

MAYFIELD SCHOOL

Educational Visits Policy



Date of policy:

Written by:

Ratified by GB on:

Review date:

1. Our Mission

At Mayfield School we aim to provide an outstanding education for all of our pupils. We continue to work with families to provide the best support to all children and young people in order that they attend school regularly, enjoy themselves and make progress.

2. Introduction

This Policy is the local policy for Mayfield Special School and aligns with the Outdoor Education Advisers Panel National Guidance www.oeapng.info and also references Birmingham City Council Policy and Guidance for Educational Visits and Learning outside the Classroom. 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 Visit Coordinator manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of three zones as defined by the OEAP National Guidance documents, Zone 1, 2 and 3 and NG website. (NG 1d Introduction to the Radar).

3.Scope and Remit

The Policy applies to employees whose work involves any one of the following:

- Direct supervision of children and young people undertaking experiences beyond the boundary of their normal classroom or environment;
- Direct supervision of children and young people undertaking experiences that fall within the remit of learning outside the classroom;
- Facilitating experiences for children and young people undertaking experiences beyond the boundary of their normal classroom or environment;
- Deploying staff who will supervise or facilitate experiences for children and young people undertaking experiences beyond the boundary of their normal environment;

- This guidance may be applicable for all those supervising vulnerable adults as there is a transfer of good practice for the wider use of educational visits;

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

4. Ensuring Understanding of Basic Requirements

As an employer, Mayfield School has ensured that its employees are provided with:

- Access to appropriate guidance relating to educational visits and learning outside the classroom activity;
- Access to appropriate training courses to support the guidance to ensure that it is understood;
- Suitable systems and processes to ensure that those trained are kept updated;
- An EVC for Mayfield School has been trained and has the required experience to support and coordinate our Educational visits systems, training and updates

5. 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 Theodora Papaspyrou- Assistant Head Teacher
- All visits 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.

NG documents Roles 3.4a-o

6.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.

<http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>

NG 3.2d, 4.4a Assessment of Competence

7.Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide from the menu bar and can be reached via First Time Visitor

NG Documents in section 1 basic essentials are useful including

1d The Radar Introduction

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning. Staff should consult the EVC for support.

Zone 3

Adventure / Abroad and very complex visits

These visits require specific approval at School level and the notification of the Education Visits and Outdoor Learning Adviser. These must be submitted to the Adviser at least 4 weeks before the departure date. The current notification for BCC is via Schools Safety Services. Forms for Adventurous Activities (Form OE 2005) and Overseas Visits (Overseas Visit Form OSV 2005) should be submitted to Email schoolsafety@birmingham.gov.uk

Safety Services (WS)
P.O. Box 15630
Birmingham
B2 2QF
0121 303 2420

The adviser monitors these visits on behalf of the employer.

Zone 2

Enhanced Planning Visits

These visits along with Zone 1 visits constitute the majority of school's visits, for example: Black Country Museum, Think Tank, Aston Hall, Wonderland, etc. There will be aspects of complexity that require careful planning.

All visits are required to be planned, then sent to the EVC, and will then be approved by the EVC. The Education Visits Adviser can provide advice on these visits if required. Approval for enhanced planning visits and visits of greater

complexity require pre-approval before undertaking detailed planning and the EVC should be consulted. This is an embedded practice within the school process.

Zone 1

Local regular visits

These are visits that are regular, local and straightforward to organise. The menu of activities that Mayfield school includes in Zone 1 are: Visits to local parks and shops, Local walking visits, Swimming at Handsworth swimming pool, swimming at site Hydro Pools, as well as visits at the Primary/Secondary site of Mayfield School.

Any visit that requires public transport, mini bus or coach travel other than those listed above will not fall into Zone 1 and will require planning as per Zone 2 activities.

Please ask for advice if you are not sure.

8.Planning and Risk Assessment

Planning should reflect Mayfield School's procedures, legal requirements and good practice requirements. It is critical part of the risk assessment and management process that this document is referred to:

Refer to OEAP National Guidance Document: 5.2 b **'Planning Basics for Outdoor Learning, Offsite Visits and Learning Outside the Classroom'**.

The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as **'SAGED'** and include:

Staffing Requirements- Trained? Experienced? Competent? Ratios?

Activity Characteristics- Specialist? Insurance Issues? Licensable?

Group Characteristics- Age? Prior Experience? Ability? Behaviour? Special and Medical Needs?

Environmental Conditions- Like last time? Impact of weather? Water Levels?

Distance from support mechanisms in place at the home base- Transport? Residential?

Mayfield School has a legal duty to ensure that risks are managed-requiring them to be reduced to an 'acceptable' or 'tolerable' level. This requires a well completed risk assessment and the validation from the EVC. The risk management of an activity should be informed by the benefits to be gained from participating. Mayfield School has adopted a 'Risk-Benefit Assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

The education activity proposal must be clear and the risk assessment specific to each visit or residential so that staff involved are prepared and pupils are encouraged to manage risk for themselves where possible. Risk Assessments must be passed on to the EVC/ Principal as follows:

Off-site visits (Zone 1)- 2 weeks prior to the visit.

Off-site visits (Zone 2)- 4 weeks prior to the visit (with pre-approval sought 6 weeks prior to visit)

(The LA will require at least one month's notification for Adventurous Activities and six months notification for Overseas Visits).

A copy of all Risk Assessments will be kept by the EVC and a copy should be taken on all visits.

The Group Leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

In conjunction with risk assessments specific to each visit or residential, standard risk management procedures are in place and are to be followed by all staff of Mayfield School when leading off site visits.

9. Parental Consent

Mayfield School takes into account the following points regarding consent.

- It is good practice to obtain blanket parental consent for a range of regularly occurring activities or a specific programme which is likely to be in Zone 1 visits.
- In the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental authority are fully informed.
- When an activity is part of the establishment's curriculum or normal working practices and no parental contributions are requested, there may not be a need for specific parental consent.
- Zone 3 visits would require specific formal consent.
- Zone 2 visits *may* require specific formal consent. If in doubt consult your EVC <http://oeapng.info/downloads/download-info/4-3d-consent/>

NG 4.3d Consent

10.Group Management

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

11.Behaviour and Inclusion

Every effort is made to ensure that educational visits and learning outside the classroom activities are available and accessible to all, irrespective of special educational or medical needs, disability, ethnic origin, gender, sexuality or religion. Teachers will set appropriate learning challenges, responding to pupils' or young people's diverse learning needs.

Mayfield School is taking all reasonably practicable measures to include all children and young people, unless risk assessment determines otherwise. In accordance with the Equality Act 2010 the principles of inclusion should be promoted and addressed for all visits and reflected in the establishment's policy, thus ensuring an aspiration towards an entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

The Schools inclusion policy and behaviour standards 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.

<http://oeapng.info/downloads/download-info/3-2e-inclusion/> NG 3.2e Inclusion

12.Requirement to Ensure Effective Supervision

In general terms, the law does not prescribe activity-specific staffing ratios; but it does require the level of supervision and group management is effective when on educational visit and learning outside the classroom activities.

However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years.

Refer to OEAP National Guidance document: 4.3b '**Ratios and Effective Supervision**'.

Refer to OEAP National Guidance document: 4.2d '**Group management and Supervision**'.

13.Preliminary Visits and Provider Assurances

All educational visits and learning outside the classroom activities should be thoroughly researched to establish the suitability of the venue and check that facilities and third-party provision will meet group needs and expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people and a vital dimension of risk management.

Wherever possible and reasonably practicable the Group Leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;

- ensure that the Group Leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other colleagues or schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The Learning Outside the Classroom Quality Badge
- AALS Licensing
- Adventuremark
- Association of Heads of Outdoor Education Centres Gold Badge
- National Governing Body centre approval schemes.

Where a provider holds one of the above accreditations, there should be no need to seek further assurances regarding risk assessments of the provider. Schools and Children's Services establishments should ensure that leaders complete a risk assessment and record any significant findings for any aspects of a visit that they are leading or responsible. This will usually include transport to and from the venue plus any stops or visits on route.

(NG 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.)

14. Transport

- **Travel by minibus**- In order to transport pupils driver must hold a D1 Category on their licence and have passed the Birmingham City Council approved training course. There should be at least one other adult accompanying the driver to supervise pupils on the journey.
- **Travel by Car** – The car insurance policy must cover the carrying of pupils in a car. As a rule there should be a driver and an accompanying adult to supervise pupils on the journey. Pupils should be risk assessed before being transported by car. Seat belts must be worn. Pupils up to 135 cm in height (or 12th birthday whichever they reach first) must use the appropriate child restraint. If multiple cars are used on a journey all drivers of all vehicles must be informed of the route.
- **Travel by public transport**. All adults should have full knowledge of routes and timetables for the journey. A contingency plan should be made in case of missing public transport, the need to transport a single child home or back to school, etc.

National Guidance contains full information for cars, minibuses and public transport. For transport requests for Mayfield school please ensure that you request and book transport (mini bus) at least four weeks in advance of the visit.

15.Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

16.Information to Pupils

It is for the Group Leader to decide how to provide information, but they should be satisfied that all pupils are encouraged to understand key safety information. Key information may include:

- the aims and objectives of the visit / activity;
- background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- what standard of behaviour is expected from pupils;
- who is responsible for the group;
- what to do if approached by a stranger;
- what to do if separated from the group
- emergency procedures
- rendezvous procedures.

17.Evaluation

Staff should follow the School Evaluation Procedure. They should complete the education visits evaluation form to aid and inform future visits and should involve young people in this process where possible to enhance the evaluation. A copy of the evaluation is to be sent to the EVC no more than three days after the visit.

18.Insurance

Non-delegable duty of care

In October 2013 the UK Supreme Court ruled that, in particular circumstances, schools and other public bodies have a non-delegable duty of care. This is an exception to the normal fault based principles of law. It means that, in these

particular circumstances, schools and other organisations are liable to be sued for the negligence of a third party.

For example, a school contracts with a third-party provider to deliver swimming lessons within school time. If, through the negligence of this third party, a child is injured, the child can sue the school and local authority for compensation. The fact that the school was not responsible for the actions of the third-party is irrelevant as; in this case, the school's duty of care is non-delegable.

It is therefore important to ensure that any contracts entered into with third parties include terms to carry insurance including indemnity in the event of negligence as local authorities and schools will need to pursue independent third parties for an indemnity or contribution should any such claims succeed.

Employer's Liability Insurance

Mayfield School holds a policy that indemnifies it against its legal liability in respect of all claims for compensation resulting in bodily injury suffered by any employee. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors.

Public Liability Insurance

Mayfield School also holds Public Liability Insurance, indemnifying it against its legal liability in respect of claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified under the policy, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as educational visits and off-site activities including school sports, together with approved extracurricular activities organised by all establishments and settings for which the employer is responsible.

Employees

The Council operates an Employees Personal Accident Scheme. Cover under this section is provided for all Council employees and employees in schools maintained by the Council, in the course of their employment, providing predetermined benefits in the event of an accident. The scheme's benefits are designed to provide compensation for injury where the employer is not deemed negligent. The Personal Accident Scheme provides cover for all full and part-time employees. Details of the scheme may be obtained from the appropriate staffing section within Human Resources.

Information with regards to insurance will be provided to trip leaders. **NG 4.4c Insurance**

Insurance for Pupils

The Council only covers accidents to pupils when due to its negligence and these claims are covered within its Public Liability Insurance detailed above. Personal Accident Insurance for pupils is not arranged by the Council but may be arranged by the school direct; however there is no statutory requirement for governors to arrange this cover. The cost of Personal Accident Insurance arranged by the school may be recharged to parents. Parents should be reminded that the Council does not insure children's belongings.

For journeys/visits overseas, Governing Bodies **must** insist that Foreign Travel Insurance is arranged that cover **all persons on the visit**. This is especially important, due to the high costs of medical care abroad and possible repatriation expenses in the event of an accident or illness.

For all journeys within the United Kingdom Governing Bodies should decide whether or not they require insurance to be arranged, having regard to the nature of the journey and the capabilities of the pupils involved. In all cases, reference should be made to the Council's guidelines governing educational visits, before final decisions are made.

Schools should notify insurers if the activity involves any form of winter-dangerous sports, as the insurers may need to charge an additional premium.

If additional insurance is not taken out, it is recommended that parents are advised of this and a suggested wording for parental consent forms is detailed below:

"The school is insured against its legal liability to pay compensation should it be held responsible for causing an injury to your child whilst in our care.

19.Finance

All financial details for a visit must follow 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 cut-off 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.

<http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

20.First Aid Procedures

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. A basic level of first aid support must be available at all times. First aid and other medical needs should always be considered in the process of

planning and Risk Assessment of any visit. 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 is able to 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 particular medical condition such as asthma and any allergies may be advisable to 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.

Each vehicle used to transport pupils should have a first aid kit and a portable first aid kit is available at the School Reception for Visit Leaders to collect prior to undertaking local visits with their groups on foot.

21. Emergency Procedures

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 mechanism. 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.

IN THE EVENT OF A CRITICAL INCIDENT (during school hours)

First point of contact:

Joyce Rawlinson, School Support Manager, Central
Tel: 0121 303 2193, Mobile: 07775 407332

David Bridgman, School Support Manager, South
Tel: 0121 303 8394, Mobile: 07771 339061

If not available, contact:

Amanda Daniels, Head of Educational Psychology
[Tel:0121](tel:01214641364) 464 1364, Mobile: 07766925152

Further information from the Council can be found in 'BCC Guidance- Critical Incidents Management; Guidance for Schools March 2014

Other Important Contact Numbers

School Safety Services

schoolsafety@birmingham.gov.uk

Safety Services (WS)

P.O. Box 15630

Birmingham

B2 2QF

Tel. 0121 464 8564

Educational Visits Advisers: Tom Lilley: 07980266367 or Richard Batty: 07432053936