



Stanton Vale

SCHOOL

Educational Visits Policy

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Signed – Headteacher:

A handwritten signature in black ink, appearing to be 'A. G.' or similar, written over a light grey background.

Signed – Chair of Governors:

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1. Introduction

Stanton Vale School acknowledges the immense value and many benefits of outdoor learning and is committed to supporting off-site visits and activities that enrich the learning opportunities of its pupils.

Stanton Vale School works within the requirements set out in Derbyshire County Council's Offsite Visits and Adventure Activities Guidance and follows national guidance provided by the Outdoor Education Advisers' Panel. When planning a visit, the visit leader must familiarise themselves with this information.

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

2. Roles and Responsibilities

Senior Leadership

The Headteacher is responsible for ensuring that:

- off-site activities and visits comply with the LA Guidance and this Visit Policy
- all visits approved can be accommodated within the planned provision
- the ethos of each visit is one with which the establishment wishes to be associated.

The Headteacher will ensure that the Visit Co-ordinator (VC), 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 Deputy Headteacher will approve offsite visits and act as the Visit Co-ordinator.

Visit Co-ordinator

The Visit Co-ordinator (VC) 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 follows employer policy and guidance, and to liaise with the LA as required.

The VC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment

The designated VC for Stanton Vale school is Jo Harrison who received training in the role in October 2016.

Visit Leader

Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. They are responsible for ensuring relevant visit information is shared with parents/carers and consent is sought where necessary.

Visit Leaders, assisting staff and voluntary helpers will be appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Details relating to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

Governing Body

Along with the Headteacher, the Governing Body is responsible for ensuring visits are approved as required by the establishment's visit policy, 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.

3. Procedures

Staff wishing to plan and undertake a visit will first seek permission from the VC.

Staff should follow the LA and establishment guidance if undertaking 'home visits'. This does not form part of this policy.

Finance

The Headteacher, VC 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 for Off-Site Activity' guidance document.

Charging Policy

Schools must not charge for education provided during school hours or education provided outside of school hours if it is part of the National Curriculum.

Schools may charge for optional extras which include:

- Education provided out of school time which is not National curriculum or part of Religious Education.
- Board and lodging for a pupil on a residential visit.

The restrictions on charging do not prohibit the LA or school from seeking voluntary contributions in support of an activity or visit. Such contributions must, however, be genuinely voluntary. Consequently, it must be made clear to parents that there is no obligation to contribute and pupils must not be treated differently according to whether or not their parents have made any contribution.

Staff Induction and Training

Before members of staff are allowed to act as Visit Leaders, they will be made familiar with the procedures for off-site visits and activities and understand their role in managing, planning, leading or assisting with organising off-site visits. New staff will be directed to this policy and given contact details for EVOLVE.

The VC will identify any specific training needs and requirements and ensure staff can access relevant learning and development opportunities as appropriate and as required by Derbyshire County Council.

Visit Approval

Stanton Vale school has adopted the Derbyshire County Council system for approval of visits which is based on these being categorised into three broad types:

1. Local low risk single day visits that are regular and routine
2. Day visits and programmes that require enhanced planning
3. Higher risk visits, further afield that require detailed planning and leader competence

Category 1

These visits will be regular, routine day activities that are organised in and around the locality, usually on foot. Regularly repeated visits can be covered by a block annual consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.

Some of the visits and activities included in this category for this establishment are:

- Swimming at West Park
- West park – playground visits
- Tesco and shopping trips
- Cafes
- Long Eaton School
- Sports Events at local school
- College
- Visits to Long Eaton town centre

These visits should be planned using Stanton Vale's specific general risk assessment and with approval by the VC. Activities can be covered by an annual blanket parental consent. It would be unusual for category one visits to require additional 'event's specific' – these outings should be covered by the general risk assessment.

Plans for category one visits should be submitted to the VC **two weeks** prior to the visit taking place.

All other visits **must** be planned and submitted using EVOLVE. Based on the visit types, EVOLVE automatically directs the flow of approval for Category 2 and 3 visits.

Category 2

These visits are single “one off” day visits or a programme of visits that take place off-site but further afield than your base locality and with no element of adventurous activities (as defined in Category 3). These opportunities will usually require transport and could also require some enhanced planning and risk assessment. Example visits are:

- Carsington
- Lichfield Cathedral
- Memorial Arboretum
- Regimental Museums
- Cathedral, Churches and Castles
- Farm Visits
- Happy Hens
- Attenborough Nature Reserve

These activities will be entered onto EVOLVE and submitted to the VC **two weeks** prior to departure. Approval is delegated to the Deputy Headteacher and visits should be covered by a specific parental consent.

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by an annual blanket parental consent.

The specific establishment local visits risk assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completed a new document each time. Any additions can be documented using the Event Specific Note form.

If a visit is planned to a higher risk environment, additional risk assessments may be necessary. A number of examples relating to particular activities can be found on EVOLVE's website. These should be completed, then attached to the EVOLVE record, prior to submitting to your VC for approval.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions. e.g. forest school. Please refer to the activity qualifications matrix for further information. Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

Category 3

Approval from the Local Authority 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 after first being checked by the Deputy Headteacher and authorised by the Headteacher.

Specific consent will be required for each visit.

Overseas visits and Duke of Edinburgh expeditions will be submitted to the LA **four working weeks** before a visit is set to take place, and before anyone is financially committed.

Approval notification via email will automatically be sent out (from EVOLVE) as soon as possible up to two working weeks after receipt of the visit form.

A member of staff intending to lead an adventurous activity, must be specifically approved by the LA to do so via the EVOLVE Leader Approval Request function.

When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a Provider Form or verified by holding an appropriate national accreditation. Providers will not be used until they have been 'vetted' by the LA.

4. Risk Management

The risk management of an activity is normally carried out by visit leader and assistants with the support of VCs as required. Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Stanton Vale School recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through 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'. EVOLVE endorses this approach through its '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.

Stanton Vale staff will adopt and adapt 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.

5. Monitoring

Where possible and appropriate the VC will sometimes accompany first time leaders on their first visit. Along with the Headteacher, the Governing Body is responsible for ensuring visits are approved as required by the establishment visit policy, 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. In his annual report to Governors, the

Headteacher includes a section about off site visits. The Governor's teaching and learning committee is responsible for agreeing and monitoring this policy.

6. Insurance

Appropriate insurance must be in place for all visits.

The responsibility for arranging adequate insurance cover rests with Headteacher in conjunction with the organiser of each journey.

For visits abroad, additional journey insurance **must** be taken out.

As an employer, in addition to the standard public liability cover which all establishments will have in place, Derbyshire County Council offers LA Schools the opportunity to buy into an annual 'blanket' personal accident cover / travel insurance, provided through CHUBB, covering any off-site activities and overseas travel ventures. Stanton Vale have done this – their policy number is 0010627711.

It is the responsibility of the Governing Body, Headteacher and VC to determine whether any additional insurance should be taken out.

7. Inclusion

Under the Equality Act 2010, it is unlawful to treat a young person less favourably and/or fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Stanton Vale endorses the principles of:

- a presumption of entitlement to participate
- accessibility through direct or realistic adaption or modification
- integration through participation with peers

Adjustments made should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence.

Behaviour

Staff at Stanton Vale School follow the principles of the school's Support for Positive Behaviour Policy and expect that pupils will behave appropriately and responsibly when they are both in and out of school. Where pupils have individual behaviour programmes, visit leaders will make sure that they are aware of any particular risk assessments associated with being off site and appropriate strategies that should be used.

Whilst the inclusion of pupils on offsite visits will be the norm at Stanton Vale, this will not be the case where health and safety of the individual or other group members would be significantly compromised. Visit Leaders will ensure that they consult the LA and parents well in advance of the visit where inclusion is an issue.

8. Evaluation

To ensure rigorous evaluation of each visit, visit leaders must have reached a clear understanding of the learning outcomes they hope to achieve. Given that most outdoor learning, off site visits and activities have the potential to deliver a very wide range of benefits and outcomes, the visit leader and staff team to agree how the Learning outcomes are to be **prioritised**, in the early stages of the planning process and documented on the EVOLVE record. Each identified outcome can be evaluated and recorded using EVOLVE.

9. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For any off-site visit a home contact will be designated by the establishment who may be needed as a link between the party, the parents/carers, the establishment and the County Council in the event of an emergency. The home contact must be an employee, be unrelated to anyone attending the visit and be confident in providing support in a crisis.

For visits that take place outside normal establishment hours:

- A completed Emergency Card – Visit Leader (or equivalent) must be with the Visit Leader at all times, **and**
- A completed Emergency Action Card – Home Contacts (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.
- A First Contact Emergency Action Card can be used when taking an initial call from a Visit Leader in an emergency.

In the event of a delay in returning (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the establishment must be contacted as soon as possible to inform the headteacher or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature, then the next of kin or parents of those affected 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 Derbyshire County Council using the emergency contact phone number and details given below:

The emergency contact phone number for Derbyshire County Council during office hours is 00-44-1629-538364 or outside office hours 00-44-1629-533085. This is the number for Call Derbyshire. Upon connection, please ask for the Emergency Planning Duty Officer. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. Under no circumstances should these numbers be given to young people or to their parents or guardians.

10. Accident Reporting

All accidents will be handled in line with Derbyshire's County Council's Accident Reporting Procedures. Accident Forms and other related documents are available in the Resource section of EVOLVE – Guidance.

Where an incident or accident occurs on an activity led by a Provider, please ensure this is reported to the LA Visits Team.