DDAT
Derby Diocesan Academy Trust

Educational visits policy

Matlock & Dales Primary Partnership

Review: Annually

Approved by Trust Board on: 14th October 2024

To be reviewed: 14th October 2026

LTC reviewed: September 2025

1. Context/Policy Statement

The Derby Diocesan Academy Trust believe that outdoor learning, off-site visits and learning outside the classroom 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 the Derby Diocesan Academy Trust a supportive and effective learning environment. The benefits of pupils taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change and novelty.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participant's not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

The Derby Diocesan Academy Trust fully recognises that learning outside the classroom helps to bring the curriculum to life as it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives the Derby Diocesan Academy Trust adopts the Outdoor Education Adviser's Panel (OEAP) National Guidance for all educational visits available at www.oeapng.info

All of the schools within the Matlock and Dales Primary Partnership (All Saints' CE Infant, All Saints' CE Junior, Bakewell CE Infants, Darley Churchtown and St. Giles) will adopt and implement the Derby Diocesan Academy Trust Educational Visits Policy.

2. Employer responsibilities

As employer the Derby Diocesan Academy Trust meets its obligations to provide staff with guidance, training and support in the following ways:

a. Appropriate guidance.

- The appropriate guidance for the management of outdoor learning, off site visits and Lot is the OEAP National Guidance web site – www.oeapng.info

b. Training to support the guidance to ensure that it is understood.

- For those involved in managing and leading visits the relevant training courses are:

1. **Educational Visit Coordinator (EVC) Training** – The Derby Diocesan Academy Trust requires the academy EVC to be appropriately trained in the OEAP Educational Visit Coordinator Training.

2. **Visit Leader Training** – The Derby Diocesan Academy Trust requires all those who lead trips or visits of a residential nature (excluding residential facilities who meet the requirements of section 5) or whereby they lead an adventurous activity to undertake this training.

Note: Local trips within each school's Learning Area (see appendix 1) or regularly undertaken day trips to environments regularly visited by schools may be led by competent staff who have not attended Visit Leader training on authorisation of the Head Teacher and/or the Head of School.

c. Suitable systems and processes to ensure that those trained are kept updated.

- For the purposes of day-to-day updating of information, EVCs and Visit/Activity Leaders are directed to the periodic news items and updates of OEAP National Guidance.

d. Access to advice, support and further training.

- Where an employee experiences problems with finding the material they are looking for, or require clarification or further help, guidance or bespoke training, they should contact their appointed Outdoor Education Advisor Service.

3. Application

This policy covers any visit that leaves any school's grounds, whether as part of the curriculum, during academy time or outside the normal academy day.

The Derby Diocesan Academy Trust adopts the Outdoor Education Adviser's Panel (OEAP) National Guidance available at www.oeapng.info

All staff are required to plan and execute visits in line with this policy and National Guidance. Staff are particularly directed to be familiar with the roles and responsibilities outlined within National Guidance.

4. Roles and responsibilities

Visit Leaders are responsible for the planning of visits but should involve both accompanying colleagues and the pupils in this process. Staff must make appropriate checks on venues and third party providers. Staff are advised to obtain outline permission for a visit from the Head Teacher and/or Head of School before beginning to plan/making any commitments.
See Outdoor Education Adviser's Panel National Guidance for the role of the Visit Leader - http://oeapng.info/visit-leader/

The Education Visit Coordinator (EVC) at:

- All Saints' CE Infants is Cath Lee
- All Saints CE Juniors is Cath Lee
- Bakewell CE Infants is Emma-Jane Harry
- Darley Churchtown is Tom Lloyd
- St. Giles is Bethany Simpson

They will support and challenge colleagues over visits and learning outside the classroom. They are the first point of call for advice on visit related matters. The EVC will check final visit plans before submitting them to the Head Teacher for final approval.

See Outdoor Education Adviser's Panel National Guidance for the role of the EVC
http://oeapng.info/evc/

The Head Teacher /Local Academy Committee has responsibility for the monitoring and final approval of all visits.

See Outdoor Education Adviser's Panel National Guidance for the role of the Head Teacher
http://oeapng.info/head-manager/

See Outdoor Education Adviser's Panel National Guidance for the role of the governing body
http://oeapng.info/governors/

The Derby Diocesan Academy Trust
The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

As the employer the Derby Diocesan Academy Trust must be informed all residential visits, foreign travel and any adventurous activities for example climbing, caving and water sports. This can be achieved by DDAT academy schools using the online eVisit system. DDAT academy schools not using the online eVisit system must inform the DDAT Board of residential visits, foreign travel and adventurous activities by using the DDAT Board Notification of Academy Educational Visit' form.

Outdoor Education Advisor Service

It is advisable that the visits and activities, listed below, are checked by your Outdoor Education Advisor Service (who should be an Accredited Member of the Outdoor Education Adviser's Panel) before the activity takes place – see page 6 of this policy detailing the process to be followed.

- overnight stays
- foreign travel
- adventurous activities

5. Preliminary Visits and Provider Assurances

Preliminary Visits

The Derby Diocesan Academy Trust requires that all visits are thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people, it is a vital dimension of risk management.

It is good management practice to carry out a preliminary visit. The following identifies the circumstances where preliminary visit is a requirement.

- Pre visit required for visits where there is a high complexity factor and the visit has not happened previously.
- Additionally required when visit is solely led by the academy.
- Residential visits, visits abroad, exchange visits, adventure led by the academy, staff all have aspects of complexity.

If the visit is led and managed by the provider, then a variety of approaches can reduce the need to pre visit.

Visit Leaders can take full advantage of the nationally accredited provider assurance schemes that are now available and assists to reduce bureaucracy – examples include: -

- The LotC Quality Badge
- AALS licensing
- Adventuremark

The Derby Diocesan Academy Trust takes the view that where providers holds one of the above accreditations, there should be no need to seek further assurances.

The OEAP National Guidance 4.4f – Assessing an adventure activity provider check list, 4.4h – using external providers and facilities and 8.8p – Provider Questionnaire - http://oeapng.info/downloads/all-documents/ should be followed when undertaking pre visits and assessing providers.

6. Types of visit and approval

There are four types of visit, for each of which the approval process is slightly different:

1. Visit / activities within the Academy Learning Area (see appendix 1) and which involve no more than an everyday level of risk. Visits that are part of the curriculum and take place during the academy day do not require consent. Those that are not part of the curriculum or extend beyond the academy day can be covered by blanket consent but information will be provided to parents in advance and they will have the opportunity to withdraw their child.

   These follow the learning area operating procedure (appendix 1).

   Staff at each school will not log these visits on the eVisit system however they will seek the permission of the Head of School . The class teacher, who is responsible for the local visit/activity will ensure:
   - ***They refer and use the local area walks risk assessment;***
   - ***Take their class grab bag (containing first aid equipment, personalised medical provision for specific children, a copy of the latest Business Continuity Plan and OEAP guidance). Further details are set out in Section 9.***
   - ***Considered and appropriate plans are in place for children who need further adaptation (including support where necessary).***
   - ***Share details of the planned visit/activity with colleagues within school.***
   - ***Any activities which pose extra risk (such as accessing play equipment) will require additional risk assessments and planning.***

2. Other day visits within the UK excluding adventurous activities.

   - Visit Leaders to gain outline permission for visit from Head of School.
   - The Visit leader will then collate and input information onto the eVisit system. All information must be uploaded prior to submitting to the EVC for approval at least 2 weeks in advance,
   - Once reviewed by the EVC, final approval for the visit will be given by the Head Teacher.

3. For all residential visits, adventurous activities or visits involving foreign travel. Visit Leaders to gain outline permission for visit from Head Teacher. Visit leader to collate and input information onto the eVisit system, all information must be uploaded prior to submitting to the EVC for approval at least 6 weeks in advance, once reviewed by the EVC, the visit will be given outline approval by the Head Teacher. Once outline approval has been given, the visit will then be scrutinised by the Outdoor Education Advisor to ensure the visit complies with the OEAPNG after which final approval will be given, the OEA must receive the visit notification at least 4 weeks in advance of the visit occurring.

   For visits involving adventurous activities: Visit Leaders must check if an activity provider holds either an AALA licence (http://www.aals.org.uk/aals/provider_search.php) or a LOTC quality badge (http://www.lotcqualitybadge.org.uk/search). If not the Visit Leader must send the OEAP National Guidance document 8p provider questionnaire) http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/). Returned questionnaires must be scrutinised by visit leaders.

   For visits involving travel abroad: Visit Leaders are required to complete detailed planning well in advance and the EVC must be kept up to date with progress. Checks must be

made on any third party providers and permission from the Head Teacher to use them be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge do not require further checks. Those who do not hold this accreditation should complete and return a provider form (NG document 8p provider questionnaire) http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/). Returned questionnaires must be scrutinised by Visit Leaders.

7. Staff Competence

The Derby Diocesan Academy Trust recognises that staff competency is the single most important aspect of safe visit management and supports staff in developing this competence in the following ways:

- A mentoring system, where staff new to visits assist and work alongside experienced trip leaders before taking on a leadership role.
- Supervision by senior staff of some educational visits
- Support for staff to attend training courses relevant to the role of visit leader

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

8. Requirement to Ensure Effective Supervision

Health and Safety laws do not prescribe activity specific staffing ratios, but it does require that the level of supervision and group management is 'effective'.

Each school will assess/determine effective supervision by proper consideration of:

- Staff competence.
- Activity – nature and location of the activity (including the type of activity, duration, skill levels involved).
- Group – age (including the development age) of the group, ability of the group (including special learning needs, behaviour, medical and vulnerability characteristics etc.).
- Environment – nature and location of the activity including the type of the activity, duration, skill levels involved, as well as the time of year and prevailing conditions.
- Distance away from base.

However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years

The Visit Leader should follow OEAP National Guidance 4.3b Ratio and effective supervision http://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision/
and 4.3c Risk Management http://oeapng.info/downloads/download-info/4-3c-risk-management/

9. Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

Each school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). This is to be read in conjunction with the partnership's Business Continuity Plan. All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes. See also http://oeapng.info/downloads/good-practice/ The plans are kept within each class's grab bag, along with:

- Class register
- Medical List for children
- Emergency contact list for children
- DDAT Business Continuity Plan
- Partnership Business Continuity Plan
- Fire and Emergency Plan
- First Aid Kit
- Emergency Epipens & Inhalers
- OEAP Emergency procedures flash cards

When an incident overwhelms the establishment's emergency response capability; where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from the Derby Diocesan Academy Trust.

Each school will practice their response to emergency situations on educational visits at regular intervals i.e. inset training.

10. Visit Planning

The Visit Leader checklist – National Guidance document 3.3e http://oeapng.info/visit-leader/ is an important check on the planning of a visit. When a Visit Leader cannot answer yes to a question on this checklist there should be a discussion with the EVC and or Head Teacher. In addition the following steps must be completed for any visit:

- Gain outline approval from the Head Teacher and/or Head of School to begin planning the visit and agree funding mechanism / charging policy.
- Ensure the visit:
    - has clear learning outcomes
    - has activities appropriate to the group
    - is planned to maximise benefits to the pupils while managing significant risks
    - is appropriately staffed
    - complies with the academy's safeguarding policy
- Involve pupils in the planning of the visit, and how it will be managed, wherever possible.
- Ensure emergency procedures include what would happen in the event of illness or injury affecting the visit leader.
- Ensure the base contact back at academy is fully briefed and has copies of all relevant information.
- Ensure that the visit is correctly approved and recorded.

11. Risk Management

The risk management of an activity/visit should be informed by the benefits to be gained from participating. It is recommended a "Risk-Benefit Assessment" approach, whereby the starting point for planning should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained, through participation, provides some objectivity to a decision that any residual risk (i.e. the risks remaining after control measures have been put in place) is "acceptable". The Health and Safety Executive endorse this approach through their

"***Principles of Sensible Risk Management"*** and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is a legal requirement for the risk assessment process to be recorded and for suitable and sufficient control measures to be identified for any significant risks. There is no legal requirement to produce this risk assessment record in a particular format but academies and visit leaders should use the format that has been identified in the academy risk assessment procedure and follows the Health and Safety Executives guidance on risk assessment http://www.hse.gov.uk/pubns/indg163.htm

See National Guidance on good practice for risk management http://oeapng.info/downloads/good-practice/

12. Parental Consent

Some visits do not require consent, all the rest can be covered by a combination of blanket consent (with subsequent information to parents) and visit specific consent - See the National Guidance document 4.3d on consent http://oeapng.info/downloads/all-documents/. It is advisable that all parents/guardians are advised of educational trips and permission obtained for visits which take place off the academy site.

13. Monitoring

The Visit Leader should undertake an evaluation of each educational visit and submit this to the Head Teacher and EVC.

14. Inclusion

All academies must follow the National Guidance on inclusion see 3.2e
http://oeapng.info/downloads/all-documents/

15. Charging / funding for trips

All academies must follow the National Guidance on charging for academy trips 3.2c
http://oeapng.info/downloads/all-documents/

16. Transport

All academies must follow the National Guidance on Transport for academy trips see 4.5a transport, 4.5b minibuses, 4.5c Transport in private cars and 4.5d seat belts http://oeapng.info/downloads/all-documents/

17. Insurance

Insurance cover for approved educational visits is usually provided by the academy insurance provider (public liability) insurance policy. However, as academies may have moved to different insurance providers when they moved away from local authority control confirmation/checks should be made with the insurance provider before the visit takes place. See National Guidance 4.4c Insurance http://oeapng.info/downloads/all-documents/

Appendix 1

Academy Learning Area

General

This operating procedure applies to visits within the All Saints' Learning Area. It covers:

a. Visits / activities that are part of the normal curriculum and take place during the normal academy day. These do not require parental consent.

b. All other visits / activities within the Learning Area (those that take place beyond the academy day or are not part of the curriculum) are covered by blanket consent but parents will be informed in advance and given the opportunity to withdraw their child.

These visits/activities:

- Do not normally need additional risk assessments / controls beyond following the operating procedure below. However, where a specific risk is identified because, for example, a particular pupil's needs then a review of the individual pupils risk assessment should be made and a record kept.

Boundaries

The boundaries of the territory are outlined below. This area includes, but is not limited to, the following frequently used venues see examples below:

- All Saints' church on Smedley Street.
- The Ark Leisure Centre. This is accessed via a secure gate onto the Morledge housing estate.
- Hall Leys park: this area includes large, broad and flat pathways with large, flat areas of grassland.
- Sheriff Fields (also known as Dimple Grounds): this area includes a small child's playpark and a large, flat open area of grassland.
- Matlock Library.
- Pavement outside either school for completing surveys.
- Road surrounding All Saints' CE Junior: this is used when the children undertake their Bikeability Level 2 training. A separate risk assessment is prepared in advance of this.
- Bakewell CE Infants: Bath Street
- Darley Churchtown: St. Helen's church
- St. Giles: St: Gile's Church

Operating Procedure for each school's Learning Area

The following are potentially significant hazards within the area surrounding all school's learning area:

- Road traffic
- Other people including members of the public
- Animals within public areas
- Losing a pupil
- Uneven surfaces and slips, trips, falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles rubbish etc)

All of the hazards above are managed by a combination of the following:

- ✓ The Head Teacher and/or Head of School must give approval before a group leaves.
- ✓ Only staff judged competent to supervise groups in this environment are approved. A list of approved staff should be maintained by the EVC and Head Teacher. All teachers employed within the partnership are approved staff.
- ✓ The concept and operating procedure of the extended learning area is explained to all new parents when their child joins the academy. This is also shared annually.
- ✓ There will normally be a minimum of two adults.
- ✓ Staff are familiar with the area and visited previously, including any 'no go areas' and have practiced appropriate management techniques.
- ✓ Pupils have been trained and practiced standard techniques for road crossings in a group.
- ✓ Where appropriate, pupils are fully briefed on what to do if they become separated from the group: all children are to wait where they are until approached by a member of school staff.
- ✓ All remotely supervised work in our Learning Area is done in 'buddy' pairs as a minimum.
- ✓ Pupil's clothing and footwear is checked for appropriateness before leaving the school site.
- ✓ Staff are aware of any relevant pupil medical information and ensure that any required medication is available and staff are appropriately trained.
- ✓ Staff will deposit in the office a list of all pupils and staff, a proposed route and an estimated time of return.
- ✓ An academy mobile is taken with each group and the office have a note of the number.
- ✓ Appropriate personal protective equipment is taken when needed (e.g. Hi-viz waist coat).
- ✓ A member of the staff accompanying the group is first aid trained.
- ✓ All medication and contact details are taken whilst off-site within each class's Grab Bag.

Appendix 2

Emergency procedure

Each school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during academy hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager at all times.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the visit participants, including staff.
4. The visit leader(s) and the base contact know to request support from the Derby Diocesan Academy Trust in the event that an incident overwhelms the establishment's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.
5. Both the Head Teacher and the Head of School has an emergency out of hours contact for the Derby Diocesan Academy Trust to obtain additional support and resources as required.
6. The academy has personalised National Guidance emergency action cards and the appropriate cards are held by:
    a. The visit leader(s) http://oeapng.info/downloads/download-info/4-1d-8-1d-visit-leader-emergency-action-card
    The visit leader should also have a copy of the visit leader emergency checklist http://oeapng.info/downloads/download-info/4-1k-visit-leader-emergency-checklist/
    b. The first point of contact *(e.g. the office or Head Teacher)* http://oeapng.info/downloads/download-info/4-1e-8-1e-first-contact-emergency-action-card/
    c. The designated emergency contact senior manager http://oeapng.info/downloads/download-info/4-1f-8-1f-establishment-management-emergency-action-card/

This emergency procedure is tested through both desk top exercises and periodic scenario calls from Visit Leaders.