



## Educational Visits Policy

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An academy within:



“Learning together, to be the best we can be”



# 1. Introduction

- 1.1. The school adopts the guidance and procedures issued in the DfE document **Health and Safety on Educational Visits**. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

# 2. Procedures

- 2.1. Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the Headteacher or educational visits co-ordinator (EVC) for permission to plan the visit. Once granted they should submit the details on EVOLVE, **Application for the Approval of an Educational Visit**, to the Headteacher or EVC and receive outline permission to undertake the visit.
- 2.2. Outline permission will be granted when all the requirements identified in **Educational Visits** have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.
- 2.3. When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the LA commissioned Educational Visits Adviser by the Headteacher or EVC for approval that all the procedures have been satisfactorily completed.
- 2.4. Once outline permission, and any necessary LA feedback, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of 20 working days before the visit.
- 2.5. Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.
- 2.6. Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the Headteacher or EVC.
- 2.7. All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.



- 2.8. All trips that involve pupils from a hospital setting must have the trip agreed with the NHS and the NHS must sign off the risk assessment for all pupils going.
- 2.9. Note: Visits to the School Swimming Service are self-approving and do not require further notification or action.

### 3. Local Responsibilities

- 3.1. The Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.
- 3.2. The EVC is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -
- 3.2.1. To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable. ☐
  - 3.2.2. That all visit details are completed on the EVOLVE and to ensure the annual record of visits is maintained. ☐
  - 3.2.3. To check that all requirements for approving a visit, are identified in the **Educational Visits manual** have been undertaken. ☐
  - 3.2.4. To liaise with Headteacher and grant outline permission for a visit to go ahead. ☐
  - 3.2.5. To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken. ☐
  - 3.2.6. To liaise with the LA on any visit involving residential or foreign travel and additional or high risk activities to get expert advice. ☐
  - 3.2.7. To grant final permission for a visit when all organisation and planning are complete and approved by the Headteacher ☐



- 3.3. The school's current EVC's are Adrian Gregory and Catherine McKenzie.
- 3.4. Note: Any tasks not indicated in the above list remain that of the Headteacher.
- 3.5. The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

## 4. Emergency Procedures

- 4.1. The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the Nexus MAT Chief Executive Officer in the event of an emergency.
- 4.2. In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: -
  - 4.2.1. If the incident is of a less serious nature, then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
  - 4.2.2. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Headteacher, Deputy or the home contact will inform the CEO of Nexus MAT and the school will instigate its critical incident plan. Officers of the Trust will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.
- 4.3. In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.