



**Becton School**  
Together We Can

# **Becton School Educational Visits Policy**

## **Becton School Educational Visits Policy**

### **Definition of a Visit**

For the purpose of this Policy, a school visit is defined as “any occasion when pupils take part in learning activities which are carried out beyond the boundary of the school.”

### **The Value of Visits**

The Learning Outside the Classroom [LOtC] Manifesto (DCSF, November 2006) states:

“We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.”

And also:

“Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about **what** is learned but importantly **how** and **where** we learn.”

At Becton School the majority of pupils attend on an inpatient basis. This means that they have limited opportunities to socialise, pursue leisure activities and spend time away from the Becton Centre. The school curriculum provides vital opportunities for all of these to take place as enrichment both on and off the school site. Engagement in these activities, particularly on an offsite basis, is often a vital part of preparing a pupil for discharge and re integration to longer term education placements, such as mainstream school or college.

On this basis, we consider that offering a wide range of opportunities to participate in educational visits is vital to the longer term target of preparing our pupils for, and re engaging our pupils with, appropriate educational and social networks following their discharge.

Governors agree wholeheartedly with these sentiments and recognise and endorse learning in ‘the real world’. Governors support, in principle, all school visits that are not only consistent with the above but also support the principles of inclusion.

### **Roles, Responsibilities and Expectations regarding the Visits Policy**

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

For community schools, the employer is the Local Authority/Children and Young People’s Services Directorate

For Foundation Schools, Trusts and Academies the employer is the Governing Body or the Trust

Becton School follows the Sheffield LA *Visits Guidelines* for employees to follow, which can be found in the document "Guidance for Educational / Offsite Visits 2012" published by Sheffield LA

**Employers have duties to ensure, so far as is reasonably practicable:**

- the health, safety and welfare of all employees.
- the health, safety and welfare of young people
- the health, safety and welfare of volunteers

**Employees have a duty to:**

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

**Responsibility Chain**

- 1 Employer
- 2 Governing Body (if not employer)
- 3 Headteacher
- 4 EVC
- 5 Visit Leader
- 6 Other employed staff supporting the visit
- 7 Other adults accompanying the visit
- 8 Parents
- 9 Pupils

**Visits requiring employer (LA or GB / Trust) Approval**

- Visits abroad; residential visits (*including overnight camping*); hazardous locations (*mainly coast/beaches or natural inland waters*); adventurous activities (*climbing, sailing, canoeing, abseiling etc.*); remote supervision
- such visits must be submitted to the LA using the electronic approval system EVOLVE. It is recommended practice, within the LA, that all schools use this system for the management, authorisation & approval of all visits

### **The Governing Body has a responsibility to ensure that:**

- there is an appropriately trained Educational Visits Co-ordinator (EVC) in place (the LA provides initial and update training for EVCs)
- a commitment to ensure that those staff who need it - EVC, Visit Leaders, in particular, and all staff accompanying visits - receive appropriate training (Group Leader training is provided by the LA)
- there are notification and approval processes both at school level and between the school and the employer
- visit leaders follow the employer's guidance
- governors are made aware of any visits requiring LA/employer approval
- the school visit policy supports the principles of inclusion
- there are monitoring procedures in place for all visits and the GB receives regular (appropriate) reports about visits - especially about those requiring LA/employer approval and any where there are relatively serious incidents or near misses

### **The Headteacher**

- Must follow the employer's guidance
- Formally authorise all visits and has overall responsibility for their safe planning and execution.
- Appoint an Educational Visits Co-ordinator (EVC)
- Be satisfied that visit leaders have the correct qualifications (if appropriate) training, experience and personal qualities to undertake responsibility for the planned visit.
- Ensure appropriate training, where necessary.  
(In order to help facilitate sufficient leaders with the above qualities/experience etc. an "apprentice" approach to visits is used at Becton School)
- Ensure there is access to high quality first aid on all visits
- Ensure that Visit Leaders (as well as other appropriate staff) are aware of the procedures for Critical Incidents and that Visit Emergency Procedures are in place for each visit and are understood by all staff involved.
- Ensure that relevant visits (outlined above) receive Employer Approval prior to the visit

## **The Risk Assessment Process at Becton School.**

### **Routine Visits**

- The risk assessment process followed by the Becton Center School departments on all lodges is as follows:
- A school based pro forma is completed for each trip by the visit leader. This includes a section that indicates what specific risk assessments have informed the planning of the trip. The referenced risk assessments are based on the LA templates and site specific assessments written on behalf of the organization managing the site of the visit.
- The school pro forma has a space to indicate risks, targeted support or strategies relating to specific pupils.
- A copy of this pro forma remains available on site and is stored in the 'Current' section pink folder in the risk assessment pigeon hole.
- A copy of the pro forma is taken on the visit by the visit leader.
- The visit leader will ensure that a photograph of the group is taken on a school iPad and retained, for identification purposes, throughout the duration of the visit.
- In addition to the school risk assessment, individual risk assessments are required by the NHS for each patient who is participating. School staff are a part of this process and any prominent risks should be shared by the coordinating nurse with the visit leader.
- Supervising staff will ensure that they have their Becton site ID badges, personal or school, mobile phones, appropriate emergency contact numbers (ward / school/ visit site management) and supervising colleagues numbers.
- Handovers are given to appropriate wards on the return of a visit.
- Any 'near misses' or incidents are reported to the head teacher and EVC verbally as well as been noted on the risk assessment pro forma.
- Following trips the completed pro forma is stored in the back of the orange Risk Assessment folder in the staff pigeon holes area.

### **Residential / Adventurous Visits**

- All residential, and the majority of adventurous, visits require LA approval. This is applied for through the online 'Evolve' system. Staff may need to request a login to this from the ECV, Adrian Gregory, who is an administrator for the school account.
- All residential visits should have their details submitted for approval 5 weeks prior to the departure date.

- The requirements of the LA guide the detailed procedure and resource planning for residential and adventurous visits.

**Statement**

The Governors and Headteacher of Becton School accept their responsibilities under the Health and Safety at Work Act in relation to school visits.

**See Also:**

**“Guidance for Educational / Offsite Visits 2012” – Published by Sheffield LA**