



St Bede's

Roman Catholic High School

EDUCATIONAL VISITS POLICY



BLACKBURN
with
DARWEN
BOROUGH COUNCIL

For educational visits St Bede's adopts the Blackburn With Darwen Borough Council central educational visit policy.

Created by BWDBC – 2022

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Importance of Educational Visits

We believe that educational visits are an integral part of the entitlement of every child 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 St Bede's Roman Catholic High School a supportive and effective learning environment.

Supporting Educational visits and Adventurous Activities across the curriculum at St Bede's Roman Catholic High School is a key driver in engaging, inspiring and enthusing young people, enabling learning and development through real life experiences and helping all our young people to realise their potential. St Bede's Roman Catholic High 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.

1. Purpose, Status & Remit

This document outlines St Bede's Roman Catholic High School policy and procedures for educational visits.

Any visit that leaves the school grounds, and any taking place on the school grounds facilitated by a third party, whether as part of the curriculum, during school time or outside the normal school day, is covered by this policy. This excludes local, routine sports fixtures and off-site swimming lessons where separate policies and procedures are in place (e.g. the BwDBC School Swimming Policy). Where no policies and procedures are in place for such activities then this policy should be followed.

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 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.

2. EVOLVE

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.

3. Roles and Responsibilities

3.1 Visit Leader

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/ Senior Manager.

Staff must make appropriate checks of any third party providers.

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](#).

3.2 Educational Visits Coordinator (EVC)

The EVC's are:

- Daniel Milton (Head of Centre)
- Liam Duckworth
- George Crewe
- Anthony Lloyd
- Avdeep Matharu

Date of the last EVC training course attended:

- 19/09/2024 - ADL and AM
- 19/09/2021 LD and GC

(This should be within the last 3 years - the EVC should attend a full BwDBC EVC training day, and thereafter at least once every 3 years.)

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](#).

3.3 The Head Teacher/Senior Manager

The Head Teacher/ Senior Manager has responsibility for monitoring and final approval of all visits.

The Head Teacher/Senior Manager should refer to:

- Section 4.3 of the and familiarise themselves with the [OEAP NG documents](#) listed there which are relevant to their role;
- The [Head or Manager Checklist from OEAP NG](#).

3.4 The Governors/ Management Board

The Governors will be informed of educational visits via the head teachers report. They will be informed of/ asked to approve in principle all Level 3 visits prior to them taking place.

Governors will review this policy on an annual basis or when required in response to an incident, and will maintain an overview to ensure that all visits are carried out in accordance with this establishment policy and the BWDBC Educational Visits Guidance.

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](#)

4. Staff Competence

We realise that staff competence is the single most important aspect of safe visit management and so we support staff in developing this 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 of more complex visits where appropriate;
- Regular CPD for all staff involved with visits, including: risk management, emergency procedures, visit leader training, group management, first aid;

In deciding whether any member of staff is competent to be a visit leader the head teacher will take into account the following factors:

- Level of relevant experience;
- Any relevant training undertaken, including any relevant qualifications such as for hill walking. These should be scanned and loaded onto the member of staff's profile on EVOLVE;

- The emotional and leadership ability of any prospective visit leader to make on-going risk management judgements and take charge of any emergencies that may arise;
- Knowledge of the children, the venue and the activities to be undertaken.

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

6 Types of visits

There are three types of visits:

- Level 1
- Level 2
- Level 3

See the following table for further details.

7. Visit planning and Approval

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"> • 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"> • 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"> • 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

			<ul style="list-style-type: none"> • 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
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Planning a visit - the visit leader's "to do" list

Things to do		
All visits		
1	Obtain provisional agreement from Head/Manager before any commitment is made	
2	Funding arrangements and charging policy agreed	
3	Pre-visit carried out where practicable	
4	Clear learning outcomes linked into the curriculum	
5	Planned activities are appropriate to the needs of the group	
6	Activities will maximise the benefits to the pupils while managing significant risks	
7	Effective supervision is in place i.e. the visit is appropriately staffed	
8	There is a designated deputy leader	
9	This visit complies with the safeguarding policy	
10	This visit has been recorded on an EV1 form or on EVOLVE	
11	A visit specific risk assessment /Standard Operating Procedures (SOPs) are in place	
12	The risk assessment/SOPs are attached to the visit form (either EV1 or on EVOLVE)	
13	All staff on the visit have been involved in writing the risk assessment where possible	
14	Pupils have been involved in the planning and risk assessment process where possible	
15	Parents have been kept fully informed	
16	Appropriate consent is in place. 'Blanket' consent for Level 1 visits, specific consent for visits with a higher degree of risk or which extend beyond the school day	
17	Visit has been planned and executed in accordance with BWDBC Educational Visits Guidance	
18	Accompanying adults/providers/pupils have been briefed about their roles and responsibilities	
19	Accompanying adults/providers/pupils have been briefed about what to do in an emergency	
20	Accompanying adults/providers have been briefed about the needs of individual pupils	
21	Base contact has been fully briefed and has access to all relevant documentation	
22	Suitable checks on external providers have been made	
23	Reference to the appropriate Visit Leader Checklist on OEAP NG has been made	
Level 2 & 3 visits		
24	Entered and approved on EVOLVE	
25	Specific parental consent gained	
26	Itinerary Visit attached to visit form on EVOLVE	
27	Visit specific attached to visit form on EVOLVE	
28	Information provided to parents/pupils attached to visit form on EVOLVE	
29	Parents meeting presentation attached to visit form on EVOLVE (if applicable)	

30	EV4 and public liability insurance if an external provider does not have the CLOtC Quality Badge	
Required for all visits		
31	Visit leader holds the following:	
	• List of all adults and pupils on the visit	
	• EV7 Emergency procedures card (including 24hr contact where appropriate)	
	• First aid kit	
	• Mobile phone	
32	Base contact holds the following:	
	• List of all adults and pupils on the visit	
	• EV7, EV8a & EV8b Emergency procedures cards including visit leader contact details	
	• Any other relevant information e.g. medication, parents contact details, staff next of kin	
	• 24/7 access to all visit details and documentation	

7 Parental Consent

Staff must ensure that appropriate consent is in place:

- ‘Blanket’ consent for Level 1 & Level 2 visits (annual or ‘life at the school’ consent).
- Specific consent for Level 2 & Level 3 visits and for visits that extend beyond the school day.

8 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 a **visit specific risk assessment** (EV5 Form)
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 **not** 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.

9 Monitoring

The role of monitoring is shared between the EVC, the Head/Manager, 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.

10 EV3 - Establishment Self-Assessment Form/ Compliance Checklist

The [EV3 Form](#) will be completed annually by the EVC and Head teacher and will be overseen by the Management Team.

A copy will be provided to the Management Team.

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 the school's/establishment's Health & Safety requirements and can help to inform any inspection regime e.g. Ofsted.

11 Induction, training, apprenticeship, succession planning

The EVC must attend a full BwDBC EVC training day, and thereafter attend EVC 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. This is included and recorded as part of their induction programme.

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/Manager or contact julie.hemingway@blackburn.gov.uk for OEAP Visit Leader training.

An apprenticeship model should be used so that inexperienced staff can shadow experienced 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. (See Section 16: [BwDBC Requirements for Off-site Visits and Adventurous Activities](#)).

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** 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 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. 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 staff.

14 Emergency Procedures

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).

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.

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 young people.

The visits emergency procedures should key into the school's/service'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 Behaviour

Please see St Bede's code of conduct for behaviour expectations prior and on educational visits. Parents are informed of this policy prior to trips and are made aware that participation in trips is consent of this code of conducts.

16 Inclusion

The school/service ethos supports inclusions 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 discussion.

17 Insurance

School holds a blanket cover policy for non-adventurous visits and transport.

Any other trips (e.g. Adventurous activities like the ski trip) should be covered by separate insurance.

18 Finance

There must be clear procedures for staff to follow including:

- initial approval of financial plans/ costings
- Requirements for accounting, banking and reporting
- How much contingency to build in and what to do with any excess after the visit
- Management of 'voluntary contributions' / what to do if you don't get enough money in to break even?
- Any arrangements in place for young people unable to afford a visit

19 Transport

We follow the guidance in the Transport section of the BwDBC Educational Visits Guidance, Section 8.11.

Please note: Where a school/service runs a minibus it must have a minibus policy.

20 First Aid arrangements

See BwDBC Educational Visits Guidance Section 8.12.

21 Accidents, incidents and near misses

Any accident, incident or near miss on an educational visit should be reported. To avoid duplication, write the incident up in the usual way when reporting to your H&S provider, then **attach a copy to the visit form with a note for the attention of the LA.**

If a child has gone missing, even for a short time, complete the LAs missing child report for.. This is available on the Services for Schools website, Evolve (go to “Resources” then click on the “Forms” tab) and in Appendix 1.



Reporting a Safeguarding Incident when a child exits school unsupervised or is 'lost'.

This form should be completed and submitted to the safeguarding SEO immediately in the event of:

- a child leaving the school premises unsupervised at any time during the period of the school day
- Becoming separated or lost from school supervision whilst outside of the school premises e.g . on a trip/visit

Details of school	
Name of school:	
Telephone number:	

Details of person reporting the incident	
Surname:	
Forename:	
Position in school:	
Date/time of report:	

Details of child/ren involved in the incident			
	1	2	3
Surname:			
Forename:			
URN:			
Age:			
SEND/medical needs			

Incident details	
Date of incident	
Time of incident	
Location of incident	

Describe exactly what happened (Including supervision arrangements, staff to student ratio and any injuries or harm to staff or pupils)

Immediate actions as a result of the safeguarding incident

Include:

- Has anyone received treatment as a result of injury or harm during the incident?
- Have parents been informed? Provide responses
- Have the police been informed? Provide incident report number
- Has the LADO been informed? Give details
- Has advice been sought from other agencies?
- Immediate actions taken to reduce immediate risk and further harm to pupils or staff

Details of any investigation following the incident

Further actions to be taken

Completed forms to be emailed to victoria.weddle@blackburn.gov.uk. It is essential that all incidents of this nature are reported to the Education department using this form.

Immediate support can also be accessed by contacting victoria.weddle@blackburn.gov.uk (07855 963751) or michelle.holt@blackburn.gov.uk (07950 103479)

If the incident occurred out of school e.g. on an educational visit, swimming lesson, sports event etc., please also attach a copy of this form to the visit form and add a note for the attention of the LA or email directly to julie.hemingway@blackburn.gov.uk