



HEADLANDS SCHOOL
SINCE 1965

Educational Visits Policy

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Headlands School

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Contents:

Introduction
Rationale
Organisation
Roles and Responsibilities
Supervision
Charging for School Activities
Equality of Access
Curriculum Links
Residential Visits
Risk Assessments
Special / Medical Needs
Transport
Training
First Aid
Induction / Training of NQTs and New Staff
Insurance
Conduct / Behaviour
Communication
Emergency Procedures
Monitoring and Review
Records of Visits
Key Staff

Introduction

This document has been written to adhere to the LA's Educational Visit Code of Practice and Safety Guidelines.

http://eridingsuperceded.eastriding.gov.uk/educ_visits/guidelines.shtml#visits_guidance

nb these were last reviewed 1 February 2013 as at 15 February 2017 check

These guidelines provide comprehensive advice and support for the organisation of visits, and must be adhered to. The school's Educational Visits policy should also be read in conjunction with other relevant school policy documents, including:

- Safeguarding Policy / Framework including Safe Working Policy
- Charging and Remissions Policy
- Anti Bullying, Harassment and Discrimination Policy
- SEN policy
- Health and Safety Policy
- Management of Medicines Policy
- Equality Duty Statement

Rationale

We aim to offer students 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.

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 activities that add to what they learn in school.

Safeguarding students and staff is central to all activities within Headlands School; this extends to all trips and visits.

Organisation

The National Curriculum defines what we teach the students in school. This is the basis for the programme of learning for each class in each school year. In addition we plan for a corresponding programme of visits and activities each year.

Within each programme of work it may be appropriate for staff to plan educational visits and activities that support students' learning. We give details of these visits and activities to parents in advance. We plan other activities as the school year progresses, and inform parents of these in due course.

Any activity organised by the school which involves taking students off the school site, will be regarded as a visit and will be covered by this policy and supporting materials.

Visits and activities usually take place within the school day, and the Headteacher (or appointed person, if absent) approves all such visits in advance, with advice and support from the school's Educational Visits Coordinator. We follow the DCSF and LA guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes students off the school site. If we do not receive this written permission, the child will be unable to participate.

Roles and Responsibilities – General

All visits must be organised in line with LA guidelines and following the steps in the “Planning an Educational Visit” manual provided by the School.

Staff are advised to be familiar with The Code of Practice in the visits Guidelines Chapter CP6 page 21 onwards which can be found at eriding.net.

For all visits the Visit Leader is required to complete a ROVER form online and submit the form for checking and approval by the EVC (Educational Visits Coordinator) and Headteacher or appointed person and also to the Chair of Governors where applicable. For Category 3 and 4 and all Category A visits, the Rover form will automatically be forwarded to the LA. All staff who lead such visits have their own username and password.

The ROVER form will be subject to rigorous checking by the EVC before any approval is given by the Head teacher, EVC or Governor.

Curriculum visits are part of the responsibilities of the curriculum leader / Head of Department, who needs to ensure that the visit is appropriate and is being organised in accordance with these guidelines. It is essential that they are consulted in all aspects of the organisation of the visit, even if they are not taking part in it

Supervision

Effective supervision is of the utmost importance in maintaining the safety and welfare of the students on educational visits. The ratio of students to adults is dependent on age, type of visit and any specific additional Learning Need and follows the LA guidelines. Volunteers are carefully assessed and chosen only if deemed suitable.

Charging for School Activities

There are some circumstances when the school can make a charge for certain activities. The school has a Charging and Remissions Policy that details the full range of activities where a charge can be made. The group leader of each visit should ensure that a visit is carefully costed and budgeted for. The costs of the visit should be clear to all concerned, stating how much parents are being expected to contribute.

Equality of Access

All students must have equal access to visits that have been arranged for their target group, students cannot be refused access based on any disability or protected characteristic identified with the Public Sector Equality Duty Act. Appropriate and reasonable adjustments must be made to ensure access.

Curriculum Links

All educational visits and activities support and enrich the work we do in school.

Residential Visits

Staff must be aware when they are in residential accommodation that they must rigorously check for any possible hazards / risks / defects.

Risk Assessments

Comprehensive Risk Assessments, covering all areas of potential risk are also required for each visit. A set of generic risk assessments covering all possible visits are available through the LA website for Trips and Visits. Staff organising visits will access these to cover all aspects of the visits. An additional specific risk assessment is completed by the Visit Leader for each visit to record and share information about potential hazards and precautions that may be particularly noteworthy for that specific group, doing particular activities, at specific sites on that day. Completed assessments are checked / approved by the Educational Visits Coordinator and the Headteacher or approved person. All management of visits take into consideration the need to plan for an emergency and the procedure to be followed in the case of such an eventuality. All Visit Leaders should be issued with a guidance card regarding what to do in the event of an emergency, and have access to all parent contact details.

Special / Medical Needs

Any special / medical needs of students are collated by the Visit Leader and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid / medication, if deemed necessary. If specific medication is required, administering of such medicines must be agreed with parents / carers in advance and written consent obtained (see Management of Medicines Policy).

Transport

All coach hire must be approved by the LA Transport Services team, and have individual seat belts. We ensure that all students travelling by coach or minibus wear a seat belt.

Training

The school's Educational Visits Coordinator, Headteacher or approved person attend refresher training every three years provided by the LA. Advice and training for other staff involved in visits is provided by the Educational Visits Coordinator. All staff receive basic Child Protection / Safeguarding training annually, and have completed the LA online training.

First Aid

At least one member of staff with appropriate first aid training will accompany visits (exceptions may be made for short journeys to a venue which provides its own first aiders).

Accidents and near misses on visits are recorded by the Visit Leader and passed to the EVC. These are reviewed regularly by the EVC, Headteacher or approved person. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

Induction / Training of NQTs and New Staff

All staff new to the school are given basic training in arranging visits as part of their induction programme. Additional training is provided regularly through specific training via the school's INSET procedures.

Insurance

All visits must have appropriate insurance; the LA Voyager Insurance covers all visits that are undertaken by the school within the UK. Visits abroad are not covered by Voyager and the Visit Leader must ensure that appropriate insurance is arranged.

Conduct / Behaviour

Staff on visits will inform students that normal school rules will apply and will have the highest expectations of behaviour. Staff organising and supervising visits are taking part in an extension of their normal professional activities and will be expected to work to normal professional standards.

Communication

The Visit Leader will ensure that they can contact, and be contacted by, the school - this will be facilitated by taking a school mobile on the visit; these are available from the Main Office.

Emergency Procedures

All staff taking part in the visit will have access to the emergency contact details of all students and accompanying staff, these will be used in the event of any unforeseen problems that may arise. The Visit Leader will arrange an emergency contact for all visits which take place or extend out of school hours; this contact will also have all the student / staff emergency contact details. The emergency contact will normally be a member of the Senior Leadership Team.

Monitoring and Review

To assure quality of standards, the Headteacher and/or the EVC will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures. In addition the LA Educational Visits Consultant may observe a visit without prior warning.

Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, any issues arising will be considered by the Governing Body.

Records of visits

All Rovers are automatically retained on the ERYC maintained ROVER database for a minimum of 5 years. In the event of a serious accident or other serious event, the Visit Leader will complete a detailed report which will be also be retained by the EVC.

Key Staff

The school's Educational Visits Coordinator is the Safety, Health & Environment Manager.

The schools Educational Visits Administrator.

The school's Educational Visits Governor.

The LA Educational Visits Consultant

