St. Laurence Church Junior School - Educational Visits

All visits are defined under 3 zones. This page provides a guide as to the type of activities in each section and the preparation required.

Zone 1 - These activities are regular, not usually complex, and the maximum distance away from the site may assist in defining the activity.

Risk Management of Zone 1 are covered by generic risk assessments and blanket consent forms. These visits should be covered by a 1:10 minimum ratio and adults are to wear high-vis tops.

Zone 1 activities include anything within walking distance of our site including Church and library visits; curriculum related visits to other local schools (eg maths quiz); regular sporting fixtures.

If any activity is a one off then this should be Zone 2. These activities would be approved by the EVC at school level and could be covered by a blanket consent that could be sought from parents/carers on a yearly basis.

Zone 2 - All visits and activities approved by EVC at school level. These visits will involve specific planning and will normally be one off/once a year/ not multiple activities.

Risk assessments to be completed in advance and pre-visits too, if the trip is new to all staff or to the school. Seek advice from the EVC or Headteacher if support is required.

Zone 2 visits include: Trips to places of worship, Cadbury World visit, Woodgate Valley river study visit.

Zone 3 - Activities in this area are complex activities to plan and deliver and involves distance away from base. This zone includes all Adventure and Abroad visits. Our Zone 3 activities are the Culmington Manor residential and York residential including the rock pooling on Robin Hood's Bay. These require extra planning, detailed risk assessments, specific consent and parent meetings pre-visit.
St. Laurence Church Junior School

Educational Visits Policy

School Policy for Educational Visits and Learning outside the Classroom

Introduction
This document is the policy for St. Laurence Church Junior School and aligns with Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom. It should be attached to this document to ensure a comprehensive reading. Secondly none of the guidance material is reproduced here and also should be accessed via the web links.
The school provides a rich and varied programme of opportunities for pupils 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 Head Teacher and Educational Visits 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 National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)

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 Craig Ellicott.
- 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

Competence of Staff
Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are standards 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

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 – Culmington Manor and York (including rock pooling on Robin Hood’s Bay)
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 and Overseas Visits should 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 – Visits to places of Worship including the Mosque and Synagogue, Cadbury World and Woodgate Valley (River Study). Also included are special sports trips to major venues.
These visits along with Zone 1 visits constitute the majority of schools visits. There will be aspects of complexity that require careful planning.
All visits are required to be planned sent to the EVC, and will then be approved by the EVC and/or Head. The Education Visits Adviser can provide advice on these visits if required. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted. This should be embedded within the school process.

Zone 1

Local regular visits – Includes walking to Church, the local library, Northfield Swimming baths and other visits within walking distance. Regular away sporting fixtures are also included.
These are visits that are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which are attached to this document. These visits are covered through our Local Visits Blanket Consent Forms, completed annually. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

The menu of activities that this school includes in Zone 1 are anything within walking distance including Church and library visits; curriculum related visits to other local schools (eg maths quiz); ‘away’ sporting fixtures.

* Risk Management
  This aspect is described in the guidance and forms for recording Risk Benefit Assessments are logged in the resource section on Evolve www.oepng.info/downloads/download-info/4-3c-risk-management/ NG 4.3c Risk Management

Parental Consent
  School should input their policy decision on consent in this area
  The 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://oepng.info/downloads/download-info/4-3d-consent/ NG 4.3d Consent
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.

Behaviour and Inclusion
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

Pre Checking Venues and Providers
Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.
NG 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.

External Providers
Shapestone Outdoor Consultancy and Birmingham City Council endorse and support the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the attached form. http://oeapng.info/downloads/download-info/8p-provider-questionnaire/ NG 8p Provider Questionnaire

Adventure Providers Assurances
Reference should be made to Nationally accredited provider schemes if in doubt consult your EVC. Note: Notification is required for Adventurous Activity visits

Emergency Procedures
Schools must have emergency planning procedures 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 is outlined in the policy document on Emergency procedures. This policy integrates into the School Emergency plan, which addresses all critical incidents.
http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/ NG 4.1c Off Site Visit Emergencies: Guidance for Leaders

The EVC and Senior staff have access to the Critical Incident plan, and the advice below http://oeapng.info/downloads/download-info/4-1b-emergency-planning-the-establishments-role/ NG 4.1b Offsite Visit emergencies: The Establishment's Role

Transport
National Guidance contains full information for cars, minibuses and public transport. For transport requests for this school please ensure that you request and book transport ….. weeks in advance.

Evaluation
Staff should follow the school Evaluation procedure. They should complete the evaluation to aid and inform future visits. Involvement of young people in this process would enhance the evaluation.

Insurance
Schools should carefully consider the appropriate insurance for the activity or visits they are undertaking due reference should be made to the BCC guidance Section 14 and NG 4.4c Insurance

Finance
All financial details for a visit must be follow by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents 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 should also be told of any arrangements that the school may have for any young people that can not afford a visit.
Help and Support
Support Advice and professional discussion are available from the EVC
This policy links and integrates to the following School policies:
Please List: (eg H and S, Volunteers,)

Policy Date Review …………………………………………………………………… Insert date.
Undertaken by: ……………………………………………………………………………………

For advice and support, please contact Educational Visits and Outdoor Learning Advisers,
Tom Lilley Tom.Lilley@shapestone-oc.co.uk 07980266367; Richard Batty Richard.Batty@shapestone-oc.co.uk 07432053936
Educational Visits and Outdoor Learning Advisers