



Longshaw Junior School

Success for all - Nothing Less!



Educational Visits Policy

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1. Intent

At Longshaw Community Junior School we believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits and visitors to school are known to enhance learning and improve attainment.

Educational visits provide a context for learning, requiring young people to use their skills, knowledge and understanding in real and often complex situations. This helps them to understand and remember what they are learning. They have an important role to play in helping young people to develop healthy lifestyles whilst also re-engaging them with their natural environment.

We also need to show young people how to understand, love and respect the natural environment, so that they can develop sustainable ways of living in the future.

For the benefits of school visits please see Appendix 1.

It is therefore important not only to be clear about the educational aims of all our visits, and to use evaluation to inform future planning, but also ensure that safety is our main priority.

Longshaw Community Junior School remains committed to promoting such experiences and recognises the impact and value they can have on children and young people's learning and development.

2. Implementation

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school or outside the normal school day. This includes local, routine sports fixtures and off-site swimming lessons, however some may have separate policies and procedures in place.

All staff are required to plan and execute visits in line with this policy, which follows the BWDBC Educational Visits Guidance (the guidance), underpinned by underpinned by the Outdoor Education Advisors' Panel National Guidance ([OEAP NG](#)). Staff are particularly directed to be familiar with the roles and responsibilities of key staff (see Section 4 of the guidance).

This policy must be approved by Governors and should be reviewed on an annual basis or when required in response to any incident or lessons learned.

3. EVOLVE (www.blackburnvisits.org) is the web based planning, notification, approval, monitoring and communication system, used by BwDBC. All staff leading or accompanying visits should have an EVOLVE login giving access to the BwDBC EVOLVE website. Staff requiring a login should see the EVC (Educational Visits Coordinator) who is able to set up logins for staff. Staff should see the section in this document named 'Types of Visits' for details of what needs to be recorded on EVOLVE. All relevant BwDBC guidance is available on EVOLVE.

4. Roles and Responsibilities

Visit Leaders are responsible for the planning of visits but should involve both accompanying staff and the children in this process.

Staff must not sign any contracts; enter into any agreements; pay any money or deposits; or advertise visits with pupils/ young people until outline permission has been obtained from the Head Teacher/ Bursar.

Staff must make appropriate checks of any third party providers. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

Visit Leaders should refer to:

- Section 4.1 of the BWDBC Educational Visits Guidance and familiarise themselves with the [OEAP NG documents](#) listed there which are relevant to their role;
- The [Visit Leader Checklist from OEAP NG](#).

Visit leaders are responsible for:

- ensuring there are clear learning objectives and that the activities are suitable for all concerned.
- adding the event to the school diary
- informing Headteacher of the event
- appointing a deputy leader for the trip
- ensuring each member of staff is contactable throughout duration of trip
- arranging additional adults with Andrea Clift, adhere to adult: pupil ratio of 1:10 unless pupils have a special education need.
- informing the kitchen of the trip (at least 2 weeks prior), preferably trips should not be on Mondays.
- arranging for travel, in conjunction with the office staff
- notifying parents and collecting monies, in conjunction with office staff
- ensuring all pupils medical needs are met
- writing a collaborative risk assessment and sharing with all relevant parties
- gather information about the providers qualifications if necessary
- gathering first aid equipment
- carrying out a preliminary visit
- ensure all staff are briefed on emergency procedures before visit.

Educational Visits Coordinator (EVC)

The EVC is Amanda Lee

Date of the last EVC training course attended: October 2023

The EVC will support and challenge colleagues over visits. They are the first point of contact for advice on visit related matters. The EVC will check final visit plans and risk assessments before submitting them to the head/senior manager for approval.

The EVC should refer to:

- Section 3 of the BWDBC Educational Visits Guidance and familiarise themselves with the OEAP NG documents listed there which are relevant to their role.
- The EVC checklist from OEAP NG.

The Head Teacher has responsibility for monitoring and authorising all visits. Overseas, residential and adventurous should be overseen by the Headteacher who should seek approval from BWDBC.

The Head Teacher/Senior Manager should refer to:

- Section 4.3 and familiarise themselves with OEAP NG documents listed there which are relevant to their role;
- The Head or Manager Checklist from OEAP NG.

5. The Governors

The Governors will be informed of Level 1 and Level 2 visits on a termly/annual basis. They will be informed of/ asked to approve in principle all Level 3 visits prior to them taking place.

Visits are included on the agenda of Governor meetings allowing Governors to fulfil their role as 'critical friend' in the scrutiny of all visits and in particular Level 3 visits. Governors will review and approve this policy on an annual basis and will maintain an overview and monitoring role to ensure that all visits are carried out in accordance with this establishment policy and the BwDBC Requirements for Off-site Visits and Adventurous Activities and www.oeapng.info.

The Governors/Management Board should refer to:

- Section 4.4 of the BWDBC Educational Visits Guidance;
- The Management Board and Governor Checklist from OEAP NG;
- The Member of a Management Board or Governing Body – responsibilities OEAP National Guidance

6. Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways: -

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

- Regular CPD for all staff involved with visits, including: risk management, emergency procedures, visit leader training, group management, first aid;

In deciding whether a member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:-

- Relevant experience.
- Previous relevant training
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Careful thought will be required to determine how staff mobile phones and other electronic devices will be managed.

Accompanying staff should have clearly defined roles, be involved in the planning process and be competent to carry out the roles to which they are assigned.

7. Types of Visit

There are three types of visit as defined by BwDBC, level 1 (form EV1) is local to the school and deemed to be low risk, level 2 (form EV5) is generally most school trips provided by an external provider or out of the borough and level 3 which are outdoor and adventurous and overseas. Each level requires different procedures and forms completing, and an EVOLVE form completed; advice should be taken from the EVC. See table below which explains the different types of visits in more detail.

See Appendix 2 for guidelines on writing Risk Assessments.
See Appendix 3 for visit lead guide to planning a trip.

Table 1	Definition of visit	Do these visits need to be recorded on EVOLVE?	Approval process
Level 1	<p>Local, routine, low risk (Please see the Level 2 definition to help clarify. If in doubt then count it as a Level 2)</p>	<p>No</p> <p>Recommended:</p> <ul style="list-style-type: none"> • EV1 Form (or similar) • One-off 'whole time at establishment consent' (or at least annual consent) • Standard Operating Procedures or visit specific risk assessment <p>Some schools may decide to record all visits on EVOLVE including Level 1 visits.</p>	<ul style="list-style-type: none"> • MUST BE SUBMITTED 7 DAYS BEFORE THE VISIT • Although all visits should be part of a planned programme it is recognised that some visits may need to take place at short notice, alternatively blanket approval may be appropriate for certain types of visits – please see the EVC for further details • Provisional agreement should be obtained from the Head/Manager before any commitment is made • EV1 Form (one page Visit Form for Level 1 Visits) completed by Visit Leader and submitted to EVC with all planning documentation (or alternatively complete visit form on EVOLVE - in accordance with school policy) • Checked and submitted by EVC • Approved by Head/Manager (delegated approval from LA)
Level 2	<p>Visits further afield (Any visit involving travel outside Blackburn with Darwen)</p> <p>Or</p> <p>Local visits of a more complex nature (eg large scale sponsored walk; night time theatre visit; involvement in a large scale public event/gathering)</p>	<p>Yes</p>	<ul style="list-style-type: none"> • MUST BE SUBMITTED 14 DAYS BEFORE THE VISIT • Provisional agreement should be obtained from the Head/Manager before any commitment is made – Schools/Services may wish to use the Visit Proposal Form (VPF) (or something similar) • Visit Form completed on EVOLVE by Visit Leader • All planning documentation must be attached to the Visit Form on EVOLVE (Including: itinerary, any specific risk assessments, parental info letters, parental meeting presentations, any info from providers, any other relevant info) • Checked and submitted by EVC • Approved by Head/Manager (delegated approval from LA)
Level 3	<p>Overseas Residential Adventurous</p>	<p>Yes</p>	<ul style="list-style-type: none"> • MUST BE SUBMITTED 6 WEEKS BEFORE THE VISIT • Provisional agreement should be obtained from the Head/Manager before any commitment is made – Schools/Services may wish to use the Visit Proposal Form (VPF) (or something similar) • Visit Form completed on EVOLVE by Visit Leader • All planning documentation must be attached to the Visit Form on EVOLVE (Including: itinerary, any specific risk assessments, parental info letters, parental meeting presentations, any info from providers, any other relevant info) • Checked and submitted by EVC • Authorised by Head/Manager • Approved by Local Authority

8. Monitoring

The role of monitoring is shared between the EVC, the Head the staff and the Governors. The checking and approval process is a very important part of monitoring and is shared between the EVC, Head and Governors. Field monitoring is also recognised as important. Staff are encouraged to peer monitor and give feedback to colleagues. In addition, the EVC, Head or other experienced senior staff should carry out monitoring visits from time to time in order to support staff and encourage good practice. Any such monitoring should be intelligently targeted to support staff where appropriate and to identify and share good practice.

9. Risk Management

A visit specific risk assessment or, for level 1 visits, Standard Operating Procedures, must be implemented by staff for all visits and attached to the visit form (EV1 or on EVOLVE).

Level 1 Visits

It is expected that routine, low risk visits (Level 1 visits) will be managed using Standard Operating Procedures (SOPs).

Where additional factors apply such as a group with unusually challenging behaviour; extreme weather; an inexperienced leader; then a visit specific risk assessment may be required to cover any additional issues.

Level 2 & Level 3 Visits

For Level 2 and Level 3 (more complex) visits, a visit specific risk assessment must be carried out using the STAGED model as outlined below.

Please note any additional risk assessment must be attached to the EV1 or EVOLVE visit form for monitoring by the EVC and Head/Manager before approval can be given.

On-going (dynamic) risk assessments

This is what the staff do on a visit to keep the group safe – '*active risk management*'. It involves continuously assessing situations as they unfold and adjusting your response to effectively manage any issues/risks that may arise. This is not a written risk assessment.

All staff are responsible for carrying out effective on-going risk assessments based on competence, experience and common sense. Staff teams must be suitably competent and experienced so that they are able to effectively manage any situations they are likely to encounter on the visit.

What to consider when carrying out an Off-site visit risk assessment

When considering whether there are any significant risks that need managing it is recommended that staff use the following model:

STAGED:

- S**taffing (Including competence, experience, ratios, effective supervision etc.)
- T**imings (Travel & Timings, itinerary, downtime etc.)
- A**ctivities (Programme, activities to be undertaken. Who will lead? Adventurous? Etc.)
- G**roup (Additional needs: learning, behaviour, disabilities, medical, nature of the cohort etc.)
- E**nvironment (Venue, accommodation, weather, water levels, crowds, other users, culture etc.)
- D**istance from base (Support systems, particularly for residential visits and visits abroad)

Procedures for risk management:

1. Any significant risks must be recorded on an **visit specific risk assessment** (EV5 Form or spiderdiagram)
2. When completing the risk assessment/ planning the staff should ask the following question:
What are the really important things we need to do keep the group safe?
3. The **On-going (dynamic Risk Assessment)** is really important – this is what the staff do during the visit to keep the group safe (see the Ongoing risk assessment section above)
4. All staff have a responsibility to review risk assessments after every visit.
5. All staff going on the visit should be involved in the planning process, which should include the checking and writing of any risk assessments. The visit leader should take the lead with the planning but as a rule should not complete risk assessments on their own. Ideally, risk assessments will be the product of discussions between the staff team.
6. Young people should be included in the risk assessment process where appropriate. This can help them learn how to managing risk for themselves.
7. All staff, volunteers and young people must be briefed appropriately regarding the risk assessments prior to departure.
8. Staff only need to record **significant risks**. Risk assessments should be proportionate, simple and easy to use.
9. Where an external provider is being used, the provider has responsibility for risk assessing and managing the activities they deliver. Visit Leaders should **be made aware of** copies of providers' risk assessments. It is appropriate to ask for any

information that they publish that is specifically aimed at helping Visit Leaders to manage their visit.

10. The EV3 Form – The Establishment Self-Assessment Form/ Compliance Checklist

It is good practice that the EV3 Form be completed annually by the EVC and Headteacher and will be overseen by the Governors. A copy will be provided to the Governors. An electronic copy of the completed EV3 Form will be emailed to the Education Consultant on EVOLVE. Any action points raised by the EV3 Form should form the basis of an action plan and training programme for the coming year. This process can help to fulfil Longshaw Junior's Health & Safety requirements and can help to inform any inspection regime e.g. Ofsted.

11. Induction, training

The EVC must attend a full BwDBC EVC training day, and thereafter attend EVC update training at least once every 3 years. New staff are trained by the EVC so that they are familiar with the procedures for Off-site Visits as part of their induction.

All staff should undergo regular training in relation to Educational Visits. This could be on an annual basis and should be at least every 3 years or when significant changes are implemented. The training could be led by the EVC and Head or by the Education Consultant for Learning Outside the Classroom.

An apprenticeship model should be used so that inexperienced staff can shadow experiences and competent visit leaders until they are ready to lead visits themselves. This model also allows for effective succession planning.

Training records are kept by the EVC. Records of any relevant staff qualifications (e.g. Mountain Leader Award or First Aid qualification) including a scanned copy of the certificate should be saved on the member of staff's profile on EVOLVE.

12. Assessing venues and external providers

To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:

- a) The Provider holds an LOfC Quality Badge www.lotcqualitybadge.org.uk or
- b) An EV4 Provider Form has been satisfactorily completed by the provider and they have provided a copy of their public liability insurance.

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not an LOfC Quality Badge, then an EV4 Provider Form is still required.

Where an external provider is being used, the provider has responsibility for risk assessing and managing the activities they deliver. Visit Leaders should not necessarily ask for copies of providers' risk assessments. It is appropriate, however, to ask for any information that they publish that is specifically aimed at helping Visit Leaders to manage their visit.

13. Volunteers

Volunteers, such as trainee teachers, work experience pupils etc will require a Criminal Record Check if they are involved in a regulated activity. Staff should discuss this with the EVC and the 'Designated Person' (DP) to establish if a check is required. Longshaw Juniors discourages the taking of parents of pupils in the group on school trips unless under special circumstances. Criminal Record Checks are now carried out by the DBS (Disclosure and Barring service). Volunteers should be inducted/ briefed and assessed as competent to carry out their assigned role. They will also require supervision by school staff at all times during the excursion.

14. Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least biannually and following any major staffing changes

In the event of an incident staff must use the EV7, EV8a and EV8b – by doing so staff will be led through the correct procedure.

The BwDBC Emergency procedures for visits can be found on the home page of the BwDBC EVOLVE website (select the Emergencies link on the red band).

Both the visit leader and the base contact should have 24/7 access to all the details of the visit, including medical and next of kin information for both the staff and the children. The visits emergency procedures should key into the school's emergency planning.

Where there has been an incident/accident/near miss on a visit, staff should complete the Health and Safety incident reporting form and attach it to the visit form on EVOLVE.

15. Transport

School staff will ensure that where possible transport is in good working, legal order and the drivers are aware of their route and your needs.

Pupils will wear seat belts at all times and follow the school's risk assessment for travelling on coaches. Travel sickness pills will be held by school staff and administered only if consent given by parents.

If private cars are used, the vehicle must be roadworthy and an appropriate licence and insurance to carry pupils should be held. The driver of a private vehicle is responsible for ensuring that seat belts are worn. Parental agreement should be sought for children travelling in a private vehicle/ taxi.

16. Behaviour

Young people will be expected to follow a code of conduct while on Educational Visits. Where possible the children will be involved in setting them up so that they can retain some ownership. On occasions parents may be asked to sign the code of conduct as well.

17. Inclusion and British Values

The ethos at Longshaw Juniors supports inclusion in all areas of school including visits. We encourage integration through participation with peers. All visits must comply with the Equality Act 2012. Staff must plan early to overcome any inclusion issues. Reasonable adjustments must be made to accommodate any young person with disabilities as long as the adjustments don't unduly impinge on the rest of the group. Expectations of staff must be reasonable, so that what is required of them is within their competence and is reasonable. Staff should discuss any issues with the EVC, the SENco and where appropriate the BwDBC Inclusion Support Team. The views of the young person and the parent/carers should be included in the process. Where appropriate, this may include the use of pupil premium funding to support disadvantaged pupils.

In line with current views on the importance of teaching our children about British Values, visitors from a wide spectrum of the population are actively encouraged to visit and we are in the process of establishing links to visit different religious places of worship.

18. Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. The school obtains blanket consent at the start of each year for certain other routine activities, e.g. after school fixtures, walks to church etc.

Parents consent through the parent to children app and/ or paper form for all other visits after having been told sufficient information, times, payments, uniform, lunches etc.

19. Finance

Charging for visits is decided on a case-by-case basis, though will always follow national guidance (<https://oeapng.info/>)

Staff will obtain initial approval of financial plans/costings from Coach Company & visit leader, consider voluntary contributions, what is needed to break even, if school will subsidise etc. and request permission from Head teacher & Bursar for cost of trip.

Staff must then check with office/Bursar as to records for banking/reporting considerations.

20. First Aid Arrangements

All staff on the visit must be made aware of any medical needs from staff, pupils and volunteers. Written on the risk assessment this can easily be shared with SENco, EVC, the venue or visit lead and any other interested parties.

Inhalers, first aid kits to be carried by staff at all times.

Andrea Clift is currently responsible for ensuring staff first aid certificates are updated on a rolling programme. Certificates will be uploaded to EVOLVE system.

Visit lead should ask for first aid arrangements at the place of visit and also coach company if applicable. For further details see BWDC Evolve section 8.12.

21. Insurance

Longshaw Juniors complies with BWDC insurance requirements. Our current policy is with Department for Education RPA and expires on 31st March 2026, but will be automatically renewed.

Amanda Lee
April 2025