



**CHRISTLETON HIGH SCHOOL**

## **EDUCATIONAL VISITS POLICY**

### **1. INTRODUCTION**

1.1 This Policy complies with the latest DfE advice on Health and Safety of Students on Educational Visits.

1.2 Educational visits provide a valuable opportunity for students to encounter experiences which are not available to them in the classroom. This can enable them to develop their initiative, resourcefulness and independence. It is essential that all such visits are conducted with the highest regard for health and safety for all those taking part.

### **2. RESPONSIBILITIES**

#### **2.1 Local Governing Body**

- The Local Governing Body has a responsibility for the general direction of the school, including visits and journeys.

#### **2.2 Headteacher**

- The Headteacher will maintain this policy for educational visits on behalf of the Local Governing Body. He/she is also responsible for the authorisation of visits and ensuring that adequate attention has been given to:
  - planning, organisation and event timetabling
  - allocation of places in line with needs and priorities
  - competence, experience and suitability of leaders
  - capabilities and suitability of accompanying staff and other helpers
  - leaders' knowledge of local circumstances to be experienced
  - party size, age, aptitude and experience of students
  - child protection issues
  - medical needs of members of the party and first aid provision
  - supervisory ratios
  - assessment of health and safety risks inherent in the project
  - foreseeable emergency action and contingency plans
  - financial and travel arrangements
  - informing parents of risks and safeguards and obtaining their approval

- effective communication arrangements with establishment base
- appointing, liaising and relevant scrutiny of the Educational Visits Coordinator
- affordability and value for money

### **2.3 Chief Finance Officer (CFO)**

- The CFO will ensure adequate insurance is in place for all school visits.

### **2.4 Educational Visits Coordinator (EVC)**

- The EVC is the focus for necessary information and advice for visit leaders. This includes:
  - Ensuring that educational visits are in accordance with this policy.
  - Supporting the Headteacher, Trustees and Governors with approval and other decisions.
  - Ensuring risk assessments are in place
  - Ensuring DBS disclosures are in place as necessary.
  - Ensuring that emergency arrangements have been made.
  - Maintaining records of all visits and appropriate training.
  - Review systems and, on occasion, monitoring practice.
  - Liaising between all appropriate parties including Outdoor Education Advisor (Evolve)

### **2.5 Educational Visits Coordinator – Finance (EVC-F)**

- The EVC-F consults and advises the EVC and Visit Leader
  - Ensuring the educational visits operate in accordance with this policy
  - Ensuring itineraries are in place where appropriate
  - Co-ordinate and control the financial aspects of Educational visits
  - Put in place the practical arrangements
  - Communicates with parents/carers and ensure all permissions are collated
  - Reports on the financial viability of the trips
  - Ensures out of hours contacts are available
  - Records progress on trip administration

### **2.6 The Visit Leader**

- The Visit Leader has overall responsibility for the supervision and conduct of the visit and hence for the health and safety of the group. In this regard, the visit leader will be representing the Headteacher during the visit. He/she must therefore undertake the following:
  - Seek authorisation for the trip from the Deputy Headteacher by completing the online Visit Approval Form (VAF).
  - Ensure the educational visit runs in accordance with this policy and DfE guidance.

- Consideration will be given to all current legislation and DfE guidance including but not limited to equal opportunities, safe use of minibuses, safeguarding and Foreign and Commonwealth Office guidance.
  - Ensuring all essential documentation is completed including risk assessments and safeguarding measures.
  - Identify the educational purpose of the visit and benefits to students.
  - Ensure students who are in receipt of Pupil Premium are aware of the support available and where there is a specific need students are contacted directly.
  - Identify the adult staff and helpers.
  - Ensure that all accompanying adults are competent in their roles and are aware of their responsibilities.
  - Make appropriate and adequate preparations for emergencies and ensure that all accompanying leaders are familiar with these procedures.
  - Arrange for routine contingencies, including first aid, and arrange for clearly understood delegation in his/her absence and appropriate supervision when the group is sub-divided.
  - Agree allocation of places considering the advice of the EVC – F.
- During the visit:
    - Meet the objectives of the visit.
    - Ensure the overall maintenance of order and discipline.
    - Behave in a manner which follows the ethos and policy of the school.
    - Report students' and staff attendance prior to departure.
    - Make adequate arrangements for the safety and well-being of all students at all times.
    - Consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality.
    - Ensure the group leaders have details of the school contacts and the students in their care.
- After the visit:
    - Review the visit and advise the EVC-F when adjustments must be made.
    - Submit an article for publicity purposes.

### **3. PLANNING A TRIP**

- The majority of trips should be planned well in advance and included in the school's calendar. However, it is appreciated that some shorter notice opportunities may arise.
  - Staff should initially obtain permission, via the VAF for the trip, from the Deputy Headteacher in respect of curriculum suitability and to ensure that it does not clash with any other activities.
  - Once approval for the trip to go ahead has been confirmed, all bookings and deposits must be actioned by the Finance team.

### 3.1 Educational Visits Planning Guide

- A Planning Guide has been prepared to assist Group Leaders in organising trips. Details are available from the Finance team.

### 3.2 Curriculum Categories

- The first stage of planning a trip is to agree the curriculum relevance with the Deputy Headteacher. Visits fall into the following categories:
  - **Essential Curriculum Trip** - Trips essential for curriculum delivery. These will normally take place during school time.
  - **Beneficial Curriculum Trip** - Trips considered desirable for curriculum delivery. They may be allowed to take place in school time, depending upon other events within the school calendar.
  - **Beneficial Wider Curriculum Trip or Personal Development** - Trips desirable but not directly related to curriculum. They will not normally take place during the school day.
  - **Recreational Wider Curriculum** – Trips not related to the curriculum.

The school takes every opportunity to support Pupil Premium students for all of the above categories. For example, it is possible that, in allocating places for educational trips, the number of applicants may exceed the number of places available. In such instances, in line with national priorities, the school will positively prioritise applications from Pupil Premium students within any ballots that may be required.

### 3.3. Health and Safety Categories

- Guidelines are categorised according to the potential hazards. If in doubt, assume a higher category and seek advice from the EVC.
  - **Category 1** - Day trips to non-remote areas, sports activities or activities in approved LA Centres. These may be approved by the EVC.
  - **Category 2** - Visits involving overnight stays and trips abroad in non rural areas. The LA is kept informed of these by use of the Evolve system completed by the trip leader and authorised by the Headteacher.
  - **Category 3** - Trips to remote areas, near water, involving hazardous activities and visits abroad to rural areas.

The LA is kept informed of these by use of the Evolve system completed by the trip leader and authorised by the Deputy Headteacher.

### **3.4 Risk Assessments**

- Staff must complete Risk Assessments for each trip, available on the network. This should be used as a working document with staff and students.

### **3.5 Letters to Parents**

- Invitations and details of visits are sent by the Finance office, in consultation with the trip leaders, who will ensure that it complies with the latest DfE Guidance – Charging for school activities.

### **3.6 Emergency contact numbers**

- The school office is the focal point of contact for parents when children are away; therefore the office staff must be made aware of departure and return times and be kept informed of any incidents or changes in the time of return.

### **3.7 Educational Visit Information**

- The EVC-F is to ensure that the Group Leader, Out of Hours Contact and the Office have the following information for each visit
  - List of Students with parental contact numbers
  - Emergency Contact Information Form (Includes Staff NOK details)
  - Risk Assessment
  - Medical and Dietary information
  - Insurance Contact details.

Approved by the Governing Body on 03 December 2020