

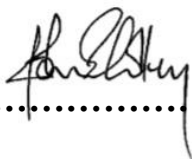


CAISTOR GRAMMAR SCHOOL

Educational Visits Policy

Approved by Full Governing Body on

Reviewed20th May 2019.....

Signed.....

Chair of Governors

CAISTOR GRAMMAR SCHOOL

EDUCATIONAL VISITS POLICY

1. Purpose of Policy

- 1.1 The purpose of this Policy is to ensure that all educational visits carried out by the School are planned and implemented in accordance with legal responsibilities and recognised good practice, in a way in which maximises the safety, learning and enrichment of Caistor Grammar School students, staff and volunteers.
- 1.2 This Policy will provide a framework of responsibilities and considerations which must be applied always in the planning and implementation of any educational visit.

2. Rationale

- 2.1 Well planned and executed educational visits provide our students with valuable experiences which will enhance their learning at school. Providing a variety of ‘real-life’ opportunities for our students enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good school practice.

3. Purpose of Educational Visits

- 3.1 An Educational Visit is defined as being any activity where a student takes part in an organised event, visit or activity which takes place away from the School premises at any time. This includes non-school curriculum and extra-curricular activities, including the Duke of Edinburgh’s Award Scheme.
- 3.2 Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus as part of a unit of work; alternatively, staff may decide to use an educational visit at any time during a project to enhance and support the curriculum or any other relevant activity. Wherever or whatever the venue, staff should ensure that the educational benefits to the students are maximised.

4. Policy Responsibilities

- 4.1 **Governing Body.** The School’s Governing Body role is that of a ‘critical friend’ and have overall responsibility for all Educational Visits.
- 4.2 **Headmaster.** The Headmaster has responsibility to ensure that all Educational Visits are approved, planned and carried out in accordance with this policy. The Headmaster has responsibility for authorising all visits on EVOLVE, and for submitting those that are overseas, residential or adventurous to the LA for approval using the EVOLVE system.

- 4.3 **Senior Leadership Team (SLT) Responsible Officer.** The designated SLT Responsible Officer will ensure that this Policy remains fit for purpose, regularly reviewed and updated as necessary as directed by the Headmaster.
- 4.4 **Trip Leader.** The Trip Leader has overall responsibility for planning, organising and running the Educational Visit in accordance with this policy. Trip Leaders have responsibility for ensuring that their visits comply with all relevant guidance and requirements, they should seek advice from the EVC where necessary.
- 4.5 **Educational Visits Coordinator (EVC).** The EVC has responsibility to quality assure that all trips are planned and carried out in accordance with this policy and any other requirements as directed by the Headmaster or SLT Responsible Officer. The EVC who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE and uploads generic school documents.
- 4.6 **EVOLVE** is responsible for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity.

5. **Staff Competence**

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headmaster will consider the following factors:

- Relevant experience
- Previous relevant training
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

6. **Supporting Policies**

- 6.1 This Policy should be read and implemented in conjunction with all other relevant School Policies including:
- Safeguarding
 - Health and Safety
 - Risk Assessments

- **Critical Incident** *The School has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.*
- Special Educational Needs (BJ)
- Equality and Diversity (CA)
- Behaviour (CC)
- Finance (FA)
- Mobile Phone Policy (GC)

7. **Planning and Organising an Educational Visit**

7.1 **Proposal.** All proposed educational visits/activities should be completed and submitted by the trip leader using the Green Form (**Appendix A**) to the Headmaster before making any commitments.

7.2 **Application**

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day. In addition to this Educational Visits Policy, Caistor Grammar School

- Adopts the Local Authority's document 'Guidance for Educational Visits and Related Activities with National Guidance and EVOLVE' (All staff have access to this via EVOLVE)
- Adopts National Guidance www.oeapng.info
- Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, LA policy and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

7.3 **Approval and Types of Visit**

There are three 'types' of visit:

7.3.1 **Visits/Activities within the 'School Learning Area' (25-mile radius of the school) that are part of the normal curriculum.** These follow the normal 'School Learning Area' Operating Procedures. A 'blanket' parental consent form is obtained at the start of each Academic Year (**Appendix B**). Trip leaders must check consent has been provided before students leave the site. All visits/activities must have prior approval from the Headmaster.

Fixtures: A fixture form is completed (**Appendix C**) and approved by the Headmaster. Once approved the EVC will enter on EVOLVE and submit to the Headmaster for approval.

7.3.2 **Other Non-residential visits within the UK that do not involve adventurous activity e.g. Visits to museums, theme parks, theatres.** These are entered on EVOLVE by the EVC. On completion of planning, the final trip details are submitted to the Head for approval via EVOLVE.

- 7.3.3 **Overseas, residential, or involve an adventurous activity.** All proposed visits in this category must be approved by the Governing Body via the Headmaster. These visits follow 7.3.2 above, but the Head then submits the visit to the LA for approval via EVOLVE.

7.4 Initial Planning

- 7.4.1 **Bookings.** Following approval of the trip, the Trip Leader should ensure that an initial booking is made through an appropriate ABTA approved Travel Company or accredited Activity Provider as necessary. See Visit Flowchart and LOtC form (**Appendix D/E**)
- 7.4.2 **Staff Absence.** The Trip Leader must ensure that all School employees, who have been provisionally identified to participate in the Educational Visit, have submitted a Blue Absence Form (**Appendix F**) to the Headmaster via the EVC and Cover Manager.
- 7.4.3 **Transport.** The Trip Leader must liaise with the EVC to make appropriate transport arrangements. This will include all arrangements for coach travel/use of the School mini bus/private vehicles.

School/hired self-drive minibus – Please refer to the Minibus Policy

*Use of Private Vehicles – When a participant is to be transported by a private vehicle, National Guidance is used. The driver must complete a Private Vehicle Form (**Appendix G**). Occasional business use insurance must be in place (as part of the EVC checklist) and policy details are available from the Finance Manager.*

- 7.4.4 **Finance.** The Trip Leader must develop an appropriate finance plan in order to fund the trip or activity and should liaise with the EVC and Finance Department as necessary. The finance plan must be approved by the finance department before any financial commitments are made.
- 7.4.5 **Administration Charge.** The Trip Leader must ensure that the appropriate school administration charge and parentmail fee is included within the finance plan and should liaise with the EVC to confirm the appropriate charge.
- 7.4.6 **Inclusion**
Under the Equality Act 2010, it is unlawful to discriminate against a disabled participant because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage.

However, the Equality Act does not require responsible bodies to place employers or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

- 7.4.7 **Parental Consent.** Parental consent is not required for activities within the School that are part of the normal curriculum during normal school time.

School Learning Area.

Consent is required for activities that take place within the School Learning Area which is a 25-mile radius of the school. The school obtains blanket consent at the start of each year for certain routine activities e.g. after school fixtures and within the specified 25-mile radius. Parents have the option to consent online via Parentmail. Parents must be informed in advance via parentmail if their child is scheduled to leave the school site.

Specific (one off) parental consent must be obtained for all other visits outside the School Learning Area. For these visits sufficient information must be made available to parents (via letters and correspondence on Parentmail) so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting online via Parentmail.

- 7.4.8 **Parent/Guardian Letters and Approval.** Letters sent out to parents/guardians should ensure that it is clear what a trip is offering, what is included in the price, insurance cover and what additional costs there may be. A draft itinerary should be included. Any selection criteria for the allocation of student places should be clear. Depending on the trip category and nature, the EVC will advise on what additional information will be required in the Parent/Guardian letter and any subsequent letters.

Approval. All proposed letters must be submitted electronically for approval by the Headmaster via the EVC prior to being sent. Once approved the EVC will ensure a copy is distributed via Parentmail. Letters are distributed every Friday with a Wednesday deadline for approval.

7.5 Administration

- 7.5.1 **Local Trips/Activities, Sports Fixtures and Day Trips.** The EVC will provide parent contact details, medical and dietary information for students to the Trip Leader. This information is obtained from forms distributed via parentmail (and can be sourced from the SIMs database) prior to the trip departing.
- 7.5.2 **UK Residential and Duke of Edinburgh's Award.** The Trip Leader should ensure that Medical/Dietary and Code of Conduct forms are completed for each student prior to departure. Forms are sent via Parentmail.
- 7.5.3 **Overseas Residential.** In addition to the requirements of 7.5.2 above, the Trip Leader should ensure that all students are in possession of a valid UK passport (minimum 6 months validity on planned date of trip return) and a European Health Insurance Card (EHIC) (European Union trips only).
- 7.5.4 **Non-UK Passport Holders.** The Trip Leader should ensure that any parent/guardian of a student in possession of a non-UK passport makes appropriate arrangements to ensure that their child holds all necessary documentation prior to travel. The Trip Leader should ensure that the parent/guardian is fully aware that any additional cost incurred will be at their own expense.

7.5.5 **Information Pack.** Each Educational Visit should have an appropriate information pack containing relevant information for the Trip Leader and Senior Leadership Team (SLT) contact, including student and emergency contact details.

7.5.6 **Educational Visits Checklist.** Caistor Grammar School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities and may be downloaded from EVOLVE resources (**Appendix H**). This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'Yes'

7.6 Risk Assessment

7.6.1 The Trip Leader is responsible for ensuring that appropriate Risk Assessments are produced for every Educational Visit. Risk Assessments must be reviewed and updated as appropriate. The Trip Leader and other supervisors should continually reassess the risks throughout the Educational Visit and take appropriate action if students are exposed to risk.

7.6.2 Risk Assessments should be completed in accordance with the School's Health and Safety and Risk Assessments Policies.

7.6.3 The Trip Leader should consider specific control measures which may be necessary within the Risk Assessment for each Educational Visit and/or Activity as necessary. These may relate to:

- Sex, age and ability of group
- First Aid provision
- Transport
- Type of accommodation
- Special educational Needs
- Disability
- Medical conditions
- Staffing/Supervisory requirements
- Nature of Educational Visit
- Activities undertaken
- Higher Risk activities (e.g. water-based and coastal activities)

7.6.4 The Trip Leader must submit all Risk Assessments via the EVC (for review) for approval by the Headmaster before any Educational Visit takes place.

7.6.5 The Trip Leader should ensure that all Supervisors are made aware of Risk Assessments for each Educational Visit prior to departure.

7.6.6 Staffing/Supervisory Requirements

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and the Head of Establishment, and where applicable is in accordance with the school policy approved by the Governing Body.

The visit leader, EVC and Headmaster must make a professional judgement regarding the number and suitability of staffing on an individual visit basis after consideration of the following factors:

- The type, level, and duration of activity
- The nature/requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and the prevailing/predicted conditions, if applicable.
- The contingency or Plan B options.

As a general guide the following minimum ratio of adults to students should be used:

- **Low Risk visit/activities 1:20**
(eg visit to local school)
- **Low Risk visit/activity by coach 1:15**
(eg visit to Lincoln University)
- **Low Risk visit/activity by self-drive mini bus 2:15**
(eg sports fixture)
- **Medium Risk visit/activity 1:12**
(eg day trip to London)
- **High Risk visit/activity (including residential & overseas) 1:10** (eg outdoor adventurous activity)

Vetting and Disclosure and Barring (DBS) checks. Staff and volunteers who work frequently or intensively with or have regular access to your people of vulnerable adults, must undergo an enhanced DBS check with barred check list as part of their recruitment process.

‘frequently’ is defined as ‘once a week or more’

‘Intensively’ is defined as ‘four or more days in a month or overnight’

Volunteers must be DBS checked and registered with the ‘update service’. A further DBS check must be carried out for any volunteer who has not been on site for 3 months and has not registered for the update service. The Finance Manager will confirm that a volunteer has a current and up to date DBS and this must be checked prior to the trip/activity.

During exchange/home visits, the School requires all those aged 16 and over and in residence to apply for a volunteer’s DBS via the finance manager at least two months before the exchange’s start date. The School follows best practice advice from the DfE.

7.6.7 **Adventurous Activities**

If the school is planning an adventurous activity, the Headmaster must ensure that the Trip Leader and other supervisors are suitably qualified to lead and instruct the activity before the Educational Visit is approved.

7.6.8 **Exploratory Visit**

The Trip Leader must consider completing an exploratory visit prior to undertaking an Educational Visit, which should be recorded within the Risk Assessment.

7.7 **The Educational Visit or activity**

- 7.7.1 Every Educational Visit must have a nominated Senior Leadership Team (SLT) contact who must be available ‘on call’ on a designated school mobile phone for the

whole duration of the visit. The SLT contact must ensure they have ready access to the Educational Visit Information Pack as required. The Trip Leader will secure a suitable SLT contact when planning the trip, however the EVC will assist if requested.

- 7.7.2 The Trip Leader must ensure they have access to a School Mobile phone, and any other means of contact/communication as appropriate for the duration of the Educational Visit.
- 7.7.3 The Trip Leader is responsible for ensuring that any photographs, videos and/or social media updates during the Educational Visit are carried out in accordance with the school's Safeguarding Policy.
- 7.7.4 Any potential critical incident or any other event which should be brought to the attention of the SLT contact must be actioned by the Trip Leader in accordance with the flowchart at (**Appendix I**) and the school's Critical Incident Policy.

7.7 Evaluation

The Trip Leader must ensure that an Educational Visits Evaluation Form (**Appendix J**) is completed. The EVC will upload the evaluation form to EVOLVE for future reference.

7.8 Recording

The EVC must ensure that details of all Educational Visits undertaken are appropriately recorded on the EVOLVE system.

Appendices:

- Appendix A – [Trip Proposal Form \(Green\)](#)
- Appendix B – [Blanket Consent Letter](#)
- Appendix C – Fixture Form (Red)
- Appendix D – Visit Flowchart - see page 5 - [Visit Flow chart page 5](#)
- Appendix E – [LOtC Provider Form](#)
- Appendix F – [Application for Absence \(Blue\)](#)
- Appendix G – [Private Vehicle form](#)
- Appendix H – [Educational Visits Checklist](#)
- Appendix I – [Accident/Incident flowchart](#)
- Appendix J – [Visits Evaluation Form](#)

Link to: [EVOLVE](#)
[2016 Lincolnshire Policy \(1\).pdf](#)
[OEAPNG - National Guidance](#)