



Educational Visits Policy

Date	Review Date	Coordinator	Nominated Governor
June 2020	July 2021	Joe Creswick	Teaching & Learning Committee

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school. All off-site activities must serve an educational purpose, enhancing and enriching our pupils' learning experiences.

Pupils can derive a good deal of educational benefit from taking part in visits with the school and we recognise the opportunities to develop pupils' cultural capital. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help develop a pupil's investigative skills and longer visits in particular encourage greater independence. This policy is designed to help ensure that the pupils and staff stay safe and healthy on school visits.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils
- provide a wider range of experiences for our pupils than could be provided on the school or college sites alone
- promote independence, exploration and discovery as part of our curriculum offer
- support our pupils' development of cultural capital

Key Roles and Responsibilities

Governing Board - policy approval and monitoring of educational visits through Principal's report.

Local Authority - Review and approval of all residential, overseas and adventurous visits.

Principal – Review and approve trips and visits. The Principal gives final approval for all visits other than residential, overseas and adventurous visits. The Principal will select and monitor the Educational Visits Coordinator. In approving an Evolve form, the Principal authorises the named staff to lead a trip or visit.

Educational Visits Coordinator – Review and approve visits prior to submission to the Principal. Ensure that resources are available for the visit including vehicles, prepayment, etc. Quality assure the risk assessments produced and ensure the risk assessments have been written to cover all activities for the duration of the visit. The EVC must complete the Local Authority EVC training course. Quality assurance of venues and external providers.

Teachers/Visit Leaders – Plan and prepare education visits in line with this policy. Define the educational objectives of the visit. Ensure that risk assessments are prepared for all activities for the duration of the visit. Enter the visit details into the Evolve system including any travel requirements. Provide the Admin and Finance teams with relevant information. Ensure that parental consent is obtained/prior permission is in place.



Teaching Assistants – Support the teacher to prepare and lead educational visits. Duties may include ensuring that all changing materials are packed and driving vehicles (subject to appropriate licences and checks).

Finance Team and Admin Team – Support the teacher to plan and organise visits including the use of vehicles, managing payments and returned permission forms from parents/carers.

Training

No visits will be approved unless they are led by suitably trained and/or qualified people. The EVC and the Principal will satisfy themselves that staff leading visits are competent to lead the visit and activity.

Where third party providers are used, the EVC, Principal, school staff and LA should be satisfied and seek assurances that activities are led by appropriately trained/qualified and competent individuals.

Risk Assessments

An accurate understanding of risk is key to ensuring safe, successful visits. The welfare of pupils, staff and volunteers is always paramount. Ivel Valley School recognises that no educational visit is without risk, however, the benefits of the visit must outweigh the risk.

Visit leaders will carefully consider *all* activities for the duration of their educational visit. Thorough risk assessments *must* be produced for all activities that pupils, staff and volunteers may undertake. Visit leaders will seek to minimise risk and reduce it to acceptable levels. A risk assessment format is provided by the school, if this is not suitable for the activity, the visit leader will contact the EVC. The appropriateness and effectiveness of risk control/mitigation measures will be evaluated and quality assured by the EVC and the Principal.

Generic risk assessments are available for some regular activities such as travel on the school minibuses and swimming at the local pool. These generic risk assessments will be reviewed by the visit leader whenever they are used. Adaptations will be made to generic risk assessments where necessary.

The visit leader will maintain an overview of the risk associated with visits during the visit itself. This 'dynamic risk assessment' should happen throughout the visit.

Staff have a responsibility to raise any concerns about safety of visit participants with the visit lead immediately. They should telephone the visit emergency contact or school office if they feel that their concerns are not being dealt with appropriately.

Volunteers

Ivel Valley School has a high staff to pupil ratio so volunteers are rarely required for educational visits. However, where volunteers are required for a visit the visit leader, EVC and Principal will ensure that the volunteer is suitable to work with vulnerable children and young people in line with the school safeguarding policy.

Visit leaders will not allow volunteers to engage in regulated activity when on educational visits.

Behaviour Expectations for Pupils, Staff and Volunteers

The welfare of pupils, staff and volunteers is paramount. Good behaviour and proactive positive behaviour support ensure that educational visits are safe and successful. If behaviour of pupils falls short of the school's behaviour policy or behaviour support measures prove ineffective, the pupil will be returned to school to ensure their safety and the safety of others.

If a member of staff or volunteer breaks the staff code of conduct, the visit leader will contact a member of the senior leadership team immediately.

School staff and volunteers are *not* permitted to consume any alcohol whilst on educational visits including during residential visits.



Ivel Valley School recognises that all pupils should be allowed the opportunity to engage in age appropriate activities. College students over the age of 18 are therefore permitted to purchase alcohol with the agreement of school staff and their parent/carers whilst on a residential visit. However, this must be in moderation and the school reserves the right to prevent adult students purchasing alcohol at any time on a residential visit. Students who purchase or consume alcohol without the express permission of their parents/carers and the visit leader will be sent home immediately.

Inclusion and Equal Opportunities

Ivel Valley School is committed to equal opportunities and supporting all pupils to access educational visits. No pupil, member of staff or volunteer will be prevented from participating in an education visit due to a protected characteristic as defined by the Equality Act 2010.

All educational visits are evaluated for accessibility and inclusion. If a trip is not inclusive it will not go ahead.

Charging and Insurance

Charging for educational visits will be carried out in line with the school's Charging and Remissions Policy, available on the school website.

Insurance is provided through the Local Authority and by individual providers where relevant. Proof of appropriate insurance is required from external providers where necessary. A copy of providers' insurance certificates will be uploaded to the Evolve system by the visit leader.

Field File and Nominal Role

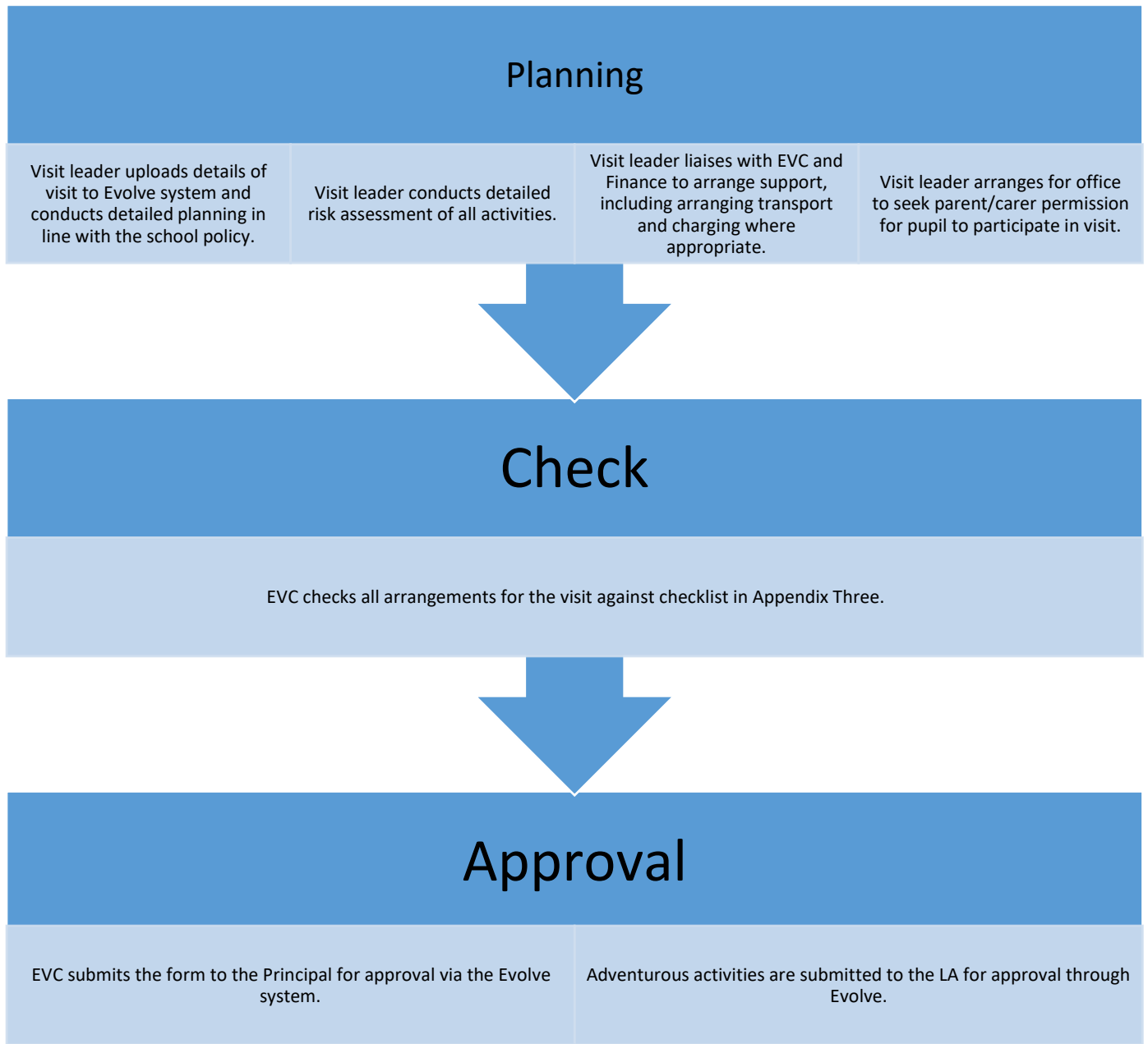
All visit leaders will complete the field file as outlined in appendix four. This will be taken on the visit. Staff must be informed of the location of this field file.

All visit leaders will complete the nominal role as set out in appendix five. A copy of this will be left with the school or college office on departure and retrieved on return. The visit leader will keep the nominal role safely and securely at all times and maintain confidentiality in line with the school GDPR policy.

Visit leaders will also ensure that they have a copy of Appendix 2 'Emergency Card' when leading trips and visits. This card will be used in the event of an emergency.



Appendix One – Procedures and Key Personnel





Appendix Two – Emergency Card (Visit Leader)

This ‘card’ must remain with the Visit Leader at all times

In the event of an incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from the school emergency contact(s). This should normally include a member of staff on the Senior Management of the school.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

- 1 Assess the situation
- 2 Safeguard uninjured members of the group (including self)
- 3 Attend to the casualties (if applicable)
- 4 Call emergency services (999 or appropriate local number if abroad), if appropriate

Then:

- Contact the School Emergency Contact (see below) and seek further advice. The School Emergency Contact will request the help of the Duty Emergency Planning Officer (**DEPO**),- or you may do this yourself directly (see below)
- Contact the British Consulate / Embassy if abroad
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA
- Refer all press, media, parental, or other enquiries to the Central Bedfordshire Council Press Office on **0300 300 8701** or **07825 034787** outside of office hours

If you are unable to make contact with the School Emergency Contact(s), phone the Duty Emergency Planning Team on:

07964 111942

**Can I speak to the Duty emergency Planning Officer (DEPO) or Central Bedfordshire Council?
This is <your name> from Ivel Valley School. This is an emergency, my phone number is <give a number you can be immediately contacted back on>. I am requesting help from the DEPO. Give brief details of the incident.**

- The **DEPO** will immediately contact a Senior Education Officer, and support will be mobilised. Depending on the severity of the incident the Call Centre may call you back to reassure you that your initial call is being acted upon
- If after 30 minutes you have no response from anyone to your initial call please phone again

Important Phone numbers	
School Emergency Contact	As listed on the nominal role
CBC Emergency Contact No.	07964 111942
CBC Visits Co-ordinator	0300 300 6052
CBC Press Office	0300 300 8701



Appendix Three – EVC checklist

All visits

- 1 Adhere to guidance; CBC Educational Visits and Journeys, Policy Document, Regulations and Guidance and your Ivel Valley policy
- 2 Set clear objectives for the visit or journey
- 3 Seek EVC approval before informing young people and parents or making a financial commitment
- 4 Consider insurance arrangements
- 5 Identify competent adult supervisors
- 6 Ensure appropriate staff to young people ratios are met
- 7 Check DBS clearance for adults where appropriate
- 8 Do a preliminary visit where appropriate or seek advice (Appendix B)
- 9 Consider the medical, behavioural and special needs of young people
- 10 Consider the risk assessment and risk management of the visit (to include First Aid and a Plan B)
- 11 Begin to draw up the itinerary
- 12 Confirm bookings of transport, accommodation, etc. in writing and keep all correspondence
- 13 Consider the financial arrangements (charging policy, contingency funds)
- 14 Use Parental Consent Form (Appendix F & G) to gain written consent
- 15 Consider the communication strategies that will need to be in place
- 16 Ensure every member of staff is aware of the Emergency Procedures and contact numbers
- 17 Complete an Independent Provider's Contract where necessary, and send to provider to complete and sign as early as possible, and before any financial commitment is made
- 18 Identify the local point of contact and telephone numbers
- 19 Collate all documentation for Field File to include all travel documentation, tickets, bookings etc.
- 20 Complete Nominal Roll (**Appendix 5**)
- 21 Brief all young people and all accompanying adults, (including partners abroad if required) to ensure they understand their responsibilities



- 22 Hold a final briefing meeting for all staff and young people, e.g. safety information, country code, personal and protective clothing requirements, behaviour etc.
- 23 Report any accident/incident or near miss to the person(s) who approved the visit as soon as possible following the visit

Visits involving transport

- 24 Complete an Evaluation Form on Evolve
- 25 Choose a reputable company
- 26 Discuss and agree the itinerary with the transport company prior to departure
- 27 Refer to the CBC policy Chapter 14 for specific guidance on particular types of transport
- 28 Create specific risk assessments and risk management strategies for transporting young people

Overnight and residential visits

- 29 Ensure DBS clearance for all accompanying adults
- 30 Send out the Parental Information and Consent (PIC) form for completion
- 31 Agree downtime arrangements with all accompanying staff
- 32 Consider any security implications of the accommodation or centre visited
- 33 Complete an Independent Provider's Contract and send to provider to complete and sign as early as possible and before any financial commitment is made
- 34 Consider gender issues for staffing, young people and accommodation
- 35 Complete Daily Medicine Record Sheet as required
- 36 Invite parents and group members to a briefing meeting
- 37 Identify pupils with specific dietary requirements and agree suitable menus with all parties (caterers, parents, visit leader and staff). Ensure caterers are committed to the arrangements and are aware of the possible consequences of deviating from the agreed menu.

Adventure activities

- 38 Seek LA approval - do this early and before you are committed financially
- 39 Check the qualifications of staff and instructors
- 40 Complete an Independent Provider's Contract and send to provider to complete and sign as early as possible and before any financial commitment is made



41 Use approved centres (AALA)

42 Consider additional insurance

Visits abroad

43 Seek LA approval - do this early and before you are committed financially complete IPC if appropriate

44 Consider any special staffing competencies e.g. language

45 Consider passports, visa requirements

46 Consider additional insurance e.g. EHIC within EU

47 Consider the customs and cultures of the places to be visited

48 Ensure correct communication strategies are in place, (with appropriate dialling codes)

49 Produce identity/contact cards for group members and adult supervisors (in the language of the country to be visited if going abroad)

Home stays

50 Consider the special advice given for good practice in Chapter 19 (Overseas Visits)



Appendix Four- Field File

Group leaders must take a copy of the Field File on all Visits and Journeys. It may be necessary to take further copies of elements of the Field File where the group members divide into separate subgroups for particular activities during the visit.

A copy of the Field File must be held by the local point of contact, who can be contacted 24 hours a day by the Group Leader or LA if necessary.

Contents may include the following depending on the nature and complexity of the visit:

- Central Bedfordshire Council Emergency Procedures and contact telephone numbers **including emergency card.**
- Personal Information and Consent Forms. Used mainly for Visits Abroad and Residential activities or where immediate access to information is not available at the home base, for example, after school office hours
- completed Nominal Roll and group sub-division lists
- local point of contact details
- copies of all risk assessments
- photograph of each member of the group, when necessary
- a copy of contracts and relevant correspondence with independent providers, e.g. transport, accommodation, activity
- a copy of insurance details and telephone numbers, including medical emergency contacts
- Incident/Accident report forms. A copy will be available from your school office.
- the itinerary for the visit
- operating procedures for staff (arising out of risk assessments)
- a copy of passport details for each member of the group
- a copy of the European Health Insurance Card (EHIC) for each member of the group
- contact numbers for the British Embassy or Consulate
- details and contact numbers for all families in home to home exchange visits
- list of numbers of travel documents
- the original vehicle and travel documents, certificates and driving licences when taking a vehicle abroad



Appendix Five – Nominal Role

Nominal Roll

To be completed for all groups involved in Educational Visits or Journeys. One copy of this form to:

- the EVC, Headteacher/Manager and/or local point of contact
- the Field File which will accompany the group

Name of Group	
Place of visit, address and telephone number	
Date(s) of visit	
Name of Group Leader	
Group Leader's contact details during the visit	
Total number in group (please see table on reverse)	
Supervisors	Group members
Local point of contact	
Ivel Valley School Hitchmead Road Biggleswade SG18 0NL	
Telephone (Day) 01767 601010	Telephone (Evening) tbc by visit leader if applicable

