



## **Educational Visits Policy April 2017**

### **1. Statement of intent**

- 1.1. This policy applies to all educational off-site visits and all outdoor learning and adventurous activities carried out with young people. In addition it applies to any visit taking place abroad which does not involve young people.
- 1.2. 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.
- 1.3. Learning outside the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.
- 1.4. It 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 we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning outside the classroom adds much value to classroom learning.

### **2. Employer Policies and Procedures**

- 2.1. The Handbook for Educational Off-site Visits and all Adventurous Activities (September 2013) published by North Yorkshire County Council ("the Local Authority") is the employer's policy and procedures. Specific local procedures will be in line with, but not duplicate this guidance.
- 2.2. Where there is conflict with non-statutory guidance or advice from other sources The Handbook will take precedence with clarification sought from the Headteacher, and if required from the Local Authority.

### **3. Roles and Responsibilities**

- 3.1. The Headteacher has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Handbook.
- 3.2. The Educational Visits Co-ordinators are Andrew Wood and Beth Grason.

3.3. Administrative tasks such as letters for the visit and risk assessments will be carried out by the adult that will be taking the children on the visit.

#### **4. Training**

4.1. The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the Local Authority.

4.2. Visit leaders will be approved by the Headteacher and attend any necessary training for particular visits.

#### **5. Records of induction, training, qualifications and competence**

5.1. Records will be kept of induction, training, relevant qualifications and competence.

5.2. To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

#### **6. Approval of visits**

Approval of visits will be made as detailed below.

6.1. **Local Authority:** Visits abroad and self-led adventurous activities.

6.2. **Governing Body:**

The governing body has a strategic role to set the vision and direction of the school and to oversee and drive up its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of educational visits to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

6.3. **Headteacher:** All visits and activities.

6.4. **Educational Visits Co-ordinator:** Local, normal routine visits which are part of the everyday educational provision of the school. E.g. Local walking visits, bike ability training, local sports fixtures and local swimming visits.

#### **7. Planning and managing visits and activities**

7.1. In addition to the procedures to be followed in the guidance, local procedures and generic risk assessments which supplement but do not duplicate this are available for all staff can be found on the staff folder within the network stated 'Risk Assessments'.

7.2. **Inclusion.** We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

7.3. **External providers:** Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively assurances will be gained through a Provider Statement. All visits will require a Provider Statement if not in place through Evolve.

7.4. **Insurance:** Young people participating in visits and activities will have annual travel insurance provided under a Local Authority Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

7.5. **Finance:** Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with the guidance and requirements of the DfE advice "Charging for school activities (2014).

## 8. Supervision and safeguarding

8.1. **Volunteers:** Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in the guidance and local procedures. Reference should also be made to West Cliff Primary School Safeguarding Policy.

8.2. **Behaviour:** Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place. Young people, parents and carers will be made aware of the code of behaviour, expectations of young people and sanctions which may be invoked should the code be breached. In addition parents and carers will be made aware of their responsibilities for removing young people in prescribed circumstances. Reference should also be made to West Cliff Primary School Behaviour Policy.

## 9. Risk Management

9.1. Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

9.2. The risk assessment must be approved by the Educational Visits Coordinator (the headteacher/Andrew Wood/Beth Grason).

9.3. The risk assessment must be read, before the visit, by all staff and volunteers working or helping during the visit.

9.4. A copy of the risk assessment, signed by all staff and volunteers attending the visit must be deposited in the school office before the visit. Evolve needs to be completed as well using the teacher's login and including the details of the children.

- 9.5. Prior to the visit children must be informed of key points of the risk assessment that will reduce risk to them.
- 9.6. Prior to the visit, or on arrival at the place of visit, the risk assessments for that site (if these exist) must be obtained and all staff and volunteers, and when appropriate children, must be given the information that will reduce any risks to them during the visit. A provider statement must be in place for the children to visit the venue.
- 9.7. All educational visits and off site sporting activities must be logged on the North Yorkshire County Council educational visits website (NYCC Evolve). This is to be carried out by the teacher in charge of the visit or activity.

## **10. Consent and medical information**

- 10.1. **Enrolment consent:** Written consent will be gained on enrolment for routine local visits and activities which are a normal part of our educational provision. This can include visits and activities beyond the normal day such as after-school sports fixtures and information regarding the nature of the types of visit will be included in a letter that will be sent out to all parents prior to the visit. We will fully inform parents by a letter of the nature of each visit, activity or series of a similar nature, remind parents that they have already consented, and give opportunity to update information and emergency contact details.
- 10.2. **Individual consent:** Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities, those which fall outside of normal hours and non-routine activities which are not a normal part of educational provision. We will fully inform parents by letter of the nature of each visit, activity or series of a similar nature.
- 10.3. **Medical information:** We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

## **11. Accidents, Incidents and Emergency procedures**

- 11.1. For the duration of all off-site visits and activities there will be a nominated suitable person providing 24/7 cover. This emergency contact will have secure access to all details of the visit including medical and next-of-kin information for all young people, accompanying staff and other adults. In addition they will have access to Council emergency numbers.

## **12. Monitoring**

- 12.1. Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.
- 12.2. The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.