

# Educational Visit Policy



Community First  
Academy Trust

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## **Educational Visits Policy**

### **Policy Statement**

The value of educational visits is widely acknowledged. The activities and experiences provided are often some of the most memorable and remain with young people for life. All academies are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

In our Academy we seek to ensure that the National Curriculum is delivered to all students, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our students, we also offer a range of educational visits and other off-site activities that add to what students learn in school. All visits and activities will follow guidance issued by the DfE regarding Safeguarding of Children.

### **Definitions**

#### **EVC**

Educational Visits Coordinator – liaises with the member of staff in charge of the educational visit to ensure that appropriate guidance is followed. This includes the completion of the required Off-Site documentation and completion of risk assessments that ensure control measures are in place for any identified hazards for both staff and students.

#### **Risk Assessment**

A risk assessment is a dynamic living process – not a piece of paper filed away somewhere. It should go with you on the trip. The risk assessment is a careful examination of what, in the course of your work, could cause harm to people. The aim of the risk assessment is to make sure no one gets hurt.

Every risk assessment must cover these five steps:

1. Identify the significant hazards
2. Decide who may be harmed and how.
3. Evaluate the extent of the risk and decide whether control measures are adequate or more should be done
4. Record significant findings
5. Monitor and review

*The EVC keeps records of visits and records of staff qualifications etc, so many trips can be done as a “repeat” and are very straightforward.*

#### **Visit Information**

All schools visit information should be kept for a minimum of six years. However, in the rare case of when there has been a difficulty on a trip e.g. an accident this information should be kept indefinitely. The member of staff leading the trip should also make an entry in the Academy's accident book on return to the Academy as a health and safety requirement.

#### **Notice Periods**

Overnight stay/travel outside the UK/hazardous/adventurous activities requires at least ONE TERM'S notice and must be approved by the Board of Directors.

When planning a visit there is a lot to think about and this is where the EVC is available to help and advise you should you require.

All visits will need to be agreed by the Head of School with adequate notice given and initially discussed with the Educational Visits Co-ordinator.

### **Emergency Plan**

Where applicable the following should be included:

- Full address and contact of venue/accommodation
- 24 hour contact details for group leader/Academy representative/Head of School/travel agent (if applicable)
- Summary sheet giving details of all group members (students and adults), including; name/emergency contact details/cascade arrangements/special needs/medical needs.
- Take an Academy mobile phone and leave the number with reception. If the trip is out of hours leave number with a member of SLT and the Educational Visits Co-ordinator.
- Permission must be given to take part in swimming or watersports.
- Are first aid arrangements adequate and is someone on the trip first aid trained.

### **Principles**

The National Curriculum defines what we teach the students in school.. In addition the Academy is keen to support educational visits and off-site activities. We plan activities as the Academy year progresses, and inform parents of these via letters.

Visits and activities usually take place within the Academy day and follow the guidance for Educational Visits. Staff wishing to organise trips should liaise with the EVC if there are any queries.

We ask parents to give written permission for their child to take part in any activity that takes children off the Academy site. If we do not receive this written permission, the child will be unable to participate. In addition to this, dependent on the nature of the trip, parents / carers are asked to complete an Emergency Contact Form together with Medical Information.

Please also refer to the Academy's Health & Safety Policy.

### **Scope and responsibilities**

1. Before any trip/visit can go ahead the first step is to obtain permission from the Head of School.
2. Next you will need to have your letter to parents and permission slip checked by a line manager or member of SLT who will offer you help and advice and try to remind you of anything you may require, and will also confirm that it complies with Academy policy.
3. A permission slip from parents is required for all trips. Please remember at this stage you may also need parents to provide you with any medical information on the consent form.
4. If your trip is going to be all day or over lunchtime, a member of the admin team will need to be notified in order to arrange for packed lunches to be ordered.
5. If transport is required, then a member of the admin team will be able to arrange this
6. Any financial implications from the trip should be approved by the Head of School and the relevant requisitions raised.

### **First Aid on Trips**

Ideally a qualified First Aider should be in attendance on all off-site activities. In the absence of a First Aider an Appointed Person should be allocated. An Appointed Person is someone who takes charge when someone is injured or becomes ill, looks after the first-aid equipment and ensures that an ambulance or other professional medical help is summoned when appropriate. Appointed Persons are not First Aiders. They should not give first aid treatment for which they have not been trained. However, teachers or other staff in charge of students are expected to use their best endeavours at all times, particularly emergencies, to secure the welfare of students. In general, the consequences of taking no Action are likely to be more serious than those of trying to assist in an emergency.

A record will be kept of any treatment given by First Aiders or Appointed Persons and handed to the office upon returning to Academy.

### **Curriculum Links**

All educational visits and activities support and enrich the work we do in school.. (There are also a number of people who visit the Academy to support our work). Some visits relate directly to areas of learning, whilst others relate to all our students. We also have regular visits from our community police officer and health workers. These visits support the personal, social and health education of our students.

### **Residential Activities**

Students may have the opportunity to take part in a residential visit. When this activity is in Academy time it will be linked to the National Curriculum.

The residential visit enables students to take part in outdoor and adventure activities. All specialist activities are undertaken with qualified instructors.

The EVC will liaise with the member of staff in charge of the educational visit to ensure that statutory and school guidance is followed. This includes the completion of the required Off-site documentation and completion of risk assessments that ensures that control measures are in place for any identified hazards for both staff and students.

### **Monitoring and Review**

The Head of School is responsible for the effective implementation of this policy.

The Trust's Local Governing Body will review this policy annually.

## Visit Leaders Planning Checklist

This checklist is a tool to assist the EVC and Group Leader to plan a proposed visit and can be used as a formal record for the Head of establishment to ensure;

- The health, safety and wellbeing of young people and staff.
- The maximum educational value to children and young people.
- Effective management, planning, organisation and leadership.

### Visit Leader

Is there a clearly identified Visit Leader, sufficiently experienced and competent to assess the Risks and manage the proposed visit activity?

If required, is there a named deputy leader?

Has the visit leader retained copies of all relevant information, medical needs, documents and forms and copies passed to the Head of establishment?

### Purpose

Is there a clearly defined purpose for the whole program and any of its constituent parts appropriate to the range and ability of the young people?

### Risk assessment

Has the group leader assessed the risks involved in all aspects of the visit/activities including travel, the venue, relaxation time, environmental, ability of the young people and recorded the significant findings?

### Location

Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group?

### Advice

Have you sought advice from someone with expertise or technical competence where there is uncertainty about safe practice?

### Approval

Have the Head/Chair/Directors been given all relevant information and their approval obtained?

**Venue**

Does the visit involve hazardous activities booked through commercial, charitable or other external providers?

Has the group leader made a preliminary visit to the venue/centre to check arrangements?

If this is not possible, the group leader must gather as much information as possible in the area to be visited from reliable sources.

Is there a contact name, address and contact number known for the proposed venue?

**Staff**

Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced/competent to do so? Have a qualification been checked?

Have members of staff or adult volunteers been vetted, (DBS) regarding child protection?

Does the number of staff where necessary include both male and female supervision?

**Staff/Pupil Ratio**

Does the group ratio have an acceptable staff/pupil ratio for the proposed activity?

Do management plans and staffing ratio's reflect the support of those pupils with specific needs?

**Parental Consent**

Have parents been fully informed on all aspects of the visit through written communication and/or formal briefing meetings?

Has parental consent been obtained for the visit as a whole and for any hazardous activities that are planned?

**The Itinerary Program**

Do young people and staff have the appropriate clothing and equipment necessary for the Proposed activities and allowing for a range of weather conditions?

If not, will the provider be offering additional suitable clothing and equipment to undertake the activity?

Are the young people prepared for and physically capable to take part in the activity?

**Organisation**

Are sufficient staff aware of special dietary and medical needs for the young people and/or staff within the group, attending the visit?

Have all relevant people within the school/organisation been informed/considered with regards to the visit?

Have staffing implications been considered; Lesson cover? Duty cover?

Have suitable and sufficient first aid arrangements been made?

If relevant, have the kitchen staff been informed of the visit?

If required have lunches been booked?

Has the trip been entered into the school/projects calendar / diary?

Have you informed the EVC?

### **Transport**

Is appropriate and road worthy transport available?

Are there suitable and sufficient drivers for the duration of the planned journey?

Are drivers licensed to drive the type of vehicle? (Minibus – Licence D1 required)

Will departure and return times be made known to staff, young people and parents.

Is there a contingency plan (Plan B) in the event of a delay, incident or early return?

If using a travel agent or company have appropriate checks been undertaken to validate them?

If self-drive, has the vehicle been inspected, documents checked to prove its road worthiness?

Is the vehicle suitable for its purpose?

Is a trailer or baggage vehicle required? (If so does the driver have the correct licence)?

Is it necessary to hold a meeting for parents to inform them of the visit arrangement?(Residential)

### **Finance and Insurance**

Have adequate arrangements been made to finance the visit and manage the finances?

Have the following financial implications been considered;

- Insurance.
- Transport.
- Toll fees.
- Accommodation and food.
- Activity passes.

Has permission been obtained from the Head/Directors/Managers to proceed?

Have suitable and adequate insurance cover been obtained to cover all possible situations. Including medical repatriation?

Have all members of the party been considered including medical history, when obtaining insurance cover?

### **Briefing for Young People**

Have a briefing(s) been given to the young people and staff involved to raise their awareness and develop ownership of the visit.

Briefing to include;

- Code of conduct.
  - To include personal behaviour, music equipment and mobile phones, etc.
- Appropriate clothing and equipment.
- Rendezvous procedure.
- Safety of the activity. Personal items, etc.
- Significant hazards.
- Grouping for study or supervisory purposes.
- Recall and emergency procedures.
- Relevance to prior and future learning.

### **Briefing for Staff**

Will the group leader also brief adults and voluntary assistants?

Briefing to include;

- Purpose of the visit.
- Defined roles and responsibilities of the named staff.
- Standards of behaviour from the young people.
- List of names pupils allocated to each group.
- Careful supervision, to cover the whole period of the visit.
- Regular checking of participants.
- How much help to be given to the young people in their tasks.
- Communication procedures.
- Anticipation of hazards and the nature of the activities.
- Option to STOP an activity if they feel it is unsafe/not within the ability of the pupil.
- Emergency procedures in the event of a serious incident.

### **Emergency Contacts**

Have the named points of contact been identified at the school in the event of an emergency. Who has a list of group members, including staff and a program of events?

Are sufficient people aware of the procedure and relevant phone numbers in the event of an emergency?

### **Preparation and Communication**

Is there adequate time and opportunity to prepare for the visit and the activities to be undertaken?

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

### **Crisis Management**

Is there a contingency plan (Plan B) in place?

Consider the following:

- Bad weather preventing activity going ahead.
- Change in accommodation.
- Change in transport arrangements.

- Change in timetables.
- Illness amongst the party requiring a visit to hospital/return home.
- Poor or bad behaviour of students resulting in police action.