



Policy	Educational Visits
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1. Introduction

- 1.1 An Educational Visit is any organised, off-site visit involving students that requires the permission and approval of the Principal, the Educational Visits Coordinator (EVC) and the parents/guardians of students attending.
- 1.2 Visits and off-site activities support, enrich and extend the curriculum in many subject areas. They encourage cooperation, team work and the application of problem solving skills and develop independence and self confidence.
- 1.3 The aim of this policy is to sustain and promote a broad range of off-site educational visits whilst ensuring safe practices and competent supervision.

2 Scope of Policy

- 2.1 This policy covers all organised off-site visits for the CWA Academy Trust's ("the Trust") students which are led by a member of staff in one of the Trust's academies. It does not include off-site events that are promoted to students where there is no requirement for a member of staff to accompany the students.

3 Education Visits Policy Statement

- 3.1 All educational visits must have clearly identified aims and objectives and have an approved competent Visit Leader who is a member of staff. Well planned visits lead to successful visits. Staff will set appropriate learning challenges, responding to students' diverse learning needs. Provision, with well planned reasonable adjustments will be made to support students, enabling them to participate effectively in all educational visits.
- 3.2 We recognise that the benefits for students engaged on educational visits include:

- raising achievement through organised experiences and opportunities outside the classroom;
 - raising self-esteem, confidence and independence;
 - experiencing a range of environments, extending their cultural awareness and widening horizons;
 - participating in challenging physical activity and encouraging healthy lifestyles;
 - being involved in teamwork and problem-solving through residential experiences.
- 3.3 The Trust is fully responsible for all aspects of educational visits and a comprehensive insurance policy covers staff and student participation on all educational visits where procedures have been followed.
- 3.4 All documentation relating to educational visits is updated regularly and can be found on the Trust / Academy's intranet site.

4 Inclusion and Entitlement

- 4.1 Educational visits are an integral part of the curriculum. All students are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational need or disability.
- 4.2 Where the number of students wishing to participate in a trip could exceed the number of places available, there needs to be a fair process for selecting students, especially if a financial deposit is required. Reasonable time (ideally one week) should be allowed between letters being issued to students and the deadline for parental responses. Once the deadline has passed, students from whom responses have been received should then be selected equitably (eg a ballot).
- 4.3 In cases where the family financial circumstances prevent a student participating in a curriculum trip, parents may appeal to the Trust for assistance towards the cost of the trip. Decisions will rest with the Principal of each academy.
- 4.4 Risk assessments must take account of the requirements of individual students. It is likely that there will need to be additional staff allocated to trips which include students with significant behavioural or medical needs.
- 4.5 In the case of students who may suffer from severe allergic reactions and / or a medical condition, there will need to be sufficient numbers of trained staff allocated to the trip who are prepared to administer an epipen or medical treatment to the student. All planning for students with severe allergic reactions or medical conditions should include parents, medical support staff and outreach teams who have the specific knowledge and resources to support the needs of the trip.

- 4.6 Exclusion from a trip should only happen in very extreme circumstances and only after consultation with the EVC / Principal and with the agreement of parents and the student.

5 Risk Assessments

- 5.1 Thorough preparation for a visit must be undertaken, including a preliminary staff visit if deemed necessary. Any significant risks will need to be identified and control measures that will be put in place need to be outlined. The six main considerations when undertaking risk assessments are:

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

5.2 Staffing

- The suggested staff to student ratio for day and overnight visits is 1:15 where students are in Years 7 – 11 and 1:20 for Sixth Form students, although these ratios are only suggestions and are subject to amendment following discussion with the EVC.
- The ratio for adventurous activities and overseas visits should be at least 1:12.
- At least 50% of the accompanying staff must be employees of the Trust.
- Where students are travelling by coach, it is recommended that there are at least two members of staff on the trip.
- The above ratios are only guidelines and each educational visit will be assessed individually, taking into account the needs of the students and the nature of the visit. The Trust may depart from the above ratios where the EVC can demonstrate that an assessment has been carried out and a different staff ratio is required.

6 Roles and Responsibilities

6.1 The Principal will:

1. Approve the initial request for a visit and put the visit on the calendar.
2. In the case of adventurous, residential and overseas trips, take the request to the governing body for approval.
3. Approve the letter to be sent to parents.

4. Ensure that the EVC has had appropriate training which needs to be revalidated every 3 years.
5. Ensure that there is an up to date Charging and Remissions Policy.

6.2 The EVC will:

1. Promote educational visits and take a lead in policy development.
2. Liaise with staff, offering advice and support regarding educational visits.
3. Approve the arrangements for visits, including staff to student ratios.
4. Liaise with the Principal, Governing Body and Local Authority as requested.
5. Assess the competency of staff and volunteers involved in educational visits, ensuring appropriate checks are in place.
6. Confirm the insurance policy covers the planned activities
7. Ensure approval, notification forms, checklists and Independent Provider questionnaires are completed accurately.
8. Issue the Critical Incident Emergency Numbers sheet (which will include the emergency contact details of the Insurance company) to the Visit Leader prior to the trip departing.
9. Ensure staff are aware of Educational Visits procedures via documentation, staff training, relevant meetings and staff briefings.
10. Maintain records of all visits including copies of completed paperwork.
11. Ensure records are kept and checks are made on staff qualifications and driving details (including car insurance with business use if transporting students in own cars).
12. Maintain and update the Educational Visits Policy and Procedures and associated documentation.
13. Attend relevant EVC training.

6.3 The Visit Leader will:

1. Ensure there are clear educational aims for the visit.

2. Take overall responsibility for the organisation, supervision and conduct of the visit and have an up to date knowledge of the Educational Visits policy and procedures.
3. Ask the Principal for permission to organise the visit and for it to be placed on the calendar. In the case overseas visits, ideally this should be twelve months in advance.
4. Seek approval for any costs being passed onto students from the Finance Office.
5. Seek approval from the Principal for the letter to parents.
6. For trips outside the academy hours, ask two members of staff, including at least one member of the senior leadership team, to be the named contacts in case of an emergency.
7. Carry out a risk assessment and complete the 'Application for Educational Visits' form and relevant checklists where appropriate and pass to the EVC.
8. Collate and check parental consent forms.
9. Consider whether any student participating in the visit may need a permission letter from their doctor in order to be covered by the Trust's insurance policy. A clear risk assessment must be made for any named student with known behavioural or medical issues.
10. Ensure parents, accompanying staff and students are kept fully informed of visit arrangements and itinerary (and in the case of residential and overseas trips consider holding an information evening for parents)
11. Ensure that all accompanying staff have a clear understanding of accident/emergency procedures.
12. Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate. All staff should be aware of who is responsible for first aid.
13. At least one week before the trip is due to take place, pass the names of students to the Attendance Officer who will generate a list of all medical, dietary requirements and emergency contact details
14. Carry copies of all supporting documentation on the visit, e.g. itinerary, consent forms, emergency contacts, special medical and/or dietary requirements and ensure that copies of the details are left with the Trust office and with the additional staff* contacts (*in cases where the trip is outside academy hours).

15. Take a charged mobile phone on the trip.
 16. Register the students (either before leaving the academy and/or on arrival at the venue) and contact the Academy office to confirm attendance and report any absentees.
 17. Report any accidents and incidents that occur during the visits in accordance with the Trust's health and safety policy. [Emergency contact number for insurance company will be issued and the company should be contacted directly if needed],
 18. Ensure that any vehicle used for the educational visit is equipped with seat belts and that all students are wearing the seat belt.
- 6.4 Additional members of staff and other adults taking part in educational visits will:
1. Assist the visit leader to ensure the health, safety and welfare of the students on the visit.
 2. Be clear about their roles and responsibilities whilst taking part in a visit
- 6.5 The Senior Leadership Team should:
1. Ensure they have all the details of the trip, including timings and emergency contact details before the trip departs.
 2. Be available on the emergency contact number given to answer any queries from the Visit Leader both during the trip and on arrival back at the academy.
- 6.6 Students should:
1. Understand that they have a responsibility to avoid unnecessary risks.
 2. Follow the instructions of the Visit Leader and other members of staff.
 3. Behave sensibly at all times, keeping to any agreed code of conduct.
 4. Inform a member of staff if they become aware of any significant hazards.
 5. Always wear a seat belt when travelling in a vehicle.
- 6.7 Parents should:
1. Understand that they have an important role in deciding whether any visit or off-site activity is suitable for their child(ren).
 2. Inform the Visit Leader about any medical, psychological or physical condition relevant to the visit.

3. Provide an emergency contact number.
4. Sign the consent form.

7 Further Advice and Guidance

- 7.1 Extensive guidance can be found in the Educational Visits folder in the staff shared area. Advice on the Trust's educational visits insurance policy can be sought from the Finance Office.

8 Review of the Policy

- 8.1 The policy will be reviewed every year, taking into account any changes in legislation and recommendations with regards educational trips.