



Educational Visits Policy

Review Period: 3 yearly – Summer Term

Review By: Leadership Group & C&C

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SHS - Educational Visits Policy

The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its students.

Aims & Purpose

- To use educational visits, residential trips, and other off-site activities to:
 - allow opportunities for all students to enrich their cultural, environmental, linguistic, historical, scientific, technological, spiritual, and sporting experience and to raise awareness of diversity and promote community cohesion.
 - encourage students to be open to new experiences and to develop a spirit of enquiry and a sense of wonder about the wider world.
 - encourage students to explore and appreciate the local, national and international community.
- To ensure the safety and wellbeing of students and staff during all off-site activities.
- To ensure that the range of trips and visits offers opportunities for all students to participate and that the inclusive principles of the school's equality policy are implemented in a proactive way.
- To ensure that there is an appropriate balance between the benefits of off-site activities and educational visits and the need to protect the continuity of teaching and learning within the normal timetable.

Approvals

The Governing Body, Leadership Team and Staff believe that the safety of students and staff is paramount and for this and other reasons, meticulous planning and organisation are essential. The procedures for planning school trips seek to ensure that pupils and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare. The procedures should be followed at all times by all concerned.

The School has formally adopted, through its Governing Body, the National Guidance for the management of outdoor learning, as detailed at <http://oeapng.info/guidance-documents>, in conjunction with guidelines published by the Health & Safety Executive and the Department for Education.

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher & the Leadership Team. The Headteacher has nominated Lynda Wall as the Educational Visits Coordinator (EVC), the Governing Body has approved this appointment and the EVC has received training by relevant approved bodies.

Before a visit is advertised to parents initial approval will be sought from:

- the Leadership Team and the EVC for Category A & B activities*.
- above + the Governing Body and the Headteacher for Category C activities*.

*** see supporting table "Categories for Offsite Visits"**

The EVC will approve the completed plan and risk assessments for the visit before departure.

This will be undertaken using an Offsite Activity Proposal Form and EXEANT as the online planning and approval system.

All off-site activities and educational visits will need the approval of a member of the Leadership Team as documented by a signed Offsite Activity Proposal Form.



Roles & Responsibilities

The Governing Body must:

- ensure that policies are in place and that guidance documents are being translated into working systems.
- appoint a specific member of The Body to oversee and monitor this policy. The Health and Safety Committee chair will monitor this policy.
- ensure that the Governing Body has its own systems in place to support this process.
- have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

The Headteacher must:

- be familiar with, and understand, the contents of this policy.
- ensure that the management of visits and ventures meets the regulations and guidance offered by the HSE, National Guidance, the DfE and others, as well as conforming to the establishment's own health and safety policy.
- ensure that the Governing Body is kept appropriately informed.
- ensure that all staff are aware of the details of this policy, related procedures and any guidance documents referred to herein.
- will support the EVC in assessing the suitability of Visit Leaders and accompanying staff.
- ensure that Visit Leaders are fully supported in the tasks required to arrange a visit.

The Educational Visits Coordinator must:

- be suitably trained and qualified.
- be familiar with, and understand, the contents of this policy.
- be involved in educational visit management in order to ensure that guidance and regulations are followed and to confirm that adequate risk management strategies are in place.
- oversee the trip logging system, Exeant.
- be able to confirm that the leadership of the visit is appropriate and to check staff competency and qualifications, this to include accompanying staff and volunteers.
- provide information on the training of leaders and volunteers, and provide support for staff and volunteers new to the visit planning process.
- ensure DBS clearance has been received for all staff and relevant volunteers.
- ensure that liaison with parents and obtaining consent are effective.
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the Senior Leadership Team should an emergency occur.
- ensure that the establishment records incidents and accidents (including 'near misses').
- use and apply suitable record keeping practices.
- monitor and review what is going on, establishing a clear picture of current practice.
- be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.
- ensure that any use of pupil information complies with the Data Protection & E-Safety Policy.

The Visit Leader must:

- be suitably competent and knowledgeable about the establishment and its policies and procedures.
- be familiar with, and understand, the contents of this policy.
- be suitably qualified, experienced and competent in leading the Visit.
- be approved to carry out the visit.
- have carried out an exploratory visit to the venue(s) if possible.
- calculate the costs involved, considering:- transport, entrance fees, activity costs, residential costs, insurances, photocopying and teaching cover.
- obtain approval for the visit, as per the process outlined within this policy.
- follow appropriate procedures* whilst organising the Visit.



- plan and prepare for the visit, referring to National Guidance where necessary.
- make all bookings via the schools' Finance Assistant, in order to maintain a financial 'paper trail'.
- Identify significant risks from any activity that is under their control, complete risk assessments and devise risk management strategies where necessary, taking appropriate steps to ensure all participants are safe.
- understand that risk assessment is an ongoing and flexible process.
- ensure that staffing ratios are suitably compliant with National Guidance and gender balanced where possible.
- ensure that accompanying staff have seen all relevant risk assessments and strategies prior to the trip, and that they have been fully understood.
- ensure that accompanying staff are suitably qualified.
- where external providers are used, carry out appropriate checks, seeking assurances about health and safety, and any accreditation or licensing before committing the school to the contract. Areas of responsibility, with respect to all activities involved, must be clarified in advance.
- ensure that where the school minibus is being used, drivers are fully aware of the school policy in relation to its use, and are fully qualified to drive it.
- ensure that parents are suitably informed, have the opportunity to attend open meetings about any residential trips, and can ask for clarification of any aspect of the itinerary or organisation of the visit.
- make parents aware of the schools' expectations of them, as detailed in this policy.
- ensure that written consent is obtained from parents/carers where appropriate, and that they are kept fully informed as to the activities involved and the whereabouts of their child at all times.
- ensure that monies received from parents are recorded centrally via main reception. The responsible person is Mrs Louise Grubb.
- have enough information on the staff/pupils taking part in order to assess their suitability for the visit or specific activity.
- ensure that the necessary First Aid requirements are in place.
- enter full details of the trip, with accompanying forms and documentation, on to Exeant, the school trip logging system prior to departure.
- define the roles and responsibilities of other staff/providers and the young people, and ensure effective supervision of what they are expected to do (including external providers).
- ensure the leaders and others have details of the pupil's special educational or medical needs.
- ensure the leaders have details of the establishment base contact.
- be aware of the steps to take, should an emergency situation arise.
- carry a working mobile telephone.
- ensure that 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.
- consider stopping the visit if the risk to the health and safety of the staff/young people is unacceptable and have in place procedures for such an eventuality.
- **ensure that final approval has been granted before departure.**
- maintain a Duty of Care amongst everyone involved throughout the Visit, acting accordingly.
- fully evaluate the visit upon return to the school using EXEANT.

Accompanying Staff must:

- be suitably competent and knowledgeable about the establishment and its policies and procedures.
- be familiar with, and understand, the contents of this policy.

Parents/Carers must :

- provide the Visit Leader with emergency contact number(s).
- sign the consent form.
- give the Visit Leader information about their child's emotional, physiological and physical health which might be relevant to the visit.
- make payment where necessary and appropriate.
- support the school in making it clear to their child, what the expected 'code of conduct' will be for the duration



of the visit, and understand that if their child's behaviour causes concern for their safety, or that of others, they may be withdrawn from the activity/visit.

The Pupils must:

- not take any unnecessary risks with themselves or others.
- follow the instructions of the Visit Leader and other supervisors including those at the venue of the visit.
- dress and behave appropriately and responsibly at all times.
- be sensitive to local codes and customs.
- have an awareness of anything that might hurt or threaten anyone in the group and inform the Visit Leader or supervisor if such a thing is identified.

Emergency Procedures

The school will appoint a member of the Leadership Team as the emergency contact for each visit. The appointed person will ensure that they remain contactable at all times during the Visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

Details of the incident will be recorded by the Base Contact and the Visit Leader/Supervising member of staff, detailing a description of events leading up to the incident, what happened, any action taken and times etc.

The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency contact via EXEANT or otherwise, including contact details of parents and carers, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Charging for Activities and Visits

The school will comply with the DfE guidelines in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Monitoring & Review

Post visit evaluations will evidence the effectiveness of the arrangements for off-site activities, and the outcomes for pupils. Adjustments to procedures and recommendations for subsequent visits will be made, if deemed necessary, to ensure that 'learning outside of the classroom' at Studley High School continues to be educationally effective and safe.



Categories for Off-Site Activities

Category A	Category B	Category C
<p>Regular and routine day visits/activities with no additional significant hazards. E.g. Low level risk activities undertaken in the local area. Theme parks and similar visitor attractions.</p>	<p>Day visits with no adventurous activity. E.g. Low level hillwalking Cycling on minor roads Canal path walk Camping – lightweight involving no category C activities Orienteering in local parkland/small woodland (good geographical boundaries) Indoor/Artificial rock climbing Larger town visits Large conference venues or similar environments</p>	<p>Residential, Overseas or Adventurous activities. E.g. Twinning/Exchange visits Residential – Educational establishment organised/led adventure or field studies Residential – adventure activities including those through the use of providers Field Study in remote/wild/mountainous terrain River/Seaside studies – in or directly by water Cycling on main/busy roads Larger city locations Motor activities Cave/Mine exploration Air activity All types/levels of D of E expeditions High level hill/mountain walking Rock climbing/Abseiling Mountain biking Orienteering in forests/wild/mountainous terrain Skiing/snowboarding Unconventional Activities Gorge scrambling Sea level traversing Improvised rafting Canoe/Kayaking White-water rafting Sailing/windsurfing Sub-aqua outdoors Open water swimming Remote pony trekking</p>