



EDUCATIONAL VISITS POLICY

Version Control			
Date		January 2018	
Review Date		January 2019	
Authorised by the Governing Body			
Version	Author	Date	Changes
0.1	SLT	5-10-2016	Pre-Edited Document
1.0	FHB	6-10-2016	N/A
1.1	FHB	8-1-2018	Added Expectations of staff. Changed role of Governors. Added appendices

Achieving excellence together

Aldridge School An Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share in this commitment.

Educational Visits Policy

Introduction

Educational visits are activities arranged by or on behalf of the school, which take place outside the school grounds. All off-site activities must serve an educational purpose, enhancing and enriching our students learning experiences.

The aim of this policy is to establish a clear and coherent structure for the planning and evaluation of off-site visits, and to ensure that any risks are managed and kept to a minimum. Within these limits we seek to make our visits available to all students, and wherever possible, accessible to those with disabilities.

The benefits to students of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Improved achievement and attainment across a range of curricular subjects. Students are active participants, not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. Encouraging students to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.
- Provide a wider range of experiences for our students than could be provided on the school site alone.
- Promoting the independence of our students as learners to enable them to grow and develop in new learning environments.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Aldridge School:

1. Adopts National Guidance www.oeapng.info
2. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy and National Guidelines. Staff are directed to be familiar with the roles and responsibilities outlined within the guidance.

Roles and Responsibilities

Group Leaders (GL) are responsible for the planning of their visits:

- An approval form must be submitted via Evolve prior to planning and before making any commitments.
- Visit details should be entered on EVOLVE, and must be submitted to the EVC for checking at least 10 days in advance.

- Overall responsibility for the supervision and conduct of the visit, including the health, safety and welfare of all involved.
- Ensure the student to adult ratio is appropriate to the group needs. For example, 1:15/20 for most non-residential visits, 1:10 for residential visits.
- Ensure first aid provision is available and special educational needs or medical needs of students are known and met.
- Responsible for ensuring that their visit complies with all relevant guidance and requirements.
- Where it is deemed necessary, visit the venue and produce risk assessments, Operating Procedures and Code of Conduct.
- Draft letter for parents.
- For residential visits Organise a meeting for parents.
- Organise staff and volunteers to go on visit.
- Brief staff, volunteers and students on their roles.
- Producing a Visit Plan, the visit plan for intended educational visits must include the following:
 - Risk assessment
 - Report on preliminary visit (if applicable)
 - Application for approval of visit
 - General information
 - Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
 - Travel schedule
 - Accommodation plan (if applicable)
 - Full plan of activities
 - Fire precautions and evacuation procedures
 - Intended arrangements for supervision
 - Insurance arrangements for all members of the group
 - Emergency contacts and procedures
 - General communications information
 - Guidance for party leaders
 - Guidance for the emergency contact and head teacher
 - Medical information

The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. Additionally:

- Check GL and Staff are trained and approved for all planned activities.
- Help GL to produce risk assessments, Operating Procedures and Code of Conduct.
- Check final visit plans on EVOLVE before submitting them to the Head.
- Set up and manage staff accounts on EVOLVE, and uploads generic school documents.
- Verify that all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring Service checks.
- Ensure all necessary permissions and medical forms are obtained.
- Only approve a visit when satisfied that all risks have been managed.

The Deputy Head Teacher

- Ensure visits comply with regulations and guidelines.
- Ensure adequate child protection measures are in place.
- Ensure agreed contact and emergency measures are in place including an allocated school emergency contact for out of hours and residential visits.
- Ensure Educational Visits Coordinator is appointed, trained and qualified.
- Ensure parents are aware of visit details and given consent.
- Authorise all visits on EVOLVE.

- Review systems and monitor practice.

The Governing Body

- Will make decisions on the authorisation of all residential and overseas visits, the group leader will be required to attend a Governors committee meeting to present their Proposal for Residential Visit (see appendix 4)
- Ensure that the School show how their plans comply with regulations and guidelines.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and support staff in developing their competence in the following ways:

- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the students, the venue, and the activities to be undertaken.

Expectations of staff (including volunteers)

Staff are representing the school as well as the students and are expected to behave impeccably. Staff should dress appropriately for the trip in line with students i.e. if the students are wearing school uniform the accompanying staff should dress accordingly in business dress.

Staff must not consume alcohol for the duration of the trip. Staff must not smoke whilst supervising students, this includes the use of e-cigarettes. If staff do smoke they are expected to do so well away from the sight of students.

In the event that activities on the trip are being led by external providers, staff must remain with student groups at all times. Students must never be left in the care of external providers no matter what their qualifications or DBS status – students are the responsibility of the school's trip staff for the duration of the trip.

Inclusion

It is our policy that all students should be able to participate in educational visits. Where a student with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a student with disabilities. Any such adjustments will be included in the risk assessment.

Funding

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for
- Cover costs where appropriate

Transport

Transport arrangements will allow a seat for each member of the party. It is our policy to only use coaches fitted with seat or lap belts and insist that they be worn by all those participating in the visit.

The use of private motor vehicles for transporting students to and from venues, including sporting fixtures, is discouraged. In the event of an emergency that dictates that a private motor vehicle must be used, the driver of the vehicle must be in possession of Business Insurance. Under no circumstances should a member of staff transport a student in a private motor vehicle on their own.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys and confirming this with the EVC. Explicit parental consent must be obtained to transport students in private vehicles.

If using the school minibus, the driver must have completed a Minibus Driving Awareness Course. More detailed information can be found in the school minibus policy.

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the group leader, of the risk assessments and emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated school emergency contact should be provided.

Before a group leaves school, the school office should be provided with a list of everyone travelling with the party, together with a programme and timetable for the activity.

During the visit the group leader must take whatever steps are necessary to ensure that students are safe and well looked after at all times. Prior to an activity, if it is felt that the behaviour of an individual student is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the head teacher the possibility of excluding that student from the activity.

More detailed guidance on procedures and requirements can be obtained from www.oeapng.info/

Appendix 1

Organising an Educational visit

Staff wishing to plan and lead an off-site visit should follow the procedures set out below. Relevant forms are stored in the 'Educational Visits' folder on the Staff shared work area.

		Tick Box
1.	Complete selected sections on Evolve (use hyperlink: https://evolve.edufocus.co.uk/evco4/unknown.asp?menu1 then select 'Elite Safety in Education' from the drop down menu) and submit to FHB/ MMO in order to obtain outline approval for the visit.	
2.	When outline approval has been granted you will receive an email notification. Please note that approval is not guaranteed.	
3.	The Group Leader can then complete the planning of the visit. See www.oepng.info/visit-leader/ for National guidance and a planning check list for visit leaders.	
4.	Inform parents of full visit details by letter and attach a 'Parental Consent Form for Educational Visits'. Letter to include (where applicable), but not exhaustive: <ul style="list-style-type: none"> • Location, date and timings • Aims objectives and learning outcomes • Travel arrangements • Request to complete, sign and return 'Parental Consent Form' • Costs and cancellation terms, including payment method (payment should be requested via www.parentpay.com) • Clothing and equipment requirements • Any monetary recommendation for the student • Details of mealtimes • Full range of planned activities • Itinerary 	
5.	Notify the finance department of any requirements and arrangements for the visit.	
6.	Residential and overseas visits: <ul style="list-style-type: none"> • Check with the safeguarding team whether any attendees are 'looked after' or the subject of a child protection plan • Ensure an SLT link is appointed • Arrange pre-visit briefing for parents 	
7.	At least two weeks before the visit, full visit details must be submitted to the EVC. The visit will not be allowed to go ahead unless approved by the EVC and Head teacher.	
8.	Inform attendees of the school Code of Conduct for visits and ensure the completed parental consent form is taken on the trip.	
9.	Leave the details of students on your visit with reception.	
10.	Upon return: <ul style="list-style-type: none"> • Report any 'Incidents/accidents/near misses' using the incident report form and hand a copy to the Head teacher and EVC • Complete the 'Evaluation' section on Evolve 	

Appendix 2

Tynings Lane
Aldridge
Walsall
West Midlands
WS9 0BG

T: 01922 743988
F: 01922 740119
E: info@aldrigedchool.org
www.aldrigedchool.org



Headteacher: Mr I. Bryant

Aldridge School - An Academy

**PARENTAL CONSENT FORM FOR EDUCATIONAL VISITS
(to accompany information letter to parents containing full visit details)**

Name of Student: _____

Date of Birth: _____

Details of visit: _____

Date(s) of visit: _____

Please give details of any medical condition/ treatment which the school should be aware of, including any regular medication or allergies to any medication:

Details of any special dietary requirements:

I consent to _____ participating in the visit/activity and have read the information sheet(s) provided.

I have read, agree and discussed Aldridge School’s Code of Conduct for educational visits (located on the school’s website) with my son/ daughter.

I undertake to inform the school of any changes in the health of the student, or any other changes deemed relevant, prior to the date of departure.

I agree that staff may, in the event of an emergency, give permission for my daughter/son to receive medical treatment, including administration of an anaesthetic or blood transfusion, as considered necessary by the medical authorities.

I accept that the School has no liability for any personal property lost, stolen or damaged.

Contact Numbers: Home: _____ Mobile: _____

Name of Parent/ Guardian (please print clearly): _____

Signature of Parent/Guardian: _____ Date: _____



Code of Conduct – Educational Visits

All students who are taken on organised school visits are required to accept and conform to Aldridge School's Code of Conduct for educational visits. Parents must also agree the code and accept that any serious breach of discipline at any time may result in sending a student home early by arrangement with the Group Leader.

- Students should observe the general Aldridge School Code of Conduct with regard to behaviour and support staff to ensure the safety of all members of the group.
- Students must comply with all safety notices and instructions issued by the Group Leader, member of staff or appropriate adult and adhere to the regulations set up for specific trips.
- Students are required to behave in a manner that causes no offence to the general public or other members of the group and in a manner that poses no threat to safety.
- Students are responsible for the security of their own property and should ensure that items are marked with their name/ postcode. There may be a requirement for certain items, such as mobile phones, to be handed in or switched off for a period of time.
- Smoking, alcohol, illegal drugs, explosives (fireworks) or objects regarded as weapons are banned. Any student found in possession is likely to be sent home at the expense of the parent. Further consequences may follow.
- Any damage incurred by students will be the financial responsibility of parents.
- All students must arrive at pre-arranged meeting places at the correct times. Some short periods of time may be used for unsupervised activities, students must comply with the rules laid down, keeping with their group at these times.
- Students must remain seated with seat belts fastened whilst travelling in vehicles. They must adhere to coach company policy where applicable.

Residential & Overseas Visits:

- Students are expected to adhere to the rules laid down by staff regarding sleeping, eating and recreational arrangements. Failure to do this or creating a nuisance may lead to a student being sent home at the expense of the parents, or parents may be asked to collect the student.
- Abide by the laws, rules and regulations of the countries and places visited.
- Students should not enter the rooms or accommodation of the opposite sex.
- Students must take adequate supplies of any medication which may be needed during the visit.

Proposal for Residential Visit in 2018-19 Academic Year

To be completed and discussed with Governors

Date of Governors meeting:

Group Leader	
Other accompanying teachers	
Other accompanying support staff	
Other accompanying volunteers	
Approx. number of students (B/G)	
Proposed dates	
Place to be visited	
Purpose of visit	
Cost per head Is price fixed? Is cancellation insurance included?	
Name of any tour operator or provider	
Details of activities involved	
Type of accommodation	
Meals included	
Educational rationale	

You may attach accompanying information and/or evaluations of previous similar visits