



St. Edward's Church of England Academy

Educational Visits Policy

Approved by Trustees:
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Non-Statutory Policy



St Edward's
Church of England
Academy

The Vision for Education at our Academy

Jesus says, "I have come that they may have life and have it in all its fullness."

John 10:10

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."***

Deuteronomy 31:6



***"I no longer call you
followers. Instead I call
you friends."***

John 15:15

"Show proper respect to everyone"

1 Peter 2:17
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EDUCATIONAL VISITS POLICY

Introduction

St Edward's Church of England Academy acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oceapeg.info/>)

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

The Trustees has given its approval to the following types of activities being arranged in support of the educational aims of the school.

- School teams
- Educational visits including those that are essential or enhance the curriculum
- Residential visits

Normally, these activities will be available to all children within the specified group for which the activity has been organised. Whilst there is no obligation for parents/carers to contribute, visits will only take place if sufficient funds are received. If the visit is within school hours, but extends beyond the normal school day, the Academy will charge for board and accommodation.

Aims

- To broaden the curriculum beyond the boundaries of the school
- To help pupils to see the relevance of their school studies to real life
- To give all pupils the opportunity to experience cultural, religious, environmental, historical and team events
- To help develop an awareness of the local and wider community
- To foster an enquiring mind

To allow further opportunities for pupils and staff to develop good relationship

Objectives

- To detail the procedures required when organising a school trip
- To define the type of trips that should be encouraged to take place
- To identify the roles of trip organisers, accompanying staff and pupils
- To identify educational objectives of planned visits



1. Planning Procedures

The planning procedure is designed to ensure that the following standards are adhered to:

- Trips are of a suitable educational nature
- The safety and welfare both staff and pupils are assured
- The trips are financially viable

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should initially discuss the proposal with the Educational Visit Co-Ordinator, to verify the appropriate dates. The Senior Leadership Team will then determine if the visit can go ahead. Once permission has been granted, they should then add the visit details through the EVOLVE system which will then be automatically passed to the Educational Visit Co-Ordinator for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Principal will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval.

Visits requiring LA approval should be submitted six weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5m.

The planning stage of any trip must be done in consultation with the Academy Designated Safeguarding Lead and the trip must adhere to current 'Keeping Children Safe in Education' (KCSIE) guidance documents.

Regularly repeated local visits may receive block annual approval subject to parent being made aware of every visit, especially any involving a return time outside the normal school day.

The Principal, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges and Remission guidance document.

2. Roles and Responsibilities

The Principal is responsible 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. The Principal will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically, competent to carry out the responsibilities allocated to them for all visits.



The Educational Visit Co-Ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks.

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follow employer policy and guidance, and to liaise with the LA as required
- To ensure that there is a sample monitoring of visits in keeping with the recommendations of employer policy and guidance.

Visit Leaders will have overall charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Prior to a visit, relevant visit information should be shared with parents and consent sought. The Visit Leader will provide relevant documentation (risk assessment, pupil group lists, medical information and itinerary) to all accompanying adults. Accompanying adults will sign to say this information was received. All accompanying adults should be clear on their role, the arrangements for the visit, including any 'down time' and any other expectations. This is set out in the 'Roles and Responsibilities' guidance available for Visit Leaders to adapt (**see appendix**)

The Visit Leader is responsible for producing a full pupil and accompanying adult list, a minimum of 24 hours prior to the event and to ensure that all care plans, medication and equipment are collected from the office before leaving.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies. This will include copies of medical forms and phone numbers in the case of residential visits.

For all residential visits' parents/carers will be invited to a meeting where they can ask for clarification of any aspect of the itinerary or organization of the visit.

A checklist for Visit Leaders is available and should be consulted before the trip (**see appendix**)

3. Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. St Edward's Church of England Academy recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the target benefits and learning outcomes.

This appreciation of the benefits to be gained throughout participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. Health and Safety Executive endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.



There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that St Edward's Church of England Academy staff adopt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

Very occasionally, where a pupil has a persistent record of very poor behavior, resulting from their inability to manage themselves appropriately or negatively influence others, thereby placing themselves or others at risk; it may be necessary to withdraw the offer of a place. This decision will not be undertaken lightly, and would have the widest possible regard to health and safety of all pupils and adults on the visit. Parents would be consulted prior to the decision to remove the offer of a place on an excursion.

4. Emergency Procedures

The risk management 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, parents and the Academy in the event of an emergency. The Visit Leader will act as the designated person.

In the event of a delay (of more than 1 hour), or of an incident to an attending participant, staff member or volunteer, the Visit Leader must contact the school as soon as possible to inform the Principal or Senior Leadership Team so that they can decide:

- A) If the incident is of a less serious nature then the next of kin or parent of those effected 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.
- B) If the incident is very serious to contact Emergencies and Staffordshire County Council, using the emergency contact information plan.

If First Aid is administered on a trip, the school should be contacted so parent can be informed. A record of any medicine administered should be recorded and those records returned to the Academy office.

5. Accident Reporting

All accidents and near misses will be handled in line with the Academy's Health and Safety Policy. A copy of any accident forms completed off site should be requested and returned to the Academy.



6. The Trust Board

The following categories of visit require validation by the Trust Board and prior authorization from Staffordshire County Council:

- Visits Abroad
- Residential Visits
- Outdoor Adventurous or high-risk activities other than those run by Staffordshire County Council Outdoor Education Service

Appendix 1 – Roles and Responsibilities of the Group Leader

Roles and Responsibilities of the group leader	<p>Carry out regular headcounts</p> <p>Refer to medical info and ensure medication is given to pupils</p> <p>Read risk assessments and follow measures to keep pupils safe</p> <p>Ensure pupils are aware of meeting place and what to do if they are lost</p> <p>Maintain appropriate supervision at night – ensure pupils know where staff bedrooms are located. Designated staff for each corridor, please knock before entering</p>
During Activities	<p>Pupil to staff ration 1:15, 1:10 by water</p> <p>All group leaders to have medical details of pupils, phones and numbers of emergency</p> <p>On visit days, pupils must be made aware of designated meeting points and what to do if they become separated. Pupils must stay in groups of 3</p> <p>Group leaders to carry out dynamic risk assessments on beach and on site</p>
During down time (residential)	<p>During down time, pupils must be aware of where to find leaders at night</p> <p>They should be shown emergency exits. Staff will monitor pupils going to bed and corridors. If they play outside, they must be supervised</p> <p>There should be at least one member of staff each night that has had no alcohol</p> <p>If pupils are ill, or if first aid is administered, parents should be informed</p> <p>If an accident form is completed, a copy should be retained</p> <p>School should be notified so that a second opinion is sought</p>
Safeguarding	<p>Staff and volunteers to follow Academy Safeguarding policies. Any concerns should be referred to DSL Aileen Simpson or DDSL Heather Matthews</p> <p>Numbers held by Group Leader and Deputy Group Leader</p>
Emergency Plan	<p>All parent contact details and copies of medical forms given to the Principal before trip departs. Group details held by all leaders if they are on different buses</p> <p>Whilst on activities, staff should alert local staff / guides</p> <p>Emergency phone numbers distributed to pupils (slip of paper if no phones)</p> <p>In case of an emergency, ring 999. Contact should be made with other group leaders. The group leader, or designated deputy, should inform school (01538 714740)</p> <p>In the event of a serious accident, incident or fatality, the Principal to notify Staffs County Council 01785 278499 which is the number for Fire and Rescue Control Centre. You will be asked for name, contact details and brief description. You should then ask for the Control Operator to page the CCU Duty Officer and to pass on the information.</p>



Appendix 2 – Pre-Visit Checklist for Visitors and Leaders

Pre-Visit	Complete blue trip booking form (costings etc.) and submit to SMF who will check against school calendar Finance office will set up Parent Pay and assist with bookings to ensure best value. They will also liaise re parent helpers and send reminder texts/Facebook info for parents (office or RR)	
	EVOLVE and risk assessments: Visit leaders are responsible for risk assessments. The Academy has a bank of RA which should be adapted by the visit leader based on their knowledge of the trip. EVC to advise	
	Consider needs of group and type of activities to be undertaken. Is this a first visit? By water? Residential? travel time value of activity? Do any pupils have mobility issues? Ratio should be 1:15 or 1:10 by water. Seek advice from DSL re any safeguarding concerns	
	Ensure office know in advance which pupils attending (which day and coach if appropriate) so they can organise medical supplies into bags	
	Gather any items needed e.g. clip boards, worksheets	
	Share itinerary and risk assessments with group leaders. Accompanying adult to sign off they have read RA	
Day of Visit	Take school mobile (from EVC) and share number with pupils (KS3 only - if this is part of the risk assessment) Ensure you, as visit leader, are aware of emergency contact details for pupils and contact details for DSL /DDSL/ Principal	
	Ensure register of pupils is completed before leaving site - ensure office are aware of who is on the trip! If taking photos on trip, check against photo consent list	
	First Aid - consult with venue first aiders or trip first aiders. Please inform Academy office if you have any concerns so a decision can be made to contact parents Obtain a copy of any accident forms if completed	
	Complete dynamic risk assessments (weather conditions, crowds, behaviour and welfare of pupils) pre-departure and during visit	
	Inform Academy Office or Principal/ SC (via emergency contact no) if expected to be returning late. Text or FB if late return	
Post Visit	Return any medication to office, return mobiles to EVC and hand in any accident forms to GD	
	Complete Evaluation - please also ensure any issues or 'near misses' are reported to RR so any procedures can be adapted	
	Complete Pupil Voice questionnaire if appropriate (PP)	