

Table of Changes

Date	Section of Policy	Amendment
January 2022	Strategies 2 nd bullet point	The following statement added to replace guidance for local visits: Staff will use the LOCAL AREA VISITS FORMS on the EVOLVE system low risk/local/ad hoc visits. These are completed on the day of the visit
	Strategies 3 rd Bullet point	“pre-planned” added

Educational Visits Educational Visits Policy

This policy should be read in conjunction with the following documents:

Health and Safety on Educational Visits Nov 2018; Trafford Council Guidance 2015; SEND Policy; Equal Opportunity Policy; Racial and Religious Equality Policy; Child Protection Policy; Charging and Remissions Policy, DfES 0803/2001 “Health and Safety: Responsibilities and Powers”.

OVERVIEW

As a school we recognise the value of off-site visits to pupils as enrichment to their studies and their personal and social development. During any such visit, the safety and wellbeing of staff, students and members of the general public must always be a paramount factor. The following points and organisational duties/responsibilities should help provide clear plans for educational visits.

Our AIMS are:

- To promote engaged learning throughout concrete real life experiences.
- To raise academic attainment.
- To give pupils wider moral, cultural, spiritual, social learning experiences that are not available within the school environment.
- To develop personal independence skills.
- To encourage children to actively participate in safety routines.
- To encourage communication and social interaction.

STRATEGIES

- Any proposals for an educational visit will require an educational reason for the visit, aims and objectives and fit in with the school’s curricular aims.
- Staff will use the LOCAL AREA VISITS FORMS on the EVOLVE system low risk/local/ad hoc visits. These are completed on the day of the visit
- Staff will use the full EVOLVE forms provided by the LEA where visits are pre planned, using a minibus, public transport, an external provider, activity centre or involve an adventurous activity. This ensures that each visit is appropriately planned

for. For visits in this category the Head (via the EVC) will be the contact point for approval. Evolve forms must be submitted at least 2 weeks prior to the visit.

- ALL visits will have risk assessments and procedures for managing risks that are reasonably foreseeable. These will be shared with all staff who are involved in the visit.
- Staff will agree to follow deadlines for proposal and approval of visits prior to going on such visits.
- Parents will be informed of intended visits (this may be in the form of newsletters or individual letters for specific visits).
- Parental consent must be obtained for visits (for curricular activities such as swimming etc this may be via the 'consent forms' – for individual visits a specific letter with an indication of consent must be received by school prior to the visit).
- Every trip or visit will be subject to a review.
- All trips will be accurately costed and approved by the Business Manager and Head prior to full approval.
- Payment for educational visits will be made via Parentmail.
- If packed lunches are required for the visit these must be ordered from the kitchen 2 weeks prior to the visit
- On leaving the building for an educational visit a sign out sheet must be left in reception.
- A mobile and First Aid kit will be taken on all off-site visits.

Organisational requirements, roles and responsibilities:

The Governing Body's role: - overall responsibility for all visits rest with the Governing Body and the Head. The Governing Body will oversee and monitor this policy.

Head's role: - the Head shares overall responsibility for all visits with the Governing Body. The Head will be responsible for ensuring that all visits are planned, organised, undertaken, monitored and reviewed satisfactorily. They will be involved in the authorisation process of all category visits, and report the range of these to the Governing Body.

Educational Visits Coordinator's role (EVC): - the EVC will undertake duties as identified by the Head and follow the agreed procedures outlined in the LEA guidance. The EVC will ensure that the Group Leader of any visit has completed all appropriate planning prior to any visit to ensure that any activities or events that may place staff or students at significant risk have been assessed. The EVC will monitor the implementation of this policy by ensuring that the documentation required is produced to a satisfactory standard. On occasions, the EVC (or a member of SMT or the Governing Body) may accompany a group.

The Group Leader's role: - The Group Leader will liaise with the EVC throughout the planning and preparation for the trip (including a full risk assessment) and provide details of their review to the EVC. The Group Leader will ensure that all parents are provided with information prior to the trip and that any questions raised are answered. The Group Leader will have overall responsibility for the visit whilst it is underway and review the trip and provide details of this review to the EVC. The Group Leader will also ensure that any staff going on the trip are aware of the Code of Practice and Guidance and the implications for them on the visit.

Additional staff role: - all staff will ensure that the requirements of any risk assessment, risk procedures and safe systems are followed. Once the trip has started they will inform the

Group Leader of any unforeseen hazards or risks. They will provide information to enable the Group Leader to complete a full review of the trip.

Residential Visits

The Group Leader will submit an EVOLVE form to the EVC at least nine weeks prior to the visit. The means of complying with the requirements identified in the LEA planning checklist must be outlined. Parents must sign the relevant form(s) and provide emergency contact number(s) and all relevant medical details.

Overseas Visits

A different procedure applies and Outline Approval should be sought up to 24 months prior to the expedition taking place.

Undertaking the visit:

Once notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a risk assessment carried out prior to the alteration taking place. A record of this must be made for evaluation and review purposes.

Any accidents or 'near misses' must be reported upon the return of the group to school. Any accidents that result in a pupil or a member of staff having to go to hospital must be telephoned to the school contact immediately. It is the Group Leader's responsibility to report any incidents/accidents.

Evaluation and Review:

At the end of every visit, the Group Leader should complete an evaluation as part of their regular evaluation of all lessons.

Equal Opportunities

Delamere has a policy of equal opportunities for all its pupils, irrespective of race, gender or disability. All pupils will have equal access to educational visits as appropriate.

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