



Al-Hijrah School
مدرسة الهجرة

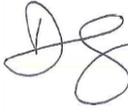
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Educational Visits Policy 2017

Policy Monitoring, Evaluation & Review

The school will review this policy as below and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Updated	October 2017
Next Review Date	October 2018

This policy was adopted on 18 th October 2017		
Name	David Willey Chair of IEB	 Signed

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Adapted from the Birmingham City Council EV Policy.

Al-Hijrah School aims to provide all pupils, subject to risk assessment, with a variety of high quality learning experiences outside the classroom.

Roles and Responsibility

Each centre must have a trained Education Visits Coordinator (EVC). The EVC will be involved in the planning and management of educational visits including adventure activities led by Centre staff

The Functions of the EVC are to:

- Liaise with the Local Authority to ensure that educational visits meet the Local Authorities requirements including those of risk assessment.
- Approve educational visits alongside the Assistant Head/Head of Centre. EVCs have had the necessary training to share this responsibility with the Assistant Head/Head of Centre. However there will be a notification system for all visits from the Centre as well as the Local Authority notification procedure for visits involving Adventurous Activities.
- Ensure that the risk assessments have been carried out and recorded.
- Assign competent people to lead or otherwise supervise a visit.
- Assess the competence of leaders and other adults proposed for a visit.
- Organise the training of leaders and other adults going on a visit. This could involve training such as first aid, Visit Leader training etc.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
- Make sure the DBS barring is in place as necessary.
- Ensure that the visit leader obtains the consent of parents/carers and provides full details of the visit beforehand.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reviews, reports of accidents and 'near misses'.
- Review systems and, on occasion, monitor practice

Visit leaders are responsible for:

- Planning the visit.
- Informing parents/carers and seeking consent.
- Risk assessments
- Arranging transport and additional insurance where required.
- Financial arrangements
- Obtaining approval from the EVC
- Making sure that all accompanying adults understand their roles and responsibilities.

Transport

Every journey will be risk assessed as well as the out of classroom activity.

- Travel by minibus. In order to transport pupils drivers must hold a D1 category on their licence and have passed the Birmingham City Council approved training course. There should be at least one other adult accompanying the driver to supervise pupils on the journey.
- Travel by car. The car insurance policy must cover the carrying of pupils in a car. As a rule there should be a driver and an accompanying adult to supervise pupils on the journey. Pupils should be risk assessed before being transported by car. Seat belts must be worn. Pupils up to 135cms

in height (or 12th birthday whichever they reach first) must use the appropriate child restraint. If multiple cars are used on a journey all drivers of all vehicles must be informed of the route.

- Travel by public transport. All adults should have full knowledge of routes and timetables for the journey. A contingency plan should be made in case of missing public transport, the need to transport a single child home or back to centre, etc.

Safeguarding

Staff will ensure that any equipment, tools and activities are properly risk assessed and incorporate safe procedures including formal risk assessments for young people.

Pupils will be taught the skills to develop their knowledge and awareness about keeping themselves and others safe. This will be differentiated by age and ability.

Risk Assessments

Centres should ensure that risk assessment procedures are in place. These will include arrangements and requirements for generic, site-specific and on-going assessments. Centres should complete a standard City of Birmingham School risk assessment form (see appendix) prior to all educational visits.

Pre-Visits

It is good practice for visit leaders to carry out a pre-visit where and when possible. Such pre-visits are not essential when visiting Centres that are part of Birmingham Outdoor Learning Service.

Volunteers / Paid Coaches

- The visit leader should check that outside agencies running courses are fully qualified to do so or are allowed to run activities under the supervision of a qualified teacher.
- The visit leader should check that appropriate volunteers / paid coaches hold relevant DBS checks and have completed appropriate training e.g. safeguarding
- This information must be passed on to the EVC.
- Visit leaders should ensure that volunteers and paid coaches are aware of their roles and responsibilities.

Records

- The visit leader must write up any near misses or accidents in a record book collated by the EVC. A meeting with staff should be held to learn from the incident and this information should be shared across Al-Hijrah School.
- The EVC must check that all pupil medical forms are copied and available to be taken out on trips with the visit leader.
- An annual review will enable all COBS EVCs to learn from near misses or accidents. Outcomes from this information sharing will be shared across the school.

Communications

- Group leaders should provide full details of the visit beforehand (by letter) so that parents can consent or refuse consent on a fully informed basis. Consent forms should include date, time, place, cost, clothes/kit list, money, equipment required, travelling arrangements (for travelling to and returning from visit), contact information, and reason for visit.

- Arrangements for after hour emergencies should be specified where appropriate.
- Post visit communication should be sent where necessary.
- All accidents must be reported to the Local Authority and recorded in the accident book.

First Aid

- Each vehicle used to transport pupils must carry a First Aid Kit.
- Medical forms should have current information (updated regularly) and be taken on all visits.
- Medication arrangements must be agreed and detailed (safe keeping, who will administer, when and how much).

Supervision

- Ratio of staff: pupils will be determined by type of visit, risk assessments of pupils and adequate staff to provide back up and/ or return pupils to home or Centre as necessary. Safety is the priority. A mobile phone should be taken and used to inform Centre, parents, and staff, of changes to the plan. However staff should be aware that there might not be coverage.
- Adequate supervision must be given at all times (the most risk occurs in free time and downtime when the activity has finished).
- All group leaders and staff involved have a duty of care. Pupils should be spoken to regarding expectations of safe behaviour following instructions etc before visits.
- Refer to Behaviour Policy in the event of behaviour difficulties

Insurance

Al-Hijrah School is insured against its legal liability should a child be injured while in our care. However if parents/carers wish they may arrange additional insurance cover. It may be advisable, in certain circumstances, for the EVL to take out additional insurance for residential visits.

Emergency Procedures

All emergency procedures must be in place in case of a major incident on an educational visit. All procedures must be discussed and reviewed by staff. Parents, pupils, and accompanying staff must understand these procedures. Contact numbers should include that of the parents/carers and at least two school contact numbers e.g. Assistant Head/Head of Centre. These staff should be contactable and available for the full duration of the visit. It is their responsibility to inform parents quickly about any incident. There should also be a contingency plan in place in the event of car breakdown or accident e.g. availability of backup staff.

DfE / LEA Advice

The Birmingham Outdoor Education Advisor is available to provide support and guidance. The Local Authority will monitor educational visits. Regular training and updates will be available for visit leaders and EVC (Refer to Learning Beyond the Classroom – Birmingham Policy and Guidance for Educational Visits).

The approval of all visits will be delegated to Centres, however there will be a notification system for visits involving Adventurous Activities. Leadership will be based on competence and will include teachers, learning mentors, teaching assistants.

Equal Opportunities

All pupils, subject to risk assessment, are entitled to learning experiences outside the classroom. Consideration may have to be given to pupils with specific needs, such as access and/or specific social, emotional and behavioural difficulties when compiling a risk assessment for a visit.

Educational Visit Co-Ordinators

If you have any queries regarding the process for Educational Visits the school has a number of Co-Ordinators:-

Name	Training Date	Renewal Date	Area of Responsibility
Br. Shawkat Chowdury	09/05/2016	n/a	
Br. Shahid Yousaf	09/05/2016	n/a	PRIMARY LEAD
Br. Tariq Rashid	09/05/2016	n/a	SECONDARY LEAD
Sr. Gemma Amion	09/05/2016	n/a	
Br. Mustafa Evans	09/05/2016	n/a	ADMIN SUPPORT
Sr. Humaira Hamid	09/05/2016	n/a	ADMIN SUPPORT
Br. Abduldayem	09/05/2016	n/a	ICT SUPPORT

The relevant paperwork is accessible via:-

- STAFF SHARED DRIVE
- TRIPS & VISITS
- EVA FORM
- RISK ASSESSMENT
- CHECKLIST
- EVALUATION AFTER VISIT

Once completed all these forms should be uploaded onto the Schools EVOLVE system for Educational Visits.

See attached flowchart for Educational Visit Process

Al-Hijrah School is committed to the safeguarding of children and young people. We operate Child Protection procedures in line with LA guidance. Staff will ensure that any equipment, tools and activities are properly risk assessed and incorporate safe procedures including formal risk assessments for young people to ensure pupils' health, safety and wellbeing. As part of the subject, pupils will be taught the skills to develop their knowledge and awareness about keeping themselves and others safe. This will be differentiated by age and ability.

1

- Ensure that trip is **agreed between trip organiser and phase leader/subject leader**.
- All Trips must be discussed with the **Lead EVC**.
- Lead for Primary Shahid Yousaf/Secondary Lead Tariq Rashid.

2

- Complete the **checklist** with the EVC Lead first.
- complete the **Evolve online form**.
- Conduct **arrangements with venue**, cost, suitability, travel etc.

3

- Prepare a letter with **parental consent** with costs and - See Sr Nila.
- Complete trip information on **trips calander**
- Obtain **all consent forms** and then **confirm travel** arrangements.

4

- Fill in **requisition forms** and ensure appropriate person signs it.
- **Evolve online forms** to be sent to Lead EVC for checking.
- **Upload** all other documentation in to Evolve online.

5

- Ensure that the **Checklist has been completed**.
- EVC forms are **signed by EVC lead**.
- **Evolve online** has **been signed off by EVC lead**.

6

- Complete all EVC forms at least **two weeks** before the trip takes place.
- All **pupil ratios and allocated groups to adults** must be confirmed by trip organisers and uploaded to Evolve Online.

7

- **Ensure checklist is used** to conduct meetings, briefings and attach any documents to evolve.
 - **Post trip documentation** must be completed.
 - **Accidents and near misses** must be reported to EVC lead.
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