



Broadway Academy Policies

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Educational Visits Policy

Approved by: Deep Experience/ Support Committee

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Contents

	Section	Page
1	Introduction	2
2	Key Points for all visits	2
3	Inclusion and Entitlement	3
4	Roles	3
5	Competence of Staff	4
6	Procedures for all Standard and Enhanced Visits	4
7	Risk Management	5
8	Risk Assessment	5
9	Parental Consent	6
10	Additional Safeguarding Protocols for Visits Outside Hours	7
11	Group Management	7
12	Behaviour and Inclusion	7
13	First Aid Procedures	7
14	Pre-Checking Venues and Providers	8
15	External Providers	8
16	Adventure Providers Assurances	8
17	Emergency Procedures	8
18	Emergency Procedures for Trips	8
19	Transport	9
20	Insurance	9
21	Finance	9
22	Pool Island Project	9
23	Help and Support	9

Academy Policy for Educational Visits and Learning Outside the Classroom

1. Introduction

This Policy is the local policy for Broadway Academy and aligns with Outdoor Education Advisers Panel (OEAP) National Guidance www.oeapng.info.

Broadway Academy is supported by Education Visit Advice and Guidance Ltd who are fully accredited through the OEAP. Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom (2016) is used as a reference document.

The Broadway Academy Trip Pack provides a supportive framework for all visit leaders.

The Academy provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the Academy, 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. The aim of this policy is to sustain and promote a broad range of off-site Educational Visits from this Academy, whilst ensuring safe practice and competent supervision.

This policy covers all offsite visits and some on site learning outside the classroom. The Head Teacher and Educational Visit Coordinator (EVC) manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities.

2. Key Points for all visits

- All staff managing educational visits will have completed the Broadway Academy Trip Pack electronically which will be submitted to Jeremy Mound at least 6 weeks in advance. Exceptions will only be made in exceptional circumstances.
- The Trip Pack will be reviewed every year, ensuring that all staff have opportunity to contribute feedback and suggestions
- All educational visits must have an approved competent visit leader.
- The first stage in securing approval for an educational visit is the Head of Department or Student Support Manager to approve the trip. The trip pack is then submitted electronically to the EVC/Assistant Headteacher, Jeremy Mound, to approve the trip, with particular emphasis on the risk assessment and ensuring that the visit fits in with the wider curriculum. This will then be forwarded to the admin. team to organise cover and transport, Stuart Carroll, Deputy Headteacher, who will approve staffing and Andy Taylor, Assistant Headteacher, if there is a careers element involved. Jeremy Mound will add details to the school calendar and resolve any clashes.
- All visit leaders must provide evidence of a prepared written risk assessment.
- Visit leaders must carry copies of all supporting documentation on the visit, e.g. emergency contacts, itinerary, names and group details.
- The EVC and EVC's administrative support will retain and record all supporting documentation centrally.
- Parents will be fully informed of all arrangements. and written consent will be obtained for all educational visits and activities. Telephone consent may be

obtained if necessary from a parent/carer and details of who was spoken should be recorded.

- Staff will be provided with pupil feedback forms prior to the visit. These will be returned to Jeremy Mound to help evaluate cost effectiveness and the educational (academic and character development) value of the visit.
- Well planned visits lead to successful visits

OFSTED's Key Finding from its most recent report on Learning Outside the Classroom (Oct 2008), as emphasised by the Council for Learning Outside the Classroom in 2012, states:

"When planned and implemented well, learning outside the classroom contributed significantly to raising standards and improving pupils' or young people's personal, social and emotional development."

3. Inclusion and Entitlement

At Broadway Academy educational visits are an integral part of the curriculum. All pupils or young people are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities.

Each pupil or young person has an entitlement to experience:

- Effective learning opportunities
- Success in learning
- Achieving as high a standard as possible in learning outside the classroom

Teachers will set appropriate learning challenges, responding to pupils' or young people's diverse learning needs. Broadway Academy will make provision, with well planned, reasonable adjustments to support pupils or young people, enabling them, where possible, to participate effectively in all educational visits and activities.

4. Roles

All roles are clearly defined on the NG website. www.oeapng.info

Roles defined as Visit Leader, Assistant Leaders, EVC, Head Teacher, Governors, Trustees and Directors, Employer and Outdoor Education Advisor.

There is specific guidance and information for each above role and relevant documents.

Within the Academy all roles are covered and managed by staff and the Governing Body.

The Academy has a trained EVC who is Jeremy Mound (Assistant Head Teacher). The EVC will:

- Ensure compliance with the requirements of Broadway Academy's Educational Visit Policy and the Outdoor Education Advisers Panel (OEAP) National Guidance www.oeapg.info.
- Ensure approval, notification forms, checklists and 'Provider Questionnaires' are completed appropriately.
- Ensure that all the procedures outlined in the Broadway Academy policy are followed.
- Support and advise colleagues in planning visits.

All visits have a named visit leader and assistant staff who are aware of their roles and responsibilities contained within the NG website.

The Visit Leader must ensure that:

- Matters of supervision, provider checks, content of the day(s) activities, first aid and transport must be considered and organised in advance.
- Parents must be advised of the details of any visit and kept fully informed. Any cost of the visit must take into account the school / establishment charging Policy.
- All necessary permission/consent slips must be obtained.
- A charged mobile phone should be taken on all trips. Check that mobile phone coverage is in the area that you are visiting.

Volunteers are managed under the Academy volunteer policy including relevant DBS checks.

NG documents Roles 3.4o

5. Competence of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff that want to lead adventure activities, and the adviser can give advice in that area.

NG 3.2d Approval of Leaders

6. Procedures for all Standard and Enhanced Visits

All visits require planning, preparation, and approval. This varies according to aspects of complexity and distance. Staff should become familiar with the OEAP guidance website. The **SIX risk management** variables must be considered in the planning, management and delivery of visits. More information on these principles is described in Section 7: Risk Management and in the OEAP National Guidance. Visits fall into one of two categories as outlined below:

NG 1b Foundations <https://oeapng.info/download/2826/>

NG 9b The Stager Diagram <https://oeapng.info/downloads/download-info/9b-the-stager-diagram/>



Standard Visit Procedures:

These are straightforward or routine activities on-site or off site, which can be covered by standard operating procedures and risk assessments. These should be reviewed and revised where there are changes. The menu of visits includes Physical Education (PE) fixtures, local sports events, and also include local visits to libraries, museums, parks, local specific visits and places of worship within the local context.

Enhanced Visit Procedures:

These visits of enhanced complexity will require more detailed, careful planning and management. Such visits may include visits outside of the local area, field visits, residential visits, visits abroad and adventurous activities. All visits are required to be planned and sent to the EVC and will then be approved by the EVC, on behalf of the Head Teacher and CEO. The EVC can provide advice on these visits if required. Approval for visits of greater complexity will require advanced consultation and discussion before undertaking any detailed planning. Initial pre-approval should be embedded within the school educational visit processes.

Foreign visits will need to be approved by the Head Teacher and CEO initially, before going to the Board of Governors for final approval.

These are visits that are regular, local, and straightforward to organise. Activities will be straightforward, and the risk management will be covered by 'blanket consent' and generic risk management, within the context of the policy. 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. These visits and activities still need to be referred to and approved by the EVC.

7. Risk Management

This aspect is described in the national guidance.

NG 4.3 Risk Management

8. Risk Assessment

A written Risk Assessment forms part of the Trip Pack and must be made for any proposed educational off-site visit. It should:

- Identify any significant risks which pupils or young people, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level.
- Be passed on to the EVC for consultation and approval.
- During the visit, be kept with the Emergency Contact List and other planning and risk management documentation.
- Check if the venue and/or provider have their own risk assessments and include in the preparation pack.
- Ensure a suitable 'Collective Discussion' takes place regarding the 'risk assessment' prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff. Any 'Generic' risk assessments must be changed, adapted, or modified to suit the specific considerations and needs of the group during this discussion / meeting.

The six main considerations in undertaking risk assessments are:

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures

More detailed prompts under each consideration, to help in undertaking risk assessments, may be obtained from the EVC. With more hazardous or unusual visits close contact between school / establishment and the venue / provider is an important safeguard. A preliminary staff visit should be made if necessary. If unsure, seek the advice of EVC Jeremy Mound.

Risk Assessments must be passed to the EVC.

All adventurous activities must be notified to Jeremy Mound at **least 8 weeks** before the proposed starting date and details completed on a OE2014, obtainable from J Mound or the Cover Administrator. These will be submitted to Education Visit and Guidance Ltd at **least 4 weeks** prior to the visit. For expeditions and visits in remote areas at **least 6 months'** notice is required.

During the visit

In addition to measures documented on the Risk Assessment staff should:

- If travelling by coach, ensure the driver has school / establishment contact details.
- Carry a class list/register. This is to be called before starting a trip and departing from any visit
- Ensure adequate supervision and check children are always given suitable briefings in the group with their group leader and staff take head counts at sensible intervals.
- Be prepared to make 'ongoing' professional judgements related to the assessments of risks.

After the visit

- Staff to ensure that pupil feedback forms, provided by the Cover Administrator, are completed (this can be done on the day of the trip/journey home) and passed to J Mound directly or via the Cover Administrator

9. Parental Consent

The Academy takes into account the following points regarding consent:

- It is good practice to obtain blanket parental consent for a range of regularly occurring activities
- 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.
- Formal consent will consist of consent form that has been signed by the parent or carer
- Verbal consent via a phone call is not a sufficient substitute for a signed consent form. However it may be obtained from a parent or carer, and a record kept from whom, in circumstances where there is no alternative.

NG 4.3d Consent

10. Additional Safeguarding Protocols for Trips Outside Normal Academy Hours

1-2 days prior to departure:

- school contacts home to remind parents, whenever practicable
- for D of E, the organiser is to have the personal numbers for SLT contacts in case of a worst-case scenario when the Academy phones may be jammed by incoming parental calls

Day of departure

- organiser informs the attendance team who phone home to advise parent/carer if pupil who has returned a consent form has not turned up
- if no answer or the number is unobtainable the attendance team informs the SSM/SLT contact/s by text or email

11. 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.

NG 3.1b

12. Behaviour and Inclusion

The Academy's 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.

NG 3.2e Inclusion

13. First Aid Procedures

The need to have a first aid trained member of staff on the visit will be dependent on the nature of the visit. This includes

- The nature of the group and activity
- Potential injuries associated with the activity
- The extent to which the group is isolated from emergency procedures

A basic level of first aid support must be available at all times. First aid and other medical needs should always be considered in the process of planning and Risk Assessment of any visit. Where possible it is desirable that visits will be staffed with one member of staff who is first aid trained, though this may not always be possible.

This will require that one or more of the staff leading the activity:

1. *Know how to access, and can access, qualified first aid support.*
2. *Has a working knowledge of first aid and is competent to use the first aid materials carried by the group.*
3. *For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first aid certificate (This has been temporarily modified by the Government during the COVID-19 outbreak).*
4. *Consideration should be given to medical issues when travelling particularly when there are, for example, more than 2 coaches or the party is not travelling together.*

5. *Where a group is in an isolated location or there is some remote supervision e.g. D of E there should be a qualified first aider available as support. This is part of the risk management process.*
6. *This policy should be read in conjunction with the Academy's first aid medication policies including the consideration of Epi-Pen and asthma policy. Spare asthma relievers and adrenaline auto injectors within their expiry date can be carried as an emergency backup.*

NG 4.4b First Aid <https://oeapng.info/download/1148/>

14. Pre-Checking Venues and Providers

The suitability of the venue will be ascertained whenever practicable to ensure that the provision will meet the intended learning outcomes and meet the needs of the group.

NG 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.

15. External Providers

The Academy currently works with Adventure Plus for D of E and other activities, including the use of the Island Pool site.

NG 8.1q Provider Statement

16. 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 (OE2014)

17. Emergency Procedures

These are covered in the Critical Incident Management Plan.

18. Emergency Procedures for Trips

All trips will have an SLT contact identified on the Trip Pack. Trips that take place outside normal hours will follow these protocols:

D of E trips will have two members of SLT allocated as contacts. Their role is as an intermediary between the trip leader and parent. The expedition leader and other staff contact details will be given to the SLT contacts. SLT contacts will be provided with a copy of the trip pack by the Cover Administrator (containing pupil details/parental contact details) prior to the trip taking place and, to avoid giving out personal numbers, should collect school phone/s from the Admin Office.

Parents will have the Academy phone numbers and may need to make contact with their children in an emergency; any *urgent* message should be passed on to the expedition leader, and/or other relevant staff contact by the SLT contact. Likewise, in the unlikely event that it is required, you will need to pass on any messages to parents from the expedition leader or other staff on the expedition.

The Head Teacher is to be informed by text if an accident occurs. If the accident is serious and/or there is likely to be press involvement, he should be phoned. A Serious Accident may be defined as 'something that may have either long term health implications or be life threatening'

NG 4.1c Off Site Visit Emergencies: Guidance for Leaders

The EVC and Senior Staff have access to the Critical Incident Management Plan, and the advice below

NG 4.1d Emergencies and Critical Incidents - Guidance for Establishments

19. Transport

National Guidance contains full information regarding transport. Transport requests for Broadway Academy will be processed by the Cover Administrator when the Trip Pack has been approved.

NG 4.5a Transport General Considerations <https://oeapng.info/download/1162/>

NG 4.5b Transport in Minibuses <https://oeapng.info/download/1164/>

NG 4.5e Hiring a Coach <https://oeapng.info/download/2869/>

NG 4.5d Seat Belts and Child Restraints <https://oeapng.info/download/2540/>

20. 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

21. Finance

All financial details for a visit must be followed by the Academy processes, including timely budget preparation, accounting, and collection of monies. Charges for parents must fit with the Academy 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 Academy to withdraw from the financial arrangements with providers if the visit is cancelled.

Parents should also be told of any arrangements that the Academy may have for any young people that cannot afford a visit.

22. Island Pool Project

Trips that are planned for here are subject to the usual procedures set out here. A generic risk assessment for this will be made available from J Mound which sets out the potential hazards and control mechanisms for the site.

23. Help and Support

Support Advice and professional discussion are available from the EVC, Jeremy Mound.

For additional advice and support, please contact Education Visits Advice and Guidance Ltd: Sarah Ramsey Sarah@edvisguidance.co.uk 07833 300510

Laura Wilson Laura@edvisguidance.co.uk 07816 060020