

<b>School Policy for:</b>	Educational Visits Policy		
<b>Date:</b>	November 2021		
<b>Policy Lead(s):</b>	Carolyn Huckerby		
<b>Approved by (X):</b>	<i>Full Governing Body</i>	<input type="checkbox"/>	<i>Business Management Committee</i> x
	<i>Pay Committee</i>	<input type="checkbox"/>	<i>Pupil and Resources Committee</i>
	<i>Curriculum and Students' Progress Committee</i>		<input type="checkbox"/>
<b>Approval signature and/or date:</b>	10/11/2021 Chair of Governors		
<b>Next review date:</b>	November 2022		



**CHILWELL  
SCHOOL**

**Educational Visits Policy**

**for**

**November 2021/22**

## **Vision Statement**

Chilwell School has a strong commitment to the added value of learning outside the classroom and aims to offer a broad and balanced range of exciting and stimulating educational visits. The opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for people of all ages.

The scope of this policy covers a very wide range of potential activities, whether a short trip to a local museum or travelling long distances for a specific activity at a specially selected location. The same principles will also be applied to those types of visits that are purely for enjoyment and enhancement of life experiences, such as swimming and sporting activities. The benefits from students visiting venues and gaining first hand experience and/or partaking in activities is absolutely invaluable in their educational and personal development.

The range of activities for which the Governing Body has given its approval includes:

- Out of hours clubs (Music, Drama, Art, Science, Sport, Homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities

Students will not be barred on financial grounds from any courses/visits considered a necessary part of the curriculum. When additional funding is necessary, the school will endeavour to source appropriate funds.

Visits should be consistent with the aims of the school and be fully researched, approved, clearly targeted and reviewed.

We also recognise that the selection of appropriate venues that can enhance the experience and enjoyment without compromising the health and safety of those who are involved, are crucial to the success of the visit. Equally crucial in the success of educational visits is the need to involve parents and to gain from their support and enthusiasm.

The purpose of this policy is to therefore ensure that all educational visits, irrespective of their nature and duration, are well planned and coordinated and take into account the health and safety issues that may foreseeably arise during any visit. Only competent persons and organisations will therefore be selected for the purpose of planning and organising any visits and all and any venues visited will be carefully assessed beforehand.

## **Responsible Person**

### **Carolyn Huckerby (Educational Visits Coordinator)**

1. The primary functions of the above named person are to coordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.
2. This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
3. In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved, follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.
4. In addition, the above named person is responsible for ensuring that feedback is obtained from all educational visits via the EVOLVE system and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.
5. The above person can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

# Practicalities

## The Policy

- To ensure that the purpose of any educational visit is clearly understood and is the focal point for any arrangements made.
- To ensure that all visits have prior approval before going ahead.
- To not exclude any student with protected characteristics as defined by the Equality Act (2010).
- To ensure adequate provisions and arrangements have been included for all students with special needs during educational visits.
- To categorise each educational visit and to plan and organise accordingly through EVOLVE (Note: visit categories are summarised at the end of this policy document.).
- To coordinate all educational visits through our appointed Educational Visits Coordinator (EVC).
- To ensure a suitable Trip Leader is appointed for each type of visit, irrespective of the nature and duration.
- To ensure that any selected Trip Leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.
- To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.
- To select only competent persons for supervisory roles and to ensure they have been suitably vetted and cleared in line with the school's safeguarding procedures.
- To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.
- To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- To provide effective levels of supervision at all times appropriate to the numbers and age group(s) of the students.
- To ensure that all parents are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand.
- To assist, wherever possible, those parents who may have difficulties in meeting all the costs of any specific visit (See Charging and Remissions Policy)
- To exclude those whose behaviour represents a threat to the health and safety of themselves and those around them.

## The Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- A comprehensive risk assessment system and procedure to identify risks to the health and safety of all those who attend an educational visit and to determine the necessary precautions required to adequately control the risks. This will be undertaken using the most up to date guidance on EVOLVE.
- A set of procedures to be followed in the event of an emergency or any unpredicted event that may threaten the health and safety of anyone during the visit (see end of this document).
- A reporting procedure for any accidents or incidents that may occur on the educational visit and for observed conditions that may lead to such incidents (forms in office).
- A system for providing feedback on the experiences of all educational visits that enables improvements and enhancements of future visits to be considered.
- First aid provision and trained first aiders appropriate to the assessed needs of any educational visit (all trips must have first aid cover).
- Adequate insurance arrangements appropriate to the nature of the visit covering (where appropriate):
  - Luggage and equipment
  - Accident and medical cover

- Cancellation
- Provision of relevant, more detailed and updated internal guidelines, checklists and procedures to ensure a safe and successful visit (in this policy).
- Checklist systems to ensure the following are accounted for:
  - Names of all students on the visit and accountability during the visit
  - Emergency contact details of parents
  - A list of provisions and equipment required for the visit, including specific medical and first aid provisions
  - Itineraries and schedules for all proposed travel and activities
  - Appropriate and adequate provision of information and instruction to all those who require them
  - Appropriate mobile communication methods, systems and equipment
  - Additional specific requirements based on the nature and location of the visit
  - The assessment and provision of a licensed transport provider and adequately maintained transport vehicles wherever and whenever required.
  - The assessment of appropriate modes of travel and provisions for alternative arrangements in the event of an emergency

## **Responsibilities**

### **Trip Leader**

1. Where so instructed and delegated by the responsible person named in this policy, to plan the proposed visit taking into account the health and safety risks that may arise before, during and after the visit.
2. To appoint, where considered appropriate, any competent deputy or deputies in support of any visit.
3. To ensure that as much relevant information is obtained on any proposed visit, venue and location to enable an appropriate risk assessment to be carried out. This may include an exploratory visit beforehand.
4. To ensure that the needs of all those included on the visit are assessed and provided for.
5. To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
6. Ensuring that all equipment and materials required for the visit are adequate and arrangements are made to store them safely and correctly.
7. To ensure parents are provided with all the necessary information about the educational visit, any equipment etc they need to provide and the standards of conduct expected of their child(ren).
8. Where appropriate, invite parents to any briefing sessions. This should take account of any difficulties that parents may have if they have disabilities, if English is their second language etc.
9. To brief all group members, including students and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
10. To finalise all details and arrangements with the responsible person named in this policy.

### **Teaching staff involved with educational visits**

1. Support the Trip Leader in all requirements and follow instructions.
2. Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility.
3. Assist in general control and discipline requirements.
4. Inform the Trip Leader of any concerns, observed or otherwise.
5. Do not force students to partake in any activities during the visit that they may not wish to do.

### **Parents/Carers**

1. Must provide emergency contact details prior to the educational visit.
2. Sign and return a consent form.
3. Provide any relevant information known to them regarding the (current) health of their child.
4. To disclose any specific details of concerns for their child that may be appropriate to the nature of the visit and any activities planned.

## Students

1. Must dress and behave sensibly and strive to meet the expectations placed upon them.
2. Must follow the instructions given to them by any accompanying adults.
3. Must not take any unnecessary risks or place their fellow students at unnecessary risk.
4. Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities.

## Level of approval required

For approval purposes, visits are classified in three different categories:

**Category A visits** (Use the Local area visits module on EVOLVE and approved by Headteacher) - These are Local area visits, presenting low levels of risk. Examples of these visits:

- Sporting activities within your locality or those that take place immediately after hours, including trips to swimming pools, leisure centres or local sports fixtures, local enrichment
- Local events that occur as part of the curriculum and within the normal school day
- Local enrichment opportunities on site, or a short journey from it, such as to a cafe, village hall, library, local shops etc
- Work placements

**Category B visits** (Approved by EVC/Headteacher and recorded on EVOLVE)

These are events and activities that do not normally form part of a local or regular input. They may extend beyond normal operating hours, necessitating a late return, but do not involve an overnight stay.

Examples of these visits are:

- All day visits to neighbouring cities or locations of interest
- Theme park trips
- All day low-level walks or activities
- Sporting fixtures that involve considerable travel

**Category C visits** (Local Authority approval/comment required via recording on EVOLVE)

This is the most complex and demanding activity level, where participants and staff may be involved in residential visits, adventurous activities, activities with higher than normal risks and trips to higher risk environments

Examples of these visits are:

- Residential visits or activities that require an overnight stay
- Travel outside the United Kingdom, exchange visits, expeditions and study tours
- Outdoor and adventurous activities including - canoeing, caving, high ropes courses, moorland and mountain walking, rock climbing, stream scrambling, sailing activities, mountain biking, wild country camping, pony trekking and open water swimming
- Hazardous activities and or locations eg motorised sports, cliff edge walks, coastal walking, planned entry into water in the environment such as river study