



## **There and Back Again Lewisham Educational Visits Policy September 2024**

### **There and Back Again – Lewisham Educational Visits Policy**

Educational Visits provide memorable opportunities to investigate and experience the environment at first hand. In the process young people develop independence, self-confidence and responsibility that combine with new knowledge to impact positively on standards achieved in the classroom.

The purpose of this guidance is to provide organisers and leaders with the best possible support to meet their responsibilities by managing the risks associated with outdoor education and other out of school activities.

The Department for Education publishes outline guidance for the management of school visits and endorses National Guidance issued by the Outdoor Education Advisers' Panel for detail of specific matters. Lewisham Council has adopted the National Guidance to be followed to support safe high-quality learning experiences for young people. Lewisham will reference the OEAP [National Guidance](#) to ensure access to the most current advice.

Additional requirements to comply with Lewisham Council policy are included as local guidance including the requirement for schools to notify Lewisham of visits that include more than an everyday level of risk.

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## Key Contacts

### Educational Visits Adviser

The official adviser to Lewisham Council is Paul Bond, Educational Visits Adviser who can be contacted at [learnoutdoors@btinternet.com](mailto:learnoutdoors@btinternet.com) and on 0800 699 0848.

It is advisable to contact by email unless in an emergency to record the query and any advice received.

### Lewisham Council Health and Safety

The Education Services Health, Safety and Compliance Manager is Judy Sutherland and is the point of contact for notification of Residential, Overseas and/or Adventurous Activities and all health and safety queries including incident reporting.

[JudithAnn.Sutherland@lewisham.gov.uk](mailto:JudithAnn.Sutherland@lewisham.gov.uk) 020 8314 7233 / 07741 085697

### Lewisham Council Estates and Contracts

Fiona Gavin is the service manager that oversees education contracts and compliance, including property and catering.

[Fiona.Gavin@lewisham.gov.uk](mailto:Fiona.Gavin@lewisham.gov.uk) 020 8314 2559 / 07753 572507

### Schools Insurance

Lisa Dalton, Insurance & Risk Section Manager, is the first point of contact for queries and claims relating to Lewisham insurers.

[lisa.dalton@lewisham.gov.uk](mailto:lisa.dalton@lewisham.gov.uk) 020 8314 6130

### Lewisham Council Emergency number

In an emergency, the Lewisham duty Local Authority Control Officer can be contacted on **020 8314 6000**

### Safeguarding and Inclusion

Support to safeguard children in places of education.

Natasha Orumbie – Safeguarding and Inclusion Manager

[natasha.orumbie@lewisham.gov.uk](mailto:natasha.orumbie@lewisham.gov.uk)

Lucia Bernardi - Safeguarding in Education Officer

[Lucia.Bernardi@lewisham.gov.uk](mailto:Lucia.Bernardi@lewisham.gov.uk)

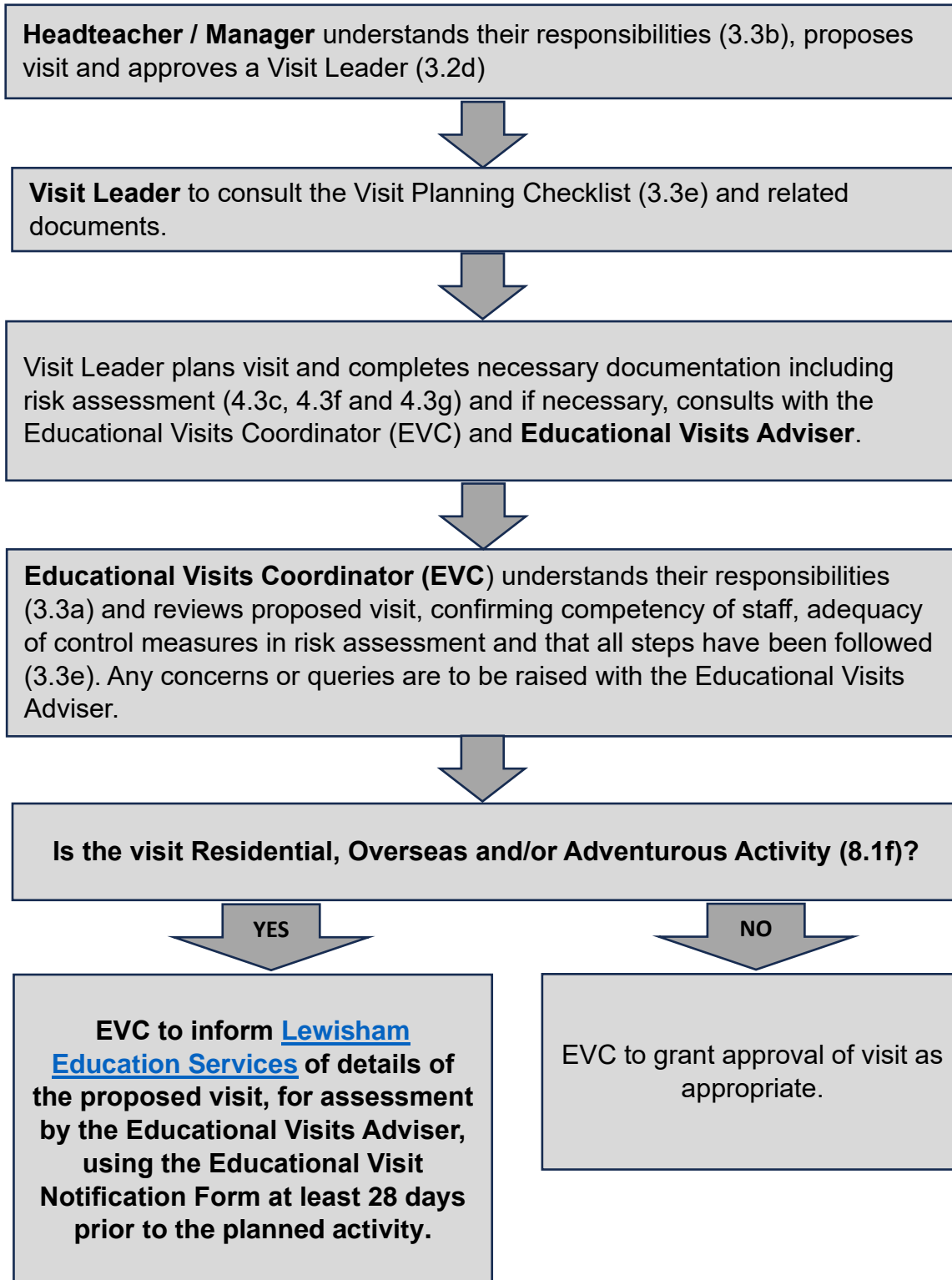
### Lewisham Prevent Programme

Part of the national counter-terrorism strategy aiming to stop people being drawn into or supporting terrorism.

[prevent@lewisham.gov.uk](mailto:prevent@lewisham.gov.uk)

## Educational Visit Summary Flow Chart

The references in brackets refer to the relevant sections of The Outdoor Education Advisers' Panel (OEAP) [National Guidance](#).



<b>Lewisham Council Education Services</b> <b>Residential, Overseas and/or Adventurous Activity Notification</b>
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**School/s:**

**Date/s of Visit**

**from:** Click or tap to enter a date.      **to:** Click or tap to enter a date.

**Venue/s & Accommodation Provider/s:**

**Nature of Visit (attach itinerary):**

**Destination/s if not UK:**

**Adventurous Activities being undertaken (select by clicking on box):**

Abseiling <input type="checkbox"/>	Bushcraft <input type="checkbox"/>	Caving <input type="checkbox"/>	Canoeing/Kayaking <input type="checkbox"/>
Climbing <input type="checkbox"/>	Hillwalking <input type="checkbox"/>	Motor Sports <input type="checkbox"/>	Paddleboarding <input type="checkbox"/>
Paintballing <input type="checkbox"/>	Sailing <input type="checkbox"/>	Trampoline Parks (Non-PE) <input type="checkbox"/>	
Open Water or Beach Activities with or without Lifeguards <input type="checkbox"/>			
Other – please specify:			

**If in doubt about the nature of any activity consult the Educational Visits Adviser**

**Provider of Adventurous Activities:**

**Visit Leader:**

**Number of School Staff:**

**Number of Pupils:**

**Emergency Contact Number/s of Visit Leader & Provider:**

**Transport Arrangements:**

**CHECKLIST (confirm by clicking on box)**

Parents' meeting held <input type="checkbox"/>	Overseas visit (visa and passport validity check carried out) <input type="checkbox"/>
Winter Sports additional insurance confirmed <input type="checkbox"/>	Medical and SEND needs met, and plans advised to staff <input type="checkbox"/>
Risk Assessment of hazards that school control carried out <input type="checkbox"/>	Visit Leader aware of Provider's Control Measures <input type="checkbox"/>

**EVC Approval:**                      Name and Click or tap to enter a date.

**Heads Authorisation:**              Name and Click or tap to enter a date.

**Forward to Lewisham Education Services a minimum of 28 days prior to the planned activity**

## **There and Back Again Educational Visits Local Guidance**

Lewisham Council has adopted The Outdoor Education Advisers' Panel (OEAP) [National Guidance](#) for the management of educational visits, outdoor learning and learning outside the classroom. The guidance is regularly updated and reflects best practice in safety management for outdoor education. Additional material on educational visits is available on the Health and Safety Executive<sup>1</sup> (HSE) and Department for Education<sup>2</sup> (DfE) websites.

Local policies and guidance are available on the [resource page](#) of the Lewisham Services for Schools Health and Safety (H&S) website.

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety with the employer. In many cases, the employer will be the local authority; in other cases, it will be the governing body or proprietor of the school. The employer has the overall legal responsibility and accountability for the health, safety and welfare of the school staff, and for the health and safety of pupils, visitors and volunteers.

Where Lewisham Council is the employer, health and safety functions (but not accountability) are delegated to school headteachers and identified managers to fulfil health and safety responsibilities on behalf of the employer.

Headteachers and managers should ensure that educational visits comply with the standards outlined in National Guidance and other local policies.

### **Educational Visits Coordinator (EVC) (OEAP 3.4j)**

Headteachers and Managers must nominate an Educational Visits Coordinator (EVC) who is competent to undertake delegated tasks, or they are to assume the role themselves. All EVCs must attend a training course delivered by Lewisham Council's Educational Visits Adviser.

All trained EVCs are to revalidate their training by attending a training course every three years.

### **Risk Assessment (OEAP 4.3c, 4.3f, 4.3g)**

It is a legal requirement<sup>3</sup> to assess the level of risk at work and take steps to eliminate or reduce it. This applies to educational visits as it does to work activities.

The task of undertaking a suitable and sufficient risk assessment is delegated to the Visit Leader, with input from others that will be involved in the visit, supported by the EVC. Further advice may be sought from the Lewisham Education Services Health and Safety Team and/or the Educational Visits Adviser.

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<sup>1</sup> [HSE School Trips](#)

<sup>2</sup> [DfE Health and safety on educational visits](#)

<sup>3</sup> [The Management of Health and Safety at Work Regulations 1999](#)

Risk assessment examples are available in the Services for Schools H&S resource area and the HSE provides risk assessment guidance and template on the Managing risks and risk assessment at work [webpage](#).

### **Notification of Residential<sup>4</sup>, Overseas and/or Adventurous Activities**

The EVC (or headteacher or identified manager) is to inform Lewisham Education Services<sup>5</sup> of details of any proposed residential, overseas or adventurous activity using the Educational Visits Notification Form in this policy and available on the Services for Schools website. This is to be submitted, **at least 28 days prior** to the planned activity to allow time for assessment by the Educational Visits Adviser.

### **Incident Reporting**

All health and safety incidents that occur whilst on an educational visit are to be recorded or reported appropriately. Those that meet the criteria to be reported to Lewisham Council are to be submitted online on [B-SAFE](#).

### **Parental Consent (OEAP 4.3d)**

Schools, colleges and other establishments that a child attends as part of their day to-day education or training do not need consent for the child to participate in offsite visits that take place during normal hours, and which are a part of its secular curriculum<sup>6</sup>. They do need consent for visits that take place outside normal hours. Nursery schools must obtain consent for a child to participate in all offsite visits.

### **Visits to Places of Worship (OEAP 7.1)**

Whilst parents have the right to withdraw their children from religious education and/or collective worship, if the visit does not involve collective worship or religious education, then parents cannot legally withdraw their children from a visit to a place of worship if it takes place during the school day. Further information can be found on the Lewisham Standing Advisory Council on Religious Education (SACRE) Services for Schools [webpage](#).

### **Governing Bodies**

It is normal practice for Headteachers to approve the final arrangements for visits, however governors may wish to endorse arrangements for certain visits and monitor educational visits as part of regular health and safety agenda items.

### **Specific School Policies**

Additional policies may be required to include specific plans, practices and procedures for matters such as large and/or regular events, upkeep of specialist

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<sup>4</sup> A visit is classed as residential when a group stays one or more nights away on the visit.

<sup>5</sup> [Judy Sutherland](#) Health, Safety and Compliance Manager, Education Services, Children and Young People

<sup>6</sup> [Education Act 2002 Section 29](#)

equipment, parental consent and any specialist leadership/coaching award training required for high risk activities such as Snowsport Course Organiser etc.

### **Monitoring (OEAP 5.1b)**

EVCs are expected to evaluate and monitor the management of outdoor learning and off-site visits. This should be completed with the headteacher/manager with the involvement of governors as appropriate.

Lewisham Council arrangements for monitoring the management of educational visits will include maintaining a register of trained EVCs; analysing annual H&S self-assessment submissions; full H&S audit; pre-arranged visits to activities by the Educational Visit Adviser and/or Lewisham Council Education Services.

### **Communication**

Information relating to Educational Visits such as training, newsletters and updates will be published in the Lewisham Education Services Schools' Weekly Bulletin and on the Services for Schools webpage.

### **Further Information**

If a headteacher, manager or Visit Leader has any specific questions about educational visits, these should be raised in the first instance with your local trained EVC.

### **Feedback**

Any comments, suggestions or other feedback about this policy and associated guidance and webpage are to be sent to the Education Services Health, Safety and Compliance Manager.

### **Review**

This document will be reviewed annually or more frequently if there are any significant changes to OEAP National Guidance or Key Contacts.