

EDUCATIONAL VISITS POLICY

Education Services

Policy Control/Monitoring

Educational Visits Policy	Issue date: May 2019	Version No: 2.0
Status: <i>Approved</i>	Review date: May 2021	Page 1 of 9

Version:	V0.2
Approved by: (Name/Position in Organisation)	Carole Harder CEO
Date:	May 2019
Accountability: (Name/Position in Organisation)	Heads of Educational Services
Author of policy: (Name/Position in organisation)	Jo Reece Proud Head of Hedley's College
Date issued:	June 2015 (V0.1)
Revision Cycle:	Bi-annually
Revised (Date):	May 2019
Target audience:	All education staff with direct contact with children and young people
Amendments/additions	May 2019 JRP included reference to PHF Using images of people and consent procedure.
Replaces/supersedes:	V0.1

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<p>Associated Policies: (insert hyperlinks)</p> <p>Associated National Guidance</p>	<p>IT Policy</p> <p>Behaviour Policy</p> <p>Bullying Policy</p> <p>Child Protection Policy</p> <p>Adult Protection Policy</p> <p>Health & Safety Policy</p> <p>Using images of people and consent procedure.</p>
<p>Document status</p>	<p>This document is controlled electronically and shall be deemed an uncontrolled documented if printed.</p> <p>The document can only be classed as 'Live' on the date of print.</p> <p>Please refer to the staff login section of the internet for the most up to date version.</p>

Equality Impact Assessment

This document forms part of Percy Hedley's commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment and pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

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Version Control Tracker

Version Number	Date	Author/ Title	Status	Comment/Reason for Issue/Approving Body
1.0	5/7/15	Katie Murray Head of PHS	Approved	Regulatory requirement
2.0	20/5/19	Joanne Rees- Proud Head of HC	Approved	Regulatory requirement

Roles & Responsibilities

The following roles will have specific areas of responsibility for this policy:

Role	Responsibility
Chief Executive	Overall responsibility
Heads of Education Services	To ensure the appropriate the deployment of this policy and to ensure that this policy is kept up to date in accordance with current regulations, legislation and guidance.
Pupils, Parents and Staff	Adherence to this policy.

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1. Introduction

Educational visits are seen as an integral part of each pupil's/student's learning experience.

2. Purpose

Purpose of Outings

- To encourage learning through real life experiences in order to develop vocabulary and concepts together with socially acceptable behaviour and social awareness, e.g. road safety.
- To provide experiences related to specific curriculum and continue socially acceptable behaviour and awareness.
- To support independence.

3. Scope

This policy is applies to all members of the school community (Teachers/Tutors, Therapists, Support Staff, Parents, Pupils and members of the schools' Governors).

4. Roles & Responsibilities

The class teacher/team/tutor should provide senior staff with an outline of any proposed visit/outing to include:-

- Purpose of visit
- Pupils involved
- Staff involved
- Place of visit
- Timescale involved
- Method of transport (walking ,education transport or public transport)
- Costs involved
- Parents/carers should be fully informed of the value and arrangements for full day activities.
- Any residential trip requires written permission from parents to allow their child/young person to attend.

Staffing

Ratio of Staff/Volunteers/Adults to Pupils

- This will depend upon the age, SEND, ability, behaviour and mobility of the group. For pupils/students who need to use a wheelchair a one to one ratio will usually be required.

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- In KS1/Early Years a ratio of 1:2 is desirable. In cases of unpredictable behaviour it is essential to have the availability of one to one supervision.
- Educational visits are usually staffed by the core team comprising teacher/tutor, support staff assistants, therapists.
- Small groups of pupils/students working on life skills for personal independence will be supervised by the appropriate number of staff determined by the team and a senior member of staff according to the number of pupils/students and their abilities.

5. Principles

Only staff who are employed by Percy Hedley Foundation can organise school outings. These are planned by class/tutor teams staffed by teachers, tutors, therapists and support staff assistants, with additional help from parents, students or volunteers where necessary.

In the event of any delay affecting the return to school/college at the specified time, staff must inform school/college of the reason for the delay and planned action to remedy this. School/college can then inform taxi drivers and parents. It is then the responsibility of the staff accompanying the group to ensure that each pupil/student arrives home safely.

5.1 School/college Transport

a) Availability and Booking

Education transport must be booked as far in advance as possible with the Transport Supervisor, who will allocate transport according to the size and needs of the group.

Whereas some classes/groups have regular commitments requiring transport, staff are asked to be flexible when special events or occasions add to the pressures of availability of school/college transport.

b) Safety

There should always be sufficient members of staff to ensure that acceptable behaviour is maintained and that pupils/students are safe at all times.

It is the responsibility of staff to ensure that pupils/students are sitting safely throughout the journey and that all restraints, wheelchair clamps etc., are used.

Risk assessments are carried out in line with policy.

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N.B. Staff should familiarise themselves with the Foundation's Health and Safety Documentation.

c) **Communication**

There is a mobile telephone available for staff to take on a visit. This is available from the school/college admin office.

5.2 Medical Information

The class/tutor team should all be familiar with the medical conditions of the pupils/students for whom they are responsible.

A designated member of the class /tutor team should be responsible for organising all medication required by individual pupils/students throughout the duration of the educational visit and ensuring that this is administered appropriately.

Medical cards carrying specific information in the event of an emergency, for each individual pupil/student, should be collected from the general office and must accompany the class group at all times - this is especially important if the group divides for part of the visit.

First aid boxes are available in all education vehicles. Additional equipment can be obtained from the school/college surgery on request.

N.B. Specific information in relation to management of asthma, epilepsy and diabetes can be obtained from the nursing team on request and staff working with these pupils must be aware of the implications of their conditions. The nursing team will advise on any issues concerning the health of pupils/students on school /college trips.

5.3 Costs

A breakdown of costs of all educational visits needs to be approved by the Senior Management Team (SMT) in advance. This should include cost of transport, meals, entrance fees etc., for all pupils and staff involved with the visit.

5.4 Meals

The Cook should be informed of all educational visits in advance in order to make alterations to the school/college dining room arrangements as necessary.

If packed lunches are required these should be requested at least two weeks in advance and any special dietary requirements made clear.

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6. Monitoring & Review

Overall responsibility for the operation of the procedure lies with the Head Teacher or College Principal. The effectiveness of the procedure will be formally reviewed and monitored as a minimum on a bi-annual basis to ensure that it continues to meet the requirements of The Foundation, the specific service area and that it reflects best practice and statutory legislation as appropriate.

7. Associated Policies & References

IT Policy

Behaviour Policy

Bullying Policy

Child Protection Policy

Adult Protection Policy

Health & Safety Policy

Using images of people and consent procedure.

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