Off-site and Out of Hours (on school site) Educational Visits

2025 – 2026

Approved by:	Full Governing Body
Date:	November 2026
Review:	November 2027
Signed:	Chairs: Mr. P Wears and Mrs. S Kosar

Reddal Hill Primary School has formally adopted, through its Governing Body, the Sandwell 'Policy & Procedures for Offsite / Onsite Adventures' document created by Sandwell Educational Visits Advisory Service. This new policy has been recently updated. The OEAP National Guidance can be found on the following web site: www.oeapng.info.

Philosophy

Quality offsite and out of hours education should provide pupils with the opportunity of enhancing the curriculum, enriching pupil development and provide opportunities to undergo new challenges and experiences, including leisure.

At Reddal Hill, we believe that all activities need to be well-planned and follow set procedures. In planning activities, we aim to reduce the element of risk involved to the minimum, recognising however that all offsite and out of hours activities carry some element of risk.

Responsibilities

The following section identifies the functions, roles and responsibilities that key people hold:

Local Authority:

- Ensuring that Educational Visits Coordinator (EVC), visit leaders and other establishment staff involved in educational / off site visits are assessed as competent in their specific tasks.
- Monitoring the work of EVCs in schools to help identify training needs and appropriate levels of delegation.

Governors:

- Ensure that the Headteacher and the EVC are supported in matters relating to educational / off site visits and that they have the appropriate time and expertise to fulfil their responsibilities.
- Ensure that the Headteacher and the EVC have taken all reasonable and practicable measures to include participants with Special Educational Needs and Disabilities (SEND) or medical needs on a visit.

Educational Visits Coordinator:

- Assess the competence of leaders and other adults proposed for a visit and change accordingly if required.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.

Visit Leader:

- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Ensure the ratio of supervisors to participants is appropriate for the needs of the group.

Aims and Purposes of Educational Visits

Reddal Hill Primary School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. We seek to provide a broad and balanced range of learning outside the classroom opportunities for all our pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of Hours Clubs (music, drama, art, science, sport, etc.)
- School sports teams
- Regular local visits (places of worship, swimming, library, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous activities.

Ratios (as a minimum)

Overall, the law expects 'effective supervision.' Sandwell MBC Policy states (as a minimum starting point):

- 1 adult for every 5 children when there are children under 5-year-olds
- 1 adult for every 6 children in Years 1 and 2.
- 1 adult for every 10 children in Year 3.
- 1 adult for every 15 children in Years 4, 5 and 6.

A minimum of two adults with a group irrespective of the number of children and any adults who are employed as 1:1 are not included within in the ratio. At Reddal Hill, we consider these ratios as a starting point and will always strive to go above and beyond to over-ratio, taking into consideration the individual needs of the children and the type of trip they are attending.

Approval Procedure

The Governing Body has delegated the consideration and approval of Off-site and Out of Hours Educational activities to the Headteacher. The Headteacher has nominated an Educational Visits Coordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the Local Authority.

The following procedures will reflect the Sandwell guidelines whilst also considering the context of the school, its population and ensuring that the procedures are both manageable and stringent, in particular those which are mandatory.

Before a visit is advertised to parents, the Headteacher and EVC will approve the initial plan. The Headteacher / EVC will also approve the completed plan and risk management for the visit before departure.

This will be undertaken using EVOLVE as the planning and approval system. www.sandwellvisits.org.uk

Reddal Hill has agreed a policy for categorising its visits in line with Sandwell Policy & Procedure for Offsite and Out of Hours Educational Activities:

Overseas, Residential or Adventurous Activities

Visit Leader - Record application on EVOLVE and attach all relevant paperwork as attachments.

EVC - Check application and either request additional information or submit through to the Headteacher.

Headteacher - Check application and either request additional information or authorise for onward submission to the LA.

LA - Check application and either request additional information or approve.

An exception to the above, is where a Sandwell Residential Centre is being used AND the staff from the centre are running the activities. In these circumstances, delegated approval has been given to the Headteacher and the visit does not need to be submitted to the Local Authority.

Local Regular Day Visits

Visit Leader - Record application on EVOLVE and attach all relevant paperwork as attachments.

EVC - Check application and either request additional information or submit through to Headteacher.

Headteacher- Check application and either request additional information or approve. Approval for this type of visit has been delegated. This visit does not need to be submitted to the LA for approval.

Local Area Visits (LAV)

Local Area Visits (LAVs) are low-risk, curriculum-based activities that take place within the school's designated 'Local Learning Area'. These visits occur during the normal school day and involve walking as the mode of transport.

Under a new policy created by Sandwell Educational Visits Services, the Local Area Visits Policy/ Operating Procedure, these types of visits can be logged onto Evolve using the Local Area Visits Module. Reddal Hill has a defined local learning area which includes common local venues: places of worship, supermarkets, libraries and parks.

Visit Leader - Record application on EVOLVE and attach all relevant paperwork as attachments.

EVC - Check application and either request additional information and then approve the local area visit.

Evaluation of the Visit or Activity

Following the visit or activity, a mandatory evaluation form must be completed on EVOLVE. This must include any: injuries, unforeseen events, changes of plan and any 'near misses.'
Possible outcomes and injuries include: -

- Falling of objects or people
- Collisions
- Cuts, open wounds
- Sprains and strains
- Burns and scalds
- Stings, bites and allergies
- Getting lost

As well as more severe injuries and events such as: drowning, head injuries, poisoning and internal injuries.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

Reddal Hill values and recognises the contribution of volunteer adults and parent helpers assisting with educational activities and visits. Any volunteer will be approved by both the Headteacher and Visit Leader and is entered on the voluntary helpers list kept by the school and on the EVOLVE online system. They will be carefully briefed on the scope of their responsibility. All volunteers will be DBS checked. The volunteer will also read, acknowledge and sign a volunteer contract declaration form and will understand safeguarding procedures before the visit commences.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and / or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments. The Visit Leader will have received Visit Leader training endorsed by the Outdoor Education Advisers Panel (OEAP).

Staff Conduct

While on an educational visit / off-site activity, staff will remain professional and act as role models at all times. While on residential visits it is the staffs' responsibility to ensure an adequate number of adults are on duty at all times. This includes ensuring that the appropriate ratios are met and staff do not leave the site if these are not met.

Visit staff will not be under the influence of alcohol or other drugs while on the trip or residential to ensure full safety of the children in their responsibility. Staff, who are supervising children on a trip, will also need to dress appropriately for the task and activities in hand.

Risk Management

Reddal Hill goes above and beyond the 'Policy & Procedures for Offsite Activities and Onsite Adventures' by completing a written risk assessment for all visits. This will ensure all risks have been considered and anticipated for any situation.

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. A pre-visit to the trip venue will be made to ensure the Visit Leader is fully aware of the risks that could be there. If the Visit Leader has been to the venue before on a previous trip, the Visit Leader must call the venue to ensure there are no changes. Good practice precautions and safety measures will be taken.

First Aiders

Reddal Hill ensures that every school trip has at least one 'First Aid at Work' qualified first aider, (in EYFS, a pediatric trained member of staff) and two Emergency Responders on every trip. Names of these adults will be stated on the EVOLE form and amended via a note on the system if the staff member needs to change for any reason.

Contents of Adults Paperwork Packs

Prior to each Educational Visit, each Visit Leader ensures that a pack of relevant paper work is put together for each adult attending the trip.
As a minimum each pack includes: -

- EVOLVE form
- Risk assessment (general, venue, transport or if required a full risk assessment)
- Groupings
- Register of children attending
- Itinerary outlining the day
- A range of school staff members' mobile numbers in case of emergency
- A table of signatures from adults attending to acknowledge they have read and understood the documentation prior to the visit

Additional documents that are relevant to each individual trip (i.e. maps, booking forms etc.) are added when required.

All packs are returned to the Visit Leader at the end of the trip so that relevant information can be shredded.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through Arbor.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible, the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

Parental Consents

Reddal Hill require One-Off Parental Consent form available within the Evolve resources. This form will be sent to parent(s) (or those with parental responsibility) at the beginning of each academic year.

For visits which contain any element of the following:

- Adventurous activities
- Residential visits

Additional consent will be requested in the form of a Specific Consent form which parent(s) (or those with parental responsibility) will need to complete prior to the activity / visit.

As well as this, at Reddal Hill, we also pride ourselves in ensuring parents are fully aware of all expectations, itinerary and purpose of each visit. Therefore, alongside the parental letter outlining the trip and detailing payments, a specific slip consent form is also sent so parents can acknowledge they have received the information, understand all aspects of the visit their child is attending and have the opportunity to share any additional requirements they have for their child on the visit. Parents are then informed further if adults or itineraries change.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school Behaviour Policy. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and the Headteacher will make the final decision as to whether the pupil is sent home from the offsite visit.

Emergency Procedures

Where possible, the school will appoint two members of the Senior Management Team (SMT), the Headteacher will always be the one member of staff, as the emergency contact for each visit. Office staff are also appointed if two members of SMT are not available for appropriate reasons. All major incidents should immediately be relayed to one of these people, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Charging for Activities and Visits

The school may invite parents / carers to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents / carers have contributed.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by children from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support them financially.
The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Monitoring

Monitoring of educational visits will take place on a regular basis. This is so that the Headteacher is confident in knowing that pupils are safe at all times and that proposed outcomes are met. Monitoring will be the responsibility of the Headteacher and the EVC.
The following areas will be monitored:

- The planning and approval process.
- Evaluations of visits.
- Observation of visit leaders in action (field monitoring)
- Accidents / incidents

General Data Protection Regulation

The General Data Protection Regulation (GDPR) provides a framework to ensure that personal information is handled properly.
Personal information in school is managed in accordance with the requirements of the GDPR. For further details of how we manage personal data, please see our privacy notice, which can be found on our school website.

Inclusion

Reddal Hill strives to include all pupils on education trips and residentials and cater for their needs through a rigorous planning process. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a visit. Government guidance regarding gender questioning is still being updated.

Best practice guidance set out in documents such as KCSIE & The Care Act 2014 are to be referred to when arranging visits. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed, and conducted in accordance with Reddal Hill's Accessibility Plan.