

# Educational Visits Policy

## Sept 2024 – 2025

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**Broadwalk  
Green**

Signed by:

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

Date of Policy: September 2024  
Review of Policy: September 2025

## Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Broadwalk Green a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, *Broadwalk*:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document) and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## Types of visit

There are two types of visit at Broadwalk Green:

1. Routine local visits in the 'Extended learning locality' including PE lessons (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.

## Roles and responsibilities

**Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

**The Educational Visits Coordinator (EVC)** will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

**The Head Teacher** has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

**The Management Committee's** role is that of a 'critical friend' and may challenge the EVC with regards to offsite activities. Individual governors may request 'read-only' access to EVOLVE.

**The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## 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.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher 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.

## Approval

The approval process is as follows for each type of visit:

1. Local visits and offsite PE lessons are risk assessed on a personal basis depending on the pupil and venue. All parents sign the councils C2 form which covers all low risk activities.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 10 days in advance.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval. (These are very rare in the PRU setting.)

## 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 bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

## Educational Visits Checklist

*Broadwalk's* Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Broadwalk Educational Visits Checklist may be downloaded from EVOLVE Resources.

## Parental Consent

The PRU obtains blanket consent at the start of each placement for activities that fall within the 'Extended learning locality' (see Appendix 1).

Specific, (ie. one-off) parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents through a traditional paper consent form.

## **Inclusion**

Pupils are risk assessed to access offsite activities on an individualised basis. If considered higher risk, the staff ratio may be increased or the trip adapted to suit the needs of the pupils. On occasions some pupils may not be allowed to access a trip on the grounds of health and safety / medical needs.

## **Charging / funding for visits**

Most activities are funded by the PRU however parents may be asked for a donation if applicable. Please see Appendix 3 for further details.

## **Transport**

School minibus drivers do pre – checks on the minibus prior to the trip. Only staff who are MIDAS trained drive our minibuses, at least one other member of staff will be present in the back of the vehicle. All pupils and other adults are required to wear seatbelts at all times. School trips are usually no more than one hours drive away from Broadwalk where possible.

**Use of staff cars to transport pupils – Refer to the LA's guidance document.**

## **Appendix 1 - Extended Learning Locality**

### **The following locations are commonly used for PE:**

Boxing – Irlam and Cadishead Amateur Boxing Club

Mountain Biking – Clayton Vale/Drinkwater Park

Golf – American Golf, Trafford

Trampolining, Bounce Central/ Oxygen/ Go Air/ Jump Nation

Table Tennis – Onsite

Indoor Climbing – Manchester Climbing Centre/ Salford Community Leisure

Kayaking – Salford Community Leisure

Canoeing – Salford Community Leisure

Windsurfing – Salford Community Leisure

Orienteering – Heaton Park

Baseball – Sports Village/Local Park

Skate Park – Projekts Mancunian way

Football – Sports Village/Local Park

Tennis – Local Park

Tag Rugby – Salford Sports Village

Dodgeball – Local Sports hall/Onsite/Local Park

Basketball - Local Sports hall/Onsite/Local Park

Badminton - Local Sports hall/Onsite/Local Park

Cricket - Local Sports hall/Onsite/Local Park

Athletics – Clevelys Athletics Track

Horse Riding – Riders Farm, Clifton

**BOLT ACTIVITIES:**

Museums – various

Leeds Armouries

Hollingsworth Lake

Various National trust halls, mills and park

Rivington

Cinemas

Laser quest

Boat trips

# Operating Procedure for Extended Learning Locality

**The following are potentially significant issues/hazards within our extended locality:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

**These are managed by a combination of the following:**

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff going offsite. A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)



## Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team (DR or ON) or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

## Appendix 3 – Costings and spend

Staff at Broadwalk will adhere to Local Authority instructions where spending on Purchasing Cards is carried out, including but not limited to providing a receipt for any spending, no personal spending or using loyalty cards when purchasing using the card – full details are available on the Local Authority intranet.

1. Trips and visits, where costs are incurred, should not exceed £10 per pupil (unless discussed with SLT and permission given)
2. Lunches for pupils are provided by school in the form of packed lunches – where there are extenuating circumstances advice should always be sought from SLT; if the purchase of lunches is required, this should be in the form of a 'meal deal' and cost no more than £4.00