Date :
Take copies of all medical consent forms, contact details and risk assessments with you:		Yes / No	Date :
Ensure arrangements have been made for pupils who are not going on the visit and provide them with work to be completed:		Yes / No	Date :

Liaise with office staff to communicate arrival time back at BVS	Yes / No	Date :
Update Head of School or SLT, arrival at, and departure from, destination.	Yes / No	Date :
Gate key required if trip arrives back after 5.30pm	Yes / No	Date :
After visit:		
Accidents recorded :	Yes / No	Date :
Incidents recorded:	Yes / No	Date :
Evaluations completed:	Yes / No	Date :
Learning objectives achieved:	Yes / No	Date :
Any other information e.g., pupil requirements recorded:	Yes / No	Date :
Return all equipment and medications (in alphabetical order) to correct home.	Yes / No	Date :
Gate key returned:	Yes / No	Date :
Trip phone returned:	Yes / No	Date :

Bradwell Village School

Organisers School Trip Costing Form

Cost of trip/venue	
Member of staff organising	
Year group/s attending	
Date of trip	
Venue	
Cancellation date	
Number of children going	
Number of adults going	
How many free adults?	
Amount quoted (excluding VAT)	£
Subsidies/Grants/PP?	£
Total cost (ex-vat)	£
Cost of trip/venue	£

Transport purchase order	
Transport required?	Yes / No
Provider	
How many coaches/ N ^o seats ?	
Amount quoted (excluding VAT)	£

Costings	
Trip/venue cost in total	£
Travel cost in total	£
Total cost	£
Cost per child	£

1 week before cancellation date		
Total amount received	£	
Pupil Premium funding	£	N ^o of children
Overall total	£	
Amount of shortfall	£	
How will this be covered?		
Is the trip viable?	Yes / No	