

Educational Visits Policy

Review date: April 2024

Review by: Finance and General Purposes Committee.

Final Approval: Finance and General Purposes Committee

Academy Context

The Core Values of the Academy which relate specifically to this policy state that we are working together to form relationships based on:

- **Responsibility** - everyone is expected to understand the consequences of their actions
- **Truth** - everyone is required to be honest and to communicate in a positive manner
- **Justice** - everyone is entitled to be treated fairly and to promote the self-esteem of others
- **Faith** - everyone is invited to develop their understanding of Christian belief, worship and lifestyle.
- **Compassion** - everyone is encouraged to be generous in their concern for others

Such values contribute to the academy's common purpose of "Striving for high quality education with a strong Christian ethos".

Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the academy Data Protection Policy.

Context

Bishop Stopford School believes that the students' education is enriched significantly by the opportunities educational visits offer. The same level of professionalism will be adopted on both a day trip and residential trip as in day-to-day school life.

This policy should be read in conjunction with the academy's Educational Visits Procedures and Critical Incident Policy.

The Headteacher, SLT and governors are committed to ensuring:

- The risk assessments will focus attention on real risks;
- Proportionate systems and procedures are in place and followed to ensure that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- Those planning the trips are properly supported to ensure that staff can readily check if they have taken sufficient precautions or whether they should do more.

Principles

Trips should have either a clearly stated valid educational purpose or should represent a genuine enrichment opportunity. The Headteacher and Governors must be sure that the purpose of the trip is sufficient to warrant the effort put into organising it and the money spent on it by both the academy and parents.

- The academy will do everything in its power to prevent financial loss from trips by having adequate budgetary planning.
- Students may be refused participation on a trip if there is evidence that their behaviour does not meet required standards - or that they will pose a high risk to themselves or others on the trip which cannot be mitigated. Parents will be informed if and why their child is refused a place

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and of their right to appeal.

- When it is anticipated that more students will apply than there are places, a fair means of selecting students will be used. This will include prioritising students with SEND and disadvantaged students and will be published in the launch letter for relevant trips and visits.
- The academy will prioritise student and staff safety and ensure that protocols are in place for reporting safeguarding concerns, [including contact details for a member of SLT].
- The financing of all trips will comply with the academy's Charging and Remissions Policy.

Responsibilities

Governors

- Ensure the health and safety of all people involved in educational visits.
- Ensure the aims and objectives of every visit conform to the academy wider curriculum aims.
- Ensure that the Headteacher/Educational Visit Coordinator show how their plans comply with regulations and guidelines, including the Health and Safety Policy, and that the Group Leader reports back after the visit on key factors.
- Ensure that they are informed about and assess routine visits well in advance, and in particular, those visits which involve an overnight stay or travel outside of the UK and hazardous or adventure activities.
- Ensure the students are well supervised and the visit is well planned so that students, staff and others are kept free from harm.
- Approval of policy

Headteacher

- Ensure suitable and sufficient risk assessments are completed for all educational visits, and all risks are assessed and controlled.
- Appoint an Educational Visits Coordinator and provide them with suitable training and information.
- Ensure that the Educational Visits Coordinator and Group Leaders are competent to fulfil their role.
- Carry out due diligence checks and authorise visits when all the requirements set in this Policy are met.
- Ensure that the policy is implemented.
- Ensure that all academy visits comply with the governing body and academy regulations.

Educational Visits Coordinator (EVC)

- Ensure that the planning and approval of off-site visits are structured, and to help fulfil its health and safety obligations for visits, and support the Headteacher.
- Ensure that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance with this Policy and other relevant regulations and should only authorise visits when everything is fully in place.
- Advise when the contents of this Policy need to be updated.
- Assist Group Leaders in meeting their responsibility for the preparation, supervision and conduct of the visit.
- Ensure that all people going on a visit are appropriately vetted, and careful consideration should be given as to whether voluntary helpers are engaging in Regulated Activity. If so, they should be required to have a Disclosure and Barring Service (DBS) Enhanced check with barred list check. Regulated Activity includes taking sole responsibility for a group of children, or participating on a regular basis.
- Ensure the appropriate insurance cover is in place.
- Support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits and with approval and other decisions. The competence of the Group Leader is the single most important contributory factor in the safety of participants. The EVC will consider the following when assessing the competence of a member of staff to lead a visit: -
 - a) What experience has the leader in leading or accompanying similar or other visits?

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- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Does the leader have the ability to manage the pastoral welfare of participants?
- e) Does the leader exhibit sound decision-making abilities?
- f) What experience has the leader of the participants he/she intends to supervise?
- g) What experience has the leader of the environment and geographical area chosen?
- h) Does the leader possess appropriate qualifications?
- i) If appropriate, what is the leader's level of skill in the activity, and fitness level?
- j) Is the leader aware of all relevant guidelines and able to act on these?

Trip and Visits Coordinator (TVC)

- Oversee the organisation of all trips and visits
- Keep records of all off-site activities
- Ensure all administration is completed prior to each visit, and that the appropriate documentation is in place during the visit itself.

Trip Leader

- Is conversant with this Policy, any other relevant policies and procedures, and DfE guidance on Educational Visits.
- Liaise with the EVC/TVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed, that safety measures are in place prior to the visit taking place and suitably manage the visit.
- Keep all the documentation relating to a visit they are leading as well as providing information for the EVC/TVC and provide all information required for the specific activity.

The information required will vary dependent on the trip. This will include the following for low-risk educational visits:

- a) Providing venue details or and being familiar with the visit location and centre;
 - b) Ensuring that all those accompanying the trip understand child protection issues;
 - c) General details of the activity for parents and students (a letter to parents);
 - d) Assess the students on the trip to ensure all specific medical needs are considered;
 - e) Liaising with the location/centre to inform them that a visit is planned for a specific date;
 - f) Ensuring that the Educational Visits Coordinator is suitably notified in order that transport can be organised (if required).
- Additional information and procedures are required for higher risk, out of hours visits and residential trips. This may include the following:
 - a) Parental consent forms;
 - b) Specific risk assessments of the activity/trip;
 - c) A completed Provider Form (Appendix 3) if the external provider is not in possession of a LoTC Quality Badge.
 - d) Risk assessments from the centre or activity provider;
 - e) Emergency contact details for students;
 - f) A suitability assessment of those students potentially completing visit (consideration for those with special educational needs). This will include students with a temporary change in circumstance, for example the use of crutches or a cast.
 - Ensure that all parents of students on their visit are provided with all the required information, which may include risk assessment information, and that any questions raised are answered prior to the visit taking place.

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- Be fully familiar with emergency procedures and contact numbers and assign a Deputy Group Leader as required to be fully conversant with all the visit information.
- Take overall responsibility for the supervision and conduct of the visit with particular regards to health & safety and to any limitations and restrictions imposed by the insurance policy.
- Responsible for reading and understanding the risk assessment and ensuring all other staff on the trip have read and understood the same;
- Ensure that each adult supervisor is aware of his or her responsibilities and that they have a clearly defined role.
- Ensure that each adult supervisor is made fully aware of the learning objectives and behavioral expectations of the visit.
- Prepare students for the visit.
- Refer to the Critical Incident Plan in the event of a serious incident.

Accompanying Staff and Volunteers

- Have a “duty of care” and take reasonable steps to ensure the health and safety of everyone in the group.
- Assist with supervision on the visit and be conversant with this Policy and the specific risk assessments for a visit.
- Ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- Ensure that once the visit has commenced, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Group Leader.
- Follow the instructions of the Group Leader:
 - a) Help to maintain control and discipline;
 - b) Be prepared to stop any activity if they feel the risk to health and safety is unacceptable;
 - c) Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment;
 - d) Inform the group leader if they are concerned about the health and safety of students during the visit.
- After the visit, provide feedback to the Group Leader to enable a full review of the visit.

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