

Educational Visits Policy

Policy Number: N147

Policy Owner: Deputy Headteacher

Governing Body Responsibility: Welfare Committee

Version: 4.0

Date: June 2022

Policy to be reviewed on or before June 2024



Kesteven and Grantham Girls' School

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Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes K.G.G.S a supportive and effective learning environment. The benefits to pupils 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.
- Opportunities for developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils 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. ie. encouraging pupils 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.

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, K.G.G.S:

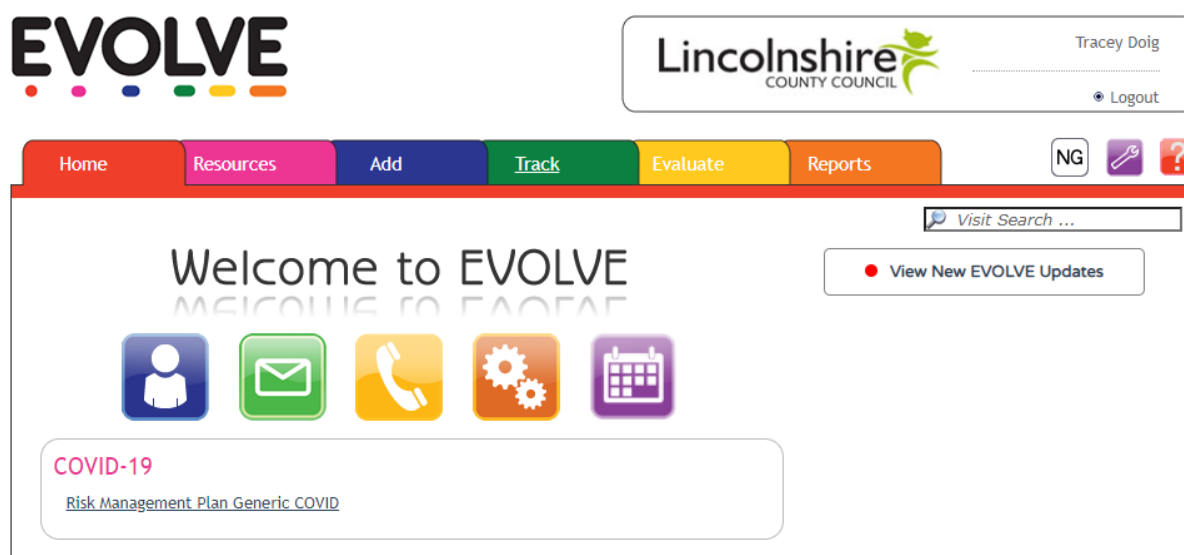
1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities. EVOLVE houses the resources that are needed to help staff plan their trip. These resources are periodically updated.

The resources page of EVOLVE gives helpful links to national guidance (OEAP)

The library section contains examples of KGGS standard Risk Assessments, such as travelling by coach.

EVOLVE submissions should include:

- A visit plan/itinerary
- A students list
- Staff/volunteer list
- Letter to parents
- Risk assessment



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

Types of Visits and Approval

In approving visits, the Headteacher and EVC should ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit.

It is recommended that all visits are recorded and approved via EVOLVE as this reduces bureaucracy and ensures that a robust audit trail exists. The exception to this may be activities within the School's Local Learning Area (see below).

There are three 'types' of visit:

1. Visits/activities within the 'Local Learning Area' that are part of the normal curriculum
This refers to specified visits/activities within the local area (within 1mile) that take place during the normal school day. These activities should not normally need additional risk assessments or Notes added. A 'Signing Out' sheet (see example in EVOLVE Resources) containing relevant information should be left with school before departure.

1. Other Non-residential visits within the UK that do not involve an adventurous activity. Eg. Visits to museums, farms, theme parks, theatres, etc.
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking and approval.
2. Visits that are overseas, residential, or involve an adventurous activity.
These follow 2 above, but the EVC submits the visit to the Headteacher for approval who then submits the visit to the LA for approval.

Visits requiring LA Approval should be submitted **at least 4 weeks prior** to departure to allow for the possibility that the form is returned for clarifications or for arrangements to be amended. Failure to do so may mean that the LA has insufficient notice to grant approval. Visits submitted within 1 week of departure will be 'processed' instead of approved. In this instance, if the visit proceeds it must be understood that this is without the approval of the LA and the Headteacher accepts full responsibility for providing approval. Processing the visit allows for accurate reporting and trend analysis.

Roles and Responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Headteacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. Once a trip has been approved the Visit Leader needs to inform the Cover organiser, the attendance officer, the staff affected by the trip and the canteen. The visit leader must ensure that medical information for students on the trip is current.

For trips overseas the Visit Leader should collect passports as soon as possible making sure the return date is more than 6 months past the **issue** date (not the expiry date).

The Educational Visits Coordinator (EVC), will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before approving them or submitting them to the Head. The Network Manager sets up and manages the staff accounts on EVOLVE, and the EVC uploads generic school documents, etc.

The EVC has responsibility for authorising all visits that last for 1 day and the Headteacher is responsible for approving and submitting those that are overseas, residential or adventurous to the LA for approval.

The Governing Body is informed about all proposed visits at the start of the year and consulted if any subsequent issues arise

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

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

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- 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 Headteacher 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 pupils, the venue, and the activities to be undertaken.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits must be familiar with this plan.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

K.G.G.S's educational Visits Checklist forms part of the risk management process for visits and off-site activities, and may be downloaded from EVOLVE Resources. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

Parental consent is obtained for all visits outside the School Learning Area. For these visits, information is made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis..

Inclusion

KGGS will ensure that when a visit is being planned the Trip Leader will make reasonable adjustments to avoid any student being placed at a substantial disadvantage. However, according to the Equality Act 2010, any adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

First Aid

The level of first aid cover will be decided at the planning stage. At least one of the supervisory staff on an off-site visit should have as a minimum, undertaken the 1 day, 'Emergency Aid in schools' course and have at least, a good working knowledge of first aid. The trip leader must ensure that First Aid kits and a school mobile phone is always taken on a trip.

Child Protection/Safeguarding

All members of staff and volunteer helpers having unsupervised contact with children and young people must be subject to Criminal Records Bureau enhanced checks. Any adult accompanying a residential visit must have undergone a fully enhanced DBS check. This will be recorded.

Charging / funding for visits

The Education Reform Act of 1988 set out which aspects of education may or may not be subject to charging. The schools 'Charges and Remissions' Policy will be adhered to.

The school will apply the following key principles:

- Education provided wholly or mainly during school hours should be provided without charge.
- Off-site activities can be financed through voluntary contributions. This should not discriminate against parents/carers who do not contribute. If there are insufficient contributions, the visit may be cancelled.
- Programmes/ visits which take place wholly or mainly outside school hours and are not part of statutory curriculum provision are considered 'optional extras' and will be charged.
- Parents/carers in receipt of certain types of benefit may be entitled to the remission of the board and lodging element of those visits which are not 'optional extras'.

All letters regarding school visits will explain which principles apply and that for visits wholly or mainly in school time, contributions are voluntary.

Transport

COACH	The School will normally use a Lincolnshire County Council approved operator of PCVs (Passenger Carrying Vehicle driver) for visits. LEV 13 should be used to gain written assurances, particularly when not using an LCC approved company (can occur if you use specific/specialist travel firms who organise visits for you).
MINIBUS	The school mini-bus is often used for trips. It is serviced, MOT'd and insured regularly and the Site Manager is responsible for training staff to drive it.
USE OF PRIVATE VEHICLES	The school's insurance policy insures the driving of private motor vehicles by members of staff on school business.

Insurance

The Governing Body will ensure adequate insurance is in place for educational visits. Kesteven and Grantham Girls' School buy their own insurance. The Governing Body, Headteacher, Site Manager, Bursar and EVC should understand any exclusion.

The use of approved volunteers

In some instances non KGGS employees will be asked to accompany groups on trips. These people are DBS checked.

APPENDIX 1 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be a member of the Senior Leadership Team, or will be able to contact a Senior Leader at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry either:
 - a) An LA Emergency 'Card' (see EVOLVE Resources), or
 - b) The school's insurance provider card.
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Configuration History

Version:	Date:	Author	Contributors
1.0	June 2016	Mrs J Lennie (Deputy Head)	
2.0	June 2018	Mrs J Lennie (Deputy Head)	Mrs T Doig LCC Outdoor Education Advisor (Jake Widd)
3.0	June 2020	Tracey Doig (Assistant Head)	
4.0	June 2022	Tracey Doig (Deputy Headteacher)	

Audit trail of change

Version	Date	Reason for Change
1.0	June 2016	New Policy
2.0	June 2018	Policy Review
3.0	June 2020	Policy Review
4.0	June 2022	Policy Review

Authorisation

Name	Date	Signature
Mrs A Dorkes	June 2022	