



<b>Policy</b>	<b>Educational Visits</b>
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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 Eastern Multi 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.

#### **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 Approval Procedure**

- 5.1 The LGB/IEB has delegated the consideration and approval of offsite visits and activities to the Principal. The Principal has nominated a local member of staff as the educational visits co-ordinator (EVC) and the LGB/IEB has

approved this appointment and the EVC has received training by the LA.

5.2 Before a visit is advertised to parents the Principal and EVC will approve the initial plan. The Principal and EVC will also approve the completed plan and risk assessments for the visit before departure. The will be undertaken using EVOLVE as the planning and approval system. [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk)

5.3 The school has agreed a policy for categorising its visits in line with NCC guidance:

- Level 3 visits must be approved via EVOLVE and the LA's online approval gained
  - Level 2 visits must be approved at school level via EVOLVE by the EVC and Principal
  - Level 1 local regular day visits must be approved at school level via EVOLVE by the EVC and Principal
- Definition of levels
- Level 3 – Overseas, residential or adventurous visits – these will be submitted to the LA via EVOLVE at least **eight weeks** prior to the visit taking place although ideally when planned
  - Level 2 – Day visits not in your establishments list of level 1 visits must be approved - these will be approved by the Principal at least **four weeks** prior to the trip taking place
  - Level 1 – Local and regular visits that you have generic risk assessments and local operating procedures for. These include sports fixtures and regular low-risk offsite activities. A list of regular local visits to be compiled in each school and maintained and agreed by the EVC and the Principal – these will be approved in EVOLVE by the Principal at least **one week** prior to the trip taking place
  - **Failure to comply may result in the visit being cancelled**

## 6 Staffing

6.1 The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

6.2 Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

6.3 The school values and recognises the contribution of volunteer adults and parent helpers assisting offsite activities and visits. Any volunteer will be approved by both the Principal and the visit leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

6.4 The appointed visit leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances

available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

6.5 Any proposed trips and visits should be shared with curriculum leaders early on in the planning process prior to EVOLVE being completed to avoid any clashes in school.

6.6 Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

## **7 Risk assessment and safeguarding**

7.1 The visit leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

7.2 For level 3 trips the designated safeguarding lead should make the visit leader aware of any significant safeguarding risks attached to any of the students in the visit, whilst maintaining appropriate confidentiality.

7.3 Due regard should be given to safeguarding policy and ***Keeping Children Safe in Education (DfE Sept 2016)*** for all visits.

## **8. External activity providers**

8.1 Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the Trust accounts.

8.2 The visit leader will make appropriate check before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no providers' contract or other assurances are required.

## **9 Parental consents**

9.1 Written consent from parents will not be required for pupils to take part in the majority of offsite activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education. However, parents will be told where their child will be at all times and of any extra information or measures required.

9.2 Written consent will be requested for activities that need a higher level of risk management or those that take place outside of school hours. The school has a standard form, which will be used for this purpose.

- 9.3 As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and the organisation of the visit.
- 9.4 The school has policies for charging and remissions, pupil premium, behaviour and inclusion which apply to all visits.

## **10 The expectations of pupils and parents**

- 10.1 The school has a clear code of conduct for school visits based on the school behaviour policy. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the visit leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The visit leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home.

## **11 Emergency procedures**

- 11.1 The school will appoint a member of the leadership team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.
- 11.2 The visit leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.
- 11.3 All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedure for reporting and investigating accidents.

## **12 Review by the local authority**

- 12.1 The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the adviser for outdoor learning.
- 12.2 All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA at least eight weeks prior to departure. The LA will provide an independent assurance check of the plan and the precautions and safety measures that will be taken.
- 12.3 Some sample monitoring will also be undertaken by the LA and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

## **13 Review of the Policy**

- 13.1 The policy will be reviewed every year, taking into account any changes in

legislation and recommendations with regards educational trips.