



EASTGATE ACADEMY

Educational Visits Policy

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| Head Teacher L Hothersall | Sign and Date | |
| Author E Oldroyd | Sign and Date | |

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| Next Review Date | July 2023 |
| Committee Responsible | Governing Board |
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Change History

| Version | Date | Change Description | Stored |
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Eastgate Academy Policy for Offsite Visits

The school has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits' www.oeapng.info and as outlined on EVOLVE www.norfolkvisits.org.uk Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Introduction

1.1 An Educational visit is any organised, off-site visit involving pupils. This requires the approval and permission of the Principal, the Educational Visits Co-ordinator (EVC) and the parents/carers of pupils attending

1.2 Visits and off-site activities support, enrich and extend the curriculum in many subject areas. They encourage cooperation, team work and the application of problem solving skills and develop independence and self confidence.

1.3 The aim of this policy is to sustain and promote a broad range of off-site educational visits whilst ensuring safe practices and competent supervision.

Aims and purposes of Offsite Visits

2.1 The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

2.2 Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework, etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

Approval Procedure

3.1 The Governing Body has delegated the consideration and approval of offsite visits and activities to Linda Hothersall. The Principal has nominated Elaine Oldroyd as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

3.2 Before a visit is advertised to parents the Principal and EVC will approve the initial plan. The Principal / EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system (www.norfolkvisits.org.uk).

3.3 The Educational Visit must have clearly identified aims and objectives. An approved competent Visit Leader should organise the trip or help support trainee Visit Leaders. The Visits should be well planned with learning challenges responding to students' diverse learning needs.

3.4 The School has agreed a policy for categorising its visits in line with NCC guidance and EMAT policy i.e.:

| Level | Permission | EVOLVE to be completed by | Definition |
|---------|--|--|--|
| Level 3 | Must be approved via EVOLVE and LA's online approval gained. Parent/Carer written authority to be obtained | At least 8 weeks prior to the visit | Overseas, Residential or Adventurous visits |
| Level 2 | Visits approved at school level on EVOLVE by EVA and Head. Parent/Carer written authority to be obtained | At least 4 weeks prior to the visit | Day visits not agreed as part of level 1 visits |
| Level 1 | Local regular day visits must be approved at school level via EVOLVE by the EVC and Principal. If written consent has been given in September, parents only need to be advised of the trip by letter/text or email | To be approved by the EVC and the Principal via EVOLVE at least one week prior to the visit. | Local regular day visits to include visits to the walks, the quay side, around the town, the local church, swimming pool. Sporting fixtures within King's Lynn, visit to King's Lynn schools Generic risk assessment to be held |
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4 Inclusion and Entitlement

4.1 Educational visits are an integral part of the curriculum. All students are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational need or disability.

4.2 Where the number of students wishing to participate in a trip could exceed the number of places available, there need to be a fair process for selecting pupils, especially if a financial deposit is required. Reasonable time (ideally on week) should be allowed between letters being issued to pupils and the deadline for parental responses. Once the deadline has passed, students from whom response have been received should then be selected equitably (eg a ballot).

4.3 In cases where the family financial circumstances prevent a pupils participating in a curriculum trip, parents may appeal to the Trust for assistance towards the cost of the trip. Decisions will rest with the Principal.

4.4 Risk assessments must take account of the requirements of individual pupils. It is likely that there will need to be additional staff allocated to trips which include pupils with significant behavioural or medical needs.

4.5 In the case of pupils who may suffer from severe allergic reactions and/or a medical condition, there will need to be sufficient numbers of trained staff allocated to the trip who are prepared to administer an epipen or medical treatment to the pupil. All planning for students with severe allergic reactions or medical condition should include parents, medical support staff and outreach teams who have the specific knowledge and resources to support the needs of the trip.

4.6 Exclusion from a trip should only happen in very extreme circumstances and only after consultation with the EVC/Principal and with the agreement of parents and the pupil.

5. Staffing

5.1 The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

5.2 Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

5.3 The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

5.4 The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

5.5 Any proposed trips and visits should be shared with curriculum leaders early on in the planning process prior to EVOLVE being completed to avoid any clashes in school.

5.6 Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

6. Risk Assessment

6.1 The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

6.2 For level 3 trips the designated safeguarding lead should make the visit leader aware of any significant safeguarding risks attached to any of the pupils in the visit, whilst maintaining appropriate confidentiality.

6.3 Due regard should be given to safeguarding policy and **Keeping Children Safe in Education** for all visits.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

Parents will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions, Behaviour and Inclusion and records the use of Pupil Premium, which applies to all visits.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

Each trip will be reviewed at the time of planning and a decision made as to whether a fee will be set.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Other school policies that this Educational Visit policy relates to are:

- School Charging Policy
- Remission of Charges Policy (Maybe part of above policy).
- Use of Pupil Premium (outlined on school website) Inclusion Policy
- Behavior Policy

Date signed and agreed by Principal;

Date signed and agreed by Local Governing Body:

Appendix 1: Checklist for visits

*To be completed at least one week prior to visit.

Name of Visit.....

Date of Visit.....

| Completed | | Initials |
|---|--|----------|
| Information and/or consent letter to parents. | | |
| Select a visit leader and deputy | | |
| *Evolve completed | | |
| *Risk assessment completed and signed by head – attached to Evolve. | | |
| Staffing numbers determined and all staff aware. | | |
| First Aider appointed and accompanying | | |
| Packed lunches order for children eligible for F.S.M. | | |
| First aid kit taken and mobile phone for emergencies. | | |
| Contact list of parents to be taken with phone numbers in case of emergency. (If visit is within school time just take school number). | | |
| SENCO consulted about any children on SEN register. | | |
| Any pupils requiring a 1:1 support have a pupil specific risk assessment and have been allocated to the group led by the class teacher. | | |
| All staff/volunteers have a copy of the risk assessment prior to the visit. | | |
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Appendix 2: Checklist for residential visits
*** To be completed at least one month before the visit date**

Name of visit

Date of visit.....

| Completed | | Initial |
|--|--|---------|
| s | | |
| Select a visit leader and deputy | | |
| Initial letter to Parents sent including details of costs/payment plans Pre visit completed by visit leader (and other staff wherever possible) prior to the completion of risk assessments on Evolve to enable the identification of any specific risks relevant to the group. | | |
| * EVOLVE completed | | |
| * Activity specific risk assessments completed and signed by head – attached to EVOLVE | | |
| SENCO consulted about any pupils on the SEN register | | |
| Any pupils requiring 1:1 support will need to have a pupil specific risk assessment and should be allocated to the group led by the class teacher. | | |
| Medical forms sent out and received back from ALL children. | | |
| Medical forms completed by ALL STAFF going on the visit including a person to contact in an emergency. | | |
| Medical, special needs and Dietary requirement sheets sent to the residential centre BEFORE THE DATE REQUESTED | | |
| Staffing numbers determined, all staff aware and given good notice | | |
| First Aider appointed to accompany | | |
| Kit list issued to parents at least one month prior to the visit | | |
| Sleeping arrangements (children's sleeping groups and leaders' rooms/tents etc) organised prior to parents meeting. NB Boys and Girls must sleep separately and know where they can find leaders in the night. | | |
| Parent's meeting held at least one week prior to the trip. Risk assessments should be available to parents to see at this meeting. Spare kit lists should also be available. | | |
| Packed Lunches ordered for children eligible for F.S.M | | |
| First Aid kit(s) taken and mobile phone for emergencies | | |
| Issue a pack of risk assessments to staff attending the visit prior to the departure date. | | |
| Medical forms taken on visit: these include details about consent for pain relief, medications, parents' contact details for emergencies etc so MUST be quickly available at all times. | | |

All medications listed on pupil medical forms have been checked/collected in by the trip first aider (labelled clearly with child's name and dose required).

Bottle of Calpol taken (only to be administered as needed to children whose forms give consent for a single dose of paracetamol). Spare inhaler taken.
