



EDUCATIONAL VISITS POLICY

**HORIZONS EDUCATION TRUST, AMERICAN LANE,
HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ**

DOCUMENT CONTROL	
ISSUED	CHANGES FROM PREVIOUS VERSION
Date reviewed: Feb 2024 Date of next review: Reviewer:CC/KT Date of ratification by Governing Board:	Educational Visits Policy created.

Purpose

The purpose of this policy to support the Trust's commitment to learning outside the classroom and ensuring the safety of all children whilst on visits away from their Academy. By adhering to the procedures and information within the policy the potential risks to children's safety whilst on visits is significantly reduced.

Summary

- The Trust believes that learning outside the classroom is an important part of Academy life and enhances the curriculum. It will endeavour to provide a balanced range of offsite visits for each year group.
- Our Academies follows the National Guidance for offsite visits.
- All visits will be subject to clear risk assessment procedures, including the setting of staff and volunteer numbers needed for the visit
- Parental consent will be required for all visits. For local regular visits a consent form is signed at the beginning of entry to the Academy. For all other visits the Academy will obtain an individual consent form. Parents may withdraw their children from any visit but must contact the Headteacher to discuss this.
- A voluntary contribution may be sought for visits that take place during the Academy day. The Academy complies with the law for charges for activities outside of the Academy day.

A full policy on charging for pupil trips/visits is available on request from the Academy office.

Status: Recommended

Who/what was consulted?

This policy was written by the Headteacher/Educational Visits Coordinator (EVC) based on the model policy used by several Local Authorities.

Relationship to other policies

- Whole Academy Policy for Safeguarding, including Child Protection
- Charging Policy
- Ready To Learn Positive Behaviour and Discipline Policy
- Curriculum Handbook

Roles and responsibilities

- The Governing Body has given its approval for the Academy to undertake off site visits and devolves responsibility for the safe organisation of offsite visits to the Head Teacher.
- All staff must ensure that guidelines are adhered to and the online visits booking system (Evolve) is used effectively. All visits must be approved by the Educational Visits Coordinator who will report to the Head Teacher. It may be that the Headteacher will carry out both roles. If this is the case, Governors will have an oversight of these roles.
- Parents/Carers must ensure that they understand and support the expectations of behaviour on Academy visits.

Arrangements for monitoring and evaluation

The EVC will monitor the activities taking place in an Academy and is responsible for ensuring an evaluation of each visit take place. Any incidents that occur on visits will be reported to the Headteacher and Governors. Evaluations of visits are stored on Evolve and can be accessed by members of staff to inform future visits. Evaluation of the impact of learning outside the

classroom will be measured through annual surveys and evaluations from staff. This policy will be reviewed every three years pending any changes in legislation.

Date approved by Full Governing Body:
Date for review:

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

Educational Visits Policy

Aims and purposes of Offsite Visits

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

Each year the Academy will arrange a number of activities that take place offsite, and possibly out of Academy hours, which support the aims of the Academy. The range of activities which the Governing body has given its approval includes:

- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits/Overseas visits
- Adventurous Activities.

Approval Procedure

The Governing body has delegated the consideration and approval of offsite visits and activities to the Headteacher. The Head teacher will nominate the Educational Visits Co-ordinator (EVC) and the Governing body will approve this appointment and the EVC will receive training by the LA. It may be that the Headteacher will undertake both roles.

Before a visit is advertised to parents the Head teacher and EVC will approve the initial plan. The Headteacher/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. [EVOLVE - Cambridgeshire County Council \(edufocus.co.uk\)](http://EVOLVE - Cambridgeshire County Council (edufocus.co.uk))

The Academy has agreed a policy for categorising its visits in line with published guidance i.e.:

Level 1 - Local regular day visits that have generic risk assessments & standard operating procedures. The Academy has posted a list of its Level 1 visits (See Appendix I) in the document library of Evolve & will use in-house systems to record & approve such visits. A standard set of operating procedures and general risk assessments exist for these visits.

Level 2 - Day visits (not listed in Appendix I) approved at Academy level on Evolve by EVC & Head.

Level 3 - Overseas, Residential or Adventurous visits. These visits must be approved via Evolve and the LA's on-line approval gained.

The Academy will also provide a 'Local Area' map, which will include the area within which 'local' visits may take place without specific parental permission being required. These will all be Level 1 visits, and will NOT include the use of transport. Pupils on 'Local Area' trips will be signed in and out of Academy, and the visit leader will ensure adequate staffing is in place. The relevant paperwork MUST be completed before the Local Area trip takes place, and kept in reception.

Staffing

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

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the Academy 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.

Any volunteers on educational visits will be subject to all appropriate safeguarding checks, and will be fully briefed in advance of the trip/visit.

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 undertake planning and risk assessments.

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.

Risk Assessment

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.

External Activity Providers

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

The Visit Leader will make appropriate checks before committing the Academy to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the Academy 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

Additional written consent from parents will not be required for pupils to take part in Level 1 visits as all parents sign a form on entrance to the Academy to authorise these visits. (Appendix II) For all other off-site visits and activities, the Academy will require written permission from parents/guardians and a standard letter will be used for this purpose (Appendix III). As part of the parental consent they 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. Parents will also be required to complete form PC/B for all residential visits (Appendix IV).

The Expectations of Pupils and Parents/Carers

The Academy has a clear code of conduct for Academy visits based on the Academy's Behaviour policy, including a Code of Conduct for pupils. This code of conduct will be part of the condition of booking by parents/carers. 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 once a risk assessment has been carried out to show the risk is too high despite all precautions that

may be taken. The Academy will ensure that it meets the requirements of the Equality Act 2010. If pupils misbehave on a residential visit, 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.

Emergency Procedures

The Academy will appoint a member of the Senior Leadership 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 Academy procedures for reporting and investigating accidents.

Review by the Local Authority

The Academy is supported in its arrangements for offsite visits by the County Council. Where necessary the Academy 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. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

The Academy may invite, but not require, parents to make voluntary contributions for Academy activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it

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

The Academy has a clear policy for the charging of educational visits as outlined in the Charging Policy.

Transport

The Academy will ensure that children are transported to and from off-site locations in accordance with Local Authority policies. The following modes of transport will be used:

Walking: Where appropriate, children will walk to off-site locations where the distance and weather are deemed acceptable. They will walk in 'crocodile' fashion. Visits may have to be cancelled if an active risk assessment results in unacceptable risks being taken, i.e. blocked roads/severe weather. Routes will be planned before the visits.

Minibus: The Academy has its own minibus which will only be driven by staff holding the relevant license and who are fully insured.

Coach/private hire: For larger groups and distances where it is deemed necessary, private hire vehicles will be used.

Own Cars/Volunteer cars: Staff and volunteers willing to drive their own vehicles must complete a 'Private car form' (Appendix V) confirming that they hold the relevant insurance and that their car is road worthy. In addition, the Academy will ensure that any adult driving children on their own hold a current DBS check. This policy only applies to transport arranged by the Academy. Where transport has been arranged privately by parents, the responsibility for ensuring the roadworthiness of cars and insurance level of drivers is not the responsibility of the Academy.

Appendix I



Level 1 Approved Visit (list below)



Parental Permission Form

CHILD'S NAME:	D.O.B
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**Please delete as appropriate.*

I do/do not give* permission for my child's photograph to be used in Academy and in Academy literature. (In accordance with the Safe Use of Images Policy)

I do/do not give* permission for my child's photograph to be used in local and national newspapers. The photograph will not be identifiable to a name.

I do/do not give permission for my child's image to be used on the Academy's VLE (Virtual Learning Environment).

I do/do not give* permission for my child's photograph to be used on the Academy website. The photograph will not be identifiable to a name.

I do/do not give* permission for my child to make use of the internet according to the Academy's E-safety Policy.

I do/do not* give permission for my child to be included in videos made by the children using ICT equipment.

I do/do not give* permission for videos of my child to be displayed on our website.

I do/do not give* permission for my child to participate in walks around the local area, including to and from the city. All parents/carers will be notified of any upcoming walks by a letter home.

I give/do not give* consent for my child to participate in food tasting activities. If your child has allergies, please list these below:

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Parent/Carer's signature:Date:

Appendix III



Date

Dear Parent/Carer,

Your child will be visiting (location) on (date). This is to support the work in Academy on (details of curriculum)

The children will be (details of transport). They will be leaving Academy at (time) and returning to Academy at (time). The timetable for the visit is as follows

(Outline of activities)

Further information needed:

- clothing including weather related items e.g. sun cream
- spending money
- lunch arrangements
- medication

The cost of this visit is _____ per child. The Education Reform Act does not allow the Academy to charge directly for the cost, but it does permit the Academy to ask for voluntary contributions. Sadly, if we do not receive sufficient contributions, we might not be able to proceed with the visit. Children cannot go on the trip without parental permission so please fill in and return the slip below as soon as possible. Please note money should be sent in a named envelope.

Yours faithfully

Year Leader/ Visit Leader

Visit Name

Name of child.....Class.....

I give/do not give permission for my child to take part in the activities outlined above. I enclose/do not enclose a voluntary contribution of (cost)

Signed(Parent/Carer) Date.....

Appendix IV

Form PC/B

Personal information and Parental Consent Form – Level 3 Visits CONFIDENTIAL

To be completed by the Visit Leader:

Please return to : _____ (Visit Leader) Tel No: _____

The Visit Leader who will only divulge information on this form to other staff as necessary, to ensure the welfare and safety of the participant.

Group: _____ Place of visit: _____

Day & date of departure: _____ Time: _____

Day & date of return: _____ Time: _____

List of activities to be undertaken: _____

Method of travel: _____ (seat belts fitted as standard Yes/No)

To be completed by Parent/Guardian (please use block capitals)

Young person's full name: _____ Date of birth: _____
_____/_____/_____

Home address: _____
_____ Post code: _____

Main telephone no : _____

Name of parent(s)/guardian(s):

(i) _____ Relationship: _____

(ii) _____ Relationship: _____

Addresses of parent(s)/guardian(s) and/or other contact persons:

(i) _____
_____ Tel. no. _____

(ii) _____
_____ Tel. no. _____

Doctor's name : _____

Doctor's Tel. no: _____ National Health No.(if known): _____

Date of last known tetanus injection (if known):

Please give details of any recent illnesses:

Please give name and dosage of any medications currently being taken:

Please tell us about any allergies, e.g., medicines, food, bee stings, etc.

Please tell us about any food not eaten for religious or health reasons:

Please provide any other information which you feel might be useful in an emergency, or that the Visit Leader should be aware of: e.g. phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, friendship problems, etc.

I am willing for my child to take part in the above visit/journey, and having read all the information provided, I agree to his/her taking part in the activities described.

I understand that the staff responsible for the activities will take all reasonable care of participants.

I give/do not give* permission for my child/ward to receive pain relieving medication when appropriate (one dosage of paracetamol only).

* please delete as appropriate

I agree to my child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided.

Signature of Parent / Guardian: _____ (if participant is under 18)

Signature of Participant: _____ Should there be any amendments to this form after it has been handed in, please contact the Visit Leader immediately.

This form must be completed for each member (including staff) of any group involved in any activity that includes absence from home overnight, visits abroad, and/or adventurous activities. **Copies must be carried securely by the Visit Leader or group supervisor.**

Appendix V



Private car form

Use of Private Car to Transport Young People

1	To: The Head of _____ Establishment
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. *Registration Document, MOT, Insurance, Driving Licence.*

	Insurance cover required
For teachers, youth workers, or other LA employees	'Use by the Policyholder in connection with the business of the Policyholder'

Policy agreed on: _____

Signed on behalf of the Trustees: _____

Committee: _____

Author: _____

Website: