



EDUCATIONAL VISITS POLICY 2021

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1. Introduction

The de Ferrers 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 academy works within the requirements set out in Staffordshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'National Guidance' (NG) as its guidance for the management of off-site visits and learning outside of the classroom (LOtC). This guidance is available at <http://oeapng.info/>

In the event of any apparent conflict between Staffordshire County Councils' Education Visits policy, this policy or National Guidance, then the Staffordshire County Council Education Visits policy must be followed and clarification sought from the EVC or Principal.

All academy 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

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 academy wishes to be associated.

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 follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of Staffordshire County Council policy and guidance

The designated EVC for the academy is Hannah Roberts who received training in the role in July 2019.

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.

Visit leaders will have overall charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary.

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

3. Procedures

Any visit should be relevant to the curriculum and academy ethos and values. There are clear and well-considered learning objectives that are particular to the development of the group as a whole and individuals within it. The visit should be initially discussed and approved by the relevant director of learning/line manager/head of campus.

Staff wishing to plan and undertake a visit (prospective visit leaders) should:

- a) check the diary with Melanie Williams (Operations Coordinator), ensuring that the timing of the visit is appropriate and does not put pressure on the day to day running of the timetable.
- b) seek permission from the EVC to plan a visit completing the 'Educational Visit Proposal form'. Forms should be submitted at least **eight working weeks** before a visit is set to take place, and **before anyone is financially committed**.
- c) the EVC will liaise with Melanie Williams (Operations Coordinator) and the finance team to confirm suitability of arrangements. The Trust will be provided with details of visits by the EVC so that they can maintain an overview of trips being organised as part of the scheme of delegation.
- d) approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form. Visit leaders should not proceed to organise the visit until confirmation from the EVC has been received.
- e) all required information as laid out in the educational visits guidance should then be forwarded to the finance team for the trip to be added to Wisepay prior to any information being distributed to students and parents.
- f) the leader should then add the visit details through the EVOLVE system which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows Staffordshire County Council policy and guidance.
- g) 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 that include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval.
- h) the visit leader will be responsible for overseeing the collection of:
 - Voluntary contributions
 - Insurance contributions
 - Medical forms
 - Parental consent forms

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M. Details of providers listed on EVOLVE are not necessarily approved by the Local Authority.

Providers who hold the LOtC Quality Badge (Learning Outside the Classroom) are recognised as providers of good quality educational provision. The academy would prefer that residential visits or adventurous activities are managed by such accredited providers. EVOLVE provides the facility to search for such providers in the resources section. The academy accepts that LOtC badged providers may not always be available.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal academy 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 for Off-Site Activity](#) guidance document.

4. Inclusion

The following principles will form the basis of planning a visit:

- A presumption of entitlement to participate.
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers.

Visit organisers must be aware that it is unlawful to:

- Treat a disabled young person less favourably.
- Fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage **without justification**.

Visit organisers may have to balance the need to provide the best possible educational outcomes for all students with the need to meet the particular needs of individuals. Sometimes it may not be possible to make reasonable adjustments to include a young person in a specific visit or activity, nor to provide the whole group with a suitable alternative, perhaps because of a severe disability. It is not necessary to deprive the rest of the group of worthwhile opportunities, if it is genuinely impossible to find a suitable way of including everyone. The EVC and / or Principal should be consulted at the earliest stage of planning when this may be the case.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and is reasonable. Further guidance is available in the NG document [3.2e 'Inclusion'](#).

5. Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. The academy 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: **and focuses on the real risks with the potential to cause harm.**

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'. HSE endorse this approach through their '[Principles of Sensible Risk Management](#) Leading sensible health and safety management in schools' 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 risk** i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that all visit leaders 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.

For further information please refer to NG document [Risk Management](#)

6. Payment

All charges and payments for educational visits must follow the academy's Charging and Remissions Policy. This is for all payments by parents to be made on-line, through the academy's on-line payments system (WisePay). Any exceptions to this must be referred to the Finance Team.

For educational visits the DfE Guidance is followed relating to what can be charged for and when voluntary contributions can be asked for.

Where an educational visit is mainly during school hours, letters will include wording such as:

"As this visit takes place wholly (or mainly) in school time it is necessary to ask for a voluntary contribution of £..... per student. There is no obligation to contribute and no student will be omitted from the visit because they do not pay or do not pay in full. However, the visit cannot go ahead if the academy does not receive sufficient parental contributions by"

7. Financial Support

The academy fully embraces the educational benefits of learning outside of the classroom and as such promotes participation for all students in visits. As a result, the academy is fully inclusive and may provide financial assistance for visits upon parental request.

Any application for additional financial support towards the cost of a visit must be made through Support and Guidance (S&G) and will require the approval of Greg Hand (Vice Principal – Director of Pupil Premium).

8. Insurance

Employer's Liability insurance is a statutory requirement and the academy holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it where negligence attaches. This cover should extend to those

persons who are acting in a voluntary capacity as assistant supervisors. The academy also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property where negligence attaches. Employees (as agents of the employer) are indemnified against all such claims, as are all voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

Limited Personal Accident insurance is provided for all de Ferrers employees in the course of their employment, providing predetermined benefits in the event of an accident in respect of qualifying injuries. However, Visit Leaders should be advised that they should consider taking out less limited personal accident cover privately, or obtain cover through a professional association.

The School Journey Policy provides indemnity against specified risks of cancellation, personal accident, medical, personal effects and legal liability related expenses. Insurance is provided for each individual member of a School Journey party (an "Insured") involved in full-time education, or a teacher or other adult not over 65 years of age.

9. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the academy day this includes designating a home contact from the Academy who may be needed as a link between the party, the parents, the academy and the County Council in the event of an emergency. This will usually be the EVC.

Visit leaders should ensure that they have taken into account when planning activities/visits the academy's emergency procedures: Good Practice for visit leaders document, and copies of this, along with emergency telephone contacts, are distributed to all staff and kept available throughout the activity/visit.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the academy must be contacted as soon as possible to inform the Principal 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 Staffordshire County Council using the emergency contact phone number and details given below:

The emergency 24 hour contact phone number for Staffordshire County Council is 00-44-7623-910065. If there is no answer then the Staffordshire Civil Contingencies Unit should be called on 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the

*Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. **This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication.***

These numbers should be carried by leaders at all times during an off-site activity using the Emergency Action Card detailing what to do in an emergency.

Under no circumstances should these numbers be given to young people or to their parents or guardians.

10. Procedure in the event of a student missing whilst on a trip

- a. The group leader must ensure the safety of the remaining students. An appropriate number of adults must stay with them.
- b. One or more adults should immediately start searching for the missing student.
- c. The group leader should contact the academy to alert them, preferably the Designated Safeguarding Officer.
- d. If a student is not found within fifteen minutes, the group leader must contact the Police immediately.
- e. The group leader should alert the academy that the police have been contacted and the academy will make arrangements to notify parents/carers.
- f. Staff should write down a description of what the student was wearing and any distinguishing features. If the missing student has any special medical or learning needs, these should be noted and disclosed to the Police.
- g. On returning to the academy, the group leader must complete a missing student incident form (see appendix 1)

11. Safeguarding

If staff members have any **concerns** about a child (as opposed to a child being in immediate danger) they will need to decide what action to take.

In accordance with “Keeping Children Safe in Education” and the academy’s Safeguarding Policy adequate and appropriate cover arrangements for any out of hours/out of term activities will be covered by any visit that takes place that does not have a Designated Safeguarding Officer attending must have contact details of at least two members of the academy leadership team with them at all times should there be a need for advice. ALT will have two academy mobile phones between them at all times to cover this so ALT can

be contacted. The member of ALT contacted will then contact the Designated Safeguarding team.

As per statutory government guidance "Keeping Children Safe in Education", anybody **can** make a referral. However, due to the role of the Designated Safeguarding Lead this member of staff may be party to additional and pertinent information and therefore is best placed to do so. Only when it is not possible to speak to the Designated or Deputy Designated Safeguarding Lead, or there would be an unwarranted delay by doing so, the member of staff should contact the First Response Team to discuss concerns. In these circumstances, the Designated Safeguarding Lead must be informed about the referral as soon as possible and the incident should be logged on CPOMS.

Contact numbers are:

Staffordshire First Response: 0800 1313126.
Derbyshire: 01629 533190

12. Volunteers

Any volunteer who accompanies a 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.

13. Accident Reporting

All accidents will be handled in line with Staffordshire County Council's Accident Policy. Accident investigation and employee hazard report forms are available from the Health and Safety intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE.

All incidents/accidents should be reported at the earliest opportunity or on return to the academy.

13. Evaluation

A formal evaluation of all educational visits should take place within seven days of visit completion. This should be added to Evolve.

Missing Student Incident Form

Date: _____

Student Name: _____

Age: _____

Address: _____

Contact Number _____

Form Teacher: _____

Form: _____

Person reporting: _____

Time student was last seen: _____

Location: _____

Reason for disappearance, if known:

Action Taken: _____

Student Found: _____

Date and Time: _____

Location: _____

Outcome: _____

Signature:

Date:

Designation: