



Educational Visits Policy

General Statement of Policy

Otley All Saints CE Primary School recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

Proposals for visits will recognise

- the educational purpose of the visit,
- its aims and objectives and
- how it conforms to the school's curriculum aims.

The Evolve Online planning checklist will be used to provide assurance that each visit is methodically and suitably planned.

Approval of visits will be outlined within the arrangements section of this policy; however, in brief –

- The Headteacher and the Governing Body will approve visits in categories 3, 4 and 5, as defined in the LEA's Educational Visits Handbook.
- The Headteacher will approve visits in categories 1 and 2.

The Local Authority will be notified where required.

Staff competencies required for the nominated Group leader and for teaching and support staff will be clearly defined.

Where the school uses external providers, each provider will be required to complete and return the LA's checklist or a checklist that meets with LA approval.

Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.

The timescales for the proposal, approval and departure of each visit is included in the arrangements section of this policy.

Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.

No child will be allowed to embark on any visit without producing a consent form signed by their parent/carer.

Every trip or visit will be subject to a review.

Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher.

The respective roles of each are outlined within the LA Handbook for Educational Visits Code of Practice.

Governing Body

Approval of visits in LA categories 3,4 and 5 will be undertaken by the Pupil and Personnel Committee. The Governor named below will oversee and monitor this policy.

Allan Boddy

The Headteacher's report outlining visits completed and proposed will be submitted to each full Governing Body meeting.

Headteacher

The Headteacher will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed. The Headteacher will agree, with the named EVC, the duties delegated to the EVC.

The Headteacher will authorise all visits using the 'Evolve' online notification system.

The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Pupil and Personnel Committee.

Educational Visits Co-ordinator (EVC)

The school's Educational Visits Co-ordinator is Ian Thomson-Smith.

The EVC will be fully conversant with the LA's Handbook for Educational Visits.

Group Leader

The Group Leader will comply with the requirements outlined in the LA Educational Visits Code of Practice. As such every Group Leader must be conversant with the LA's Handbook for Educational Visits.

The Group Leader will ensure that the planning checklist is completed using 'Evolve', the online notification system, and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Group Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place. This may include a parent meeting prior to a residential taking place.

The Group Leader named for each visit will have overall responsibility for the visit whilst it is underway.

The Group Leader will liaise with the EVC throughout the planning and preparation of their trip.

The Group Leader will review their trip and where action will be necessary on subsequent occasions provide details of their review to the EVC.

Supervisory staff

All staff assisting with supervision on any trip will be conversant with the LA Handbook for Educational Visits and will be aware of the Code of Practice and Guidance.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Group Leader.

Staff will feedback information to the Group Leader to enable a full review of the trip to be completed.

Arrangements

Proposals

The Group Leader will submit a proposal to the Headteacher within the following timescale for each category of visit.

Category	Latest date for submission to Headteacher
1	No later than 1 week
2	No later than 3 weeks
3	No later than 5 weeks prior to the visit taking place
4	No later than 7 weeks
5	No later than 7 weeks

The LA proposal and notification form EVH 1 must be completed online.

The means of complying with the requirements outlined in the LA planning checklist must be outlined.

Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions.

Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details.

Where coach or minibus travel is to be used it must be in accordance with LA regulations.

Notification

Notification will be made using 'Evolve', the online notification system.

Notification to the LA will only be allowed after the Governing Body and Headteacher are satisfied that the online form has been fully completed and that any requisite additional information is attached and they have signed all relevant documentation.

The Group Leader is responsible for sending the notification to Leeds City Council.

The Headteacher will ensure that the Group Leader carries out this task.

Undertaking the visit

Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a risk assessment made prior to the alteration taking place.

A record must be kept of all such instances for evaluation and review purposes. Any accidents or near misses that occur during a visit will be reported to Education Leeds using the forms CF/50 and/or CF/50a upon the return of the group to school. Forms available from Headteacher.

Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team at Leeds City Council.

Monitoring

The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard. On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.

The school may also request Education Leeds Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

Evaluation and Review

The evaluation form EVH 7 will be completed by the Group Leader at the end of category 3, 4 and 5 visits.

The Group Leader will pass evaluation onto EVC who will send a copy of the EVH 7 to Leeds City Council for all category 3,4 and 5 visits.

A copy of the EVH 7 should be sent to Leeds City Council for a category 1 or 2 visit where any issues arise that may affect other schools using the locations or facilities.

Every visit will be reviewed by the Group Leader.

The results of any evaluation and review process will be given to the Headteacher.

The Headteacher's report to the Governing Body via Pupil and Personnel Committee will include evaluations and reviews for visits undertaken.

The evaluation and review report will be maintained in the school's educational visits file for reference.

References to other school policies.

Please refer to **Charging Policy**.

Signed Chair of Governors:

Date:

Signed Headteacher:

Date: