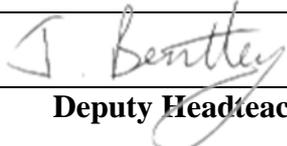


NORTHFIELD SCHOOL EDUCATIONAL VISITS POLICY

Date adopted	February 17
Signed by chair of Teaching and Learning committee	
Member of staff responsible for monitoring	Deputy Headteacher
Review frequency	Biennial

EDUCATIONAL VISITS POLICY

Northfield School has formally adopted this policy through its Governing Body, and the additional guidance as outlined on EVOLVE.

EVOLVE is an online planning and approval tool for internal use supplemented by a professional risk assessment service who will assume responsibility for high risk/ type two activities.

AIMS AND PURPOSES OF EDUCATIONAL VISITS

Northfield School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad and balanced range of learning outside the classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities to which the Governing Body has given its approval includes:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- Sports teams
- 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 educational visits and activities to the headteacher. The Headteacher has nominated the the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVCs have received appropriate training.

Before a visit is advertised to parents the EVC(s) will approve the initial plan via EVOLVEs preliminary approval. The EVC will oversee the completed plan and risk assessments for the visit before departure. The Headteacher will give final approval through EVOLVE once all planning has been submitted.

Northfield School has agreed a policy for categorising its visits;

Overseas, residential or adventurous activities

A/ to be recorded on Evolve and approval gained from the EVC and the Headteacher.

Local/regular/day visits

B/ to be recorded on Evolve and approval gained from the EVC and Headteacher.

STAFFING

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

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with educational activities and visits. Any volunteer will be approved by both the Headteacher and visit leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that CRB screening is available for volunteers.

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 work in partnership to 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.

Governing Body

The Governing Body will:

- have oversight of the visits process in accordance with the establishment policy and guidance, but will not be required to approve individual visits;
- delegate the authorisation of all visits to the EVC and Headteacher;
- ensure that training is available, where appropriate, to support this policy and the employer's policy and guidance;
- ensure that an appropriately competent EVC is in place who is adequately supported in their role;
- arrange for individual members of the Governing Body to be given Read Only EVOLVE accounts in order to fulfil their role with respect to visits and have access to up to date policy, guidance and visits (past, present and future).

The Headteacher

The Headteacher will:

- ensure that all staff and volunteers involved in the visit process are appropriately competent to carry out responsibilities allocated to them and have received training as appropriate;
- ensure that all visits comply with the establishment policy and employer's policy and guidance; be responsible for approving all visits in accordance with the employer's approval procedure
- ensure that all visits are approved prior to departure in line with the establishment's/employer's approval procedure;
- ensure that an appropriately competent EVC has been designated and supported in accordance with this policy and the employer's policy and guidance;
- be clear about their role when taking part in the visit as a Leader and should follow the instructions of the designated Visit Leader, who will have sole, over-all charge of the visit;
- ensure that suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers;
- ensure that they have assigned sufficient time for staff to organise visits properly;
- support an apprenticeship /succession planning culture to ensure sustainable visits and the development of competent Visit Leaders and EVCs;
- support the EVC in ensuring that visits are effectively supervised with an appropriate level of staffing;

- support the EVC in ensuring that visit information has been shared with parents and that consent has been sought where necessary;
- ensure that arrangements have been made for the medical needs and special educational needs of all the young people and also address any inclusion issues;
- ensure that they promote a staffing culture that encourages gaining formal accreditations in first aid, so enabling a visit culture that makes access to first aid more readily available;
- ensure that suitable transport arrangements are in place and meet any regulatory requirements;
- ensure that insurance arrangements are appropriate and, wherever possible, are set up to reduce the burden of bureaucracy for all concerned;
- ensure that details related to the visit and participants (including staff) are accessible to a designated 24/7 emergency contact(s) at all times in case of a serious incident;
- ensure that there are contingency plans in place should the visit plan be significantly changed or cancelled (Plan B);
- ensure that EVC functions are delegated as and where required;
- ensure that arrangements are in place for the Governing Body to be informed of such visits as are required by the establishment visit policy;
- be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships;
- ensure that establishment policy identifies the types of visit that require a preliminary visit and the processes required when a preliminary visit is not reasonably practicable;
- ensure that establishment policy formally adopts a set format for recording written risk assessments or their equivalent. Such RAs should be proportional, suitable and sufficient and based on the 'Principles of Sensible Risk Management';
- ensure that, where the activity involves a third party provider, appropriate assurances have been sought. Specifically note those national schemes that make seeking provider assurances unnecessary e.g. LOTC Quality Badge, AALS licence, Adventuremark, or a clear management Statement of Competence;
- ensure that all visits are evaluated with regard to best value, teaching and learning, quality experiences, and address issues raised by any serious incident that might inform the operation of future activities/visits;
- ensure that the establishment policy includes appropriate emergency procedures in case of a major incident;
- ensure that the establishment policy includes a procedure to ensure that parents are appropriately informed in the event of a serious incident;
- ensure that serious incidents are reported to the employer's Emergency Planning department to enable the employer's public relations unit to deal with the media.

The Educational Visits Co-ordinator (EVC)

A named Educational Visits Coordinator (EVC) will be appointed who has received appropriate training and is competent to fulfil the role. The EVC may be assisted by a person who fulfils an administrative function only.

The EVC will, in accordance with establishment policy and employer's policy and guidance:

- be familiar with and have a good understanding of the contents of the establishment policy and the employer's guidance and comply with their provisions;
- manage the establishment's EVOLVE account and provide access to and training for staff and Governors on the system;
- identify and record, with the minimum paperwork and using EVOLVE where appropriate, qualifications, training, development, induction and apprenticeship arrangements for all Visit Leaders and Leaders (employed staff and volunteers);
- monitor visit planning, risk management and evaluation of all visits. This will include sample monitoring 'in the field';
- advise the Headteacher in relation to Visit Leader/Leader competence and training requirements for all staff involved in the visits process;
- ensure sufficient, appropriately competent and vetted staff and volunteers accompanying the visit in accordance with the risk management arrangements and employer's guidance;

- ensure sensible risk management is in place before, during and after the visit and recorded where appropriate. This will include arrangements for: risk assessment; vetting Leaders and volunteers; parental information and consent; emergency contacts; contingency arrangements; medical and First Aid issues; emergency procedures;
- have access to update training opportunities and a technical adviser (e.g. Off-site Visits Consultant) either employed by or contracted to the employer.

The Visit Leader

The Visit Leader will, in accordance with establishment policy and employer's policy and guidance:

- be an appropriately competent, employed member of staff at the establishment or engaged through a thorough recruitment process;
- ensure Best Value principles are used when selecting providers and make appropriate checks in accordance with establishment policy and guidance. Visit Leaders should NOT normally request copies of risk assessments from providers;
- undertake exploratory visits and/or make enquiries where appropriate;
- ensure that parents are appropriately informed about visits and their written consent and other information are obtained where appropriate;
- ensure that insurance and any financial support procedures are followed;
- ensure emergency procedures, contingency arrangements (Plan B) and systems for recording and sharing information on accidents and near misses are in place before briefing young people and parents;
- ensure that risks are managed;
- ensure appropriate supervision of the young people at all times. The Visit Leader must be with the group at all times unless specific arrangements have been made and approved by the Headteacher;
- ensure that the visit complies with the 'All visits planning and monitoring checklist'; ensure that the visit has been approved before departure

Leaders (Teachers, Teaching Assistants, other school staff, volunteer adults)

Leaders will, in accordance with establishment policy and employer's guidance:

- be appropriately competent to fulfil the requirements of the
- visit; have a thorough understanding of their role within the
- visit; follow the Visit Leader's instructions at all times;
- inform the Visit Leader of any safety concerns, or the Headteacher if for some reason the Visit Leader does not implement control measures necessitated by changes in circumstances
- have sufficient information and resources to enable them to contribute to the effective and safe running of the visit, particularly relating to the young people taking part, itinerary for the visit, risk management arrangements and the emergency procedures and contacts;
- if the main group separates into smaller groups, each group should be led by a suitably competent Leader. Leaders who are not employees (e.g. volunteers) should not normally be left in charge of a group unless previously agreed at the planning stage of the visit. A possible exception could be where an unanticipated emergency requires a volunteer to step-in.

Parents

- The establishment will give parents details about off-site visits practice and safety procedures;
- Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details, where appropriate, in accordance with this establishment policy;
- For Adventurous Activities, residential and overseas visits, meetings with parents will be arranged and visit-specific written consent will be required together with up to date information on participants (e.g. current medical issues, emergency contact details);

- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

Young People

- Young people should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety and must be carried out when necessary;
- Where possible young people should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

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. The Academies 'Generic Risk Assessments' can be found in the Educational Visits google doc.

EXTERNAL ACTIVITY PROVIDERS

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

The visit leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school 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 CONSENT

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose (see Appendix 2).

As part of the parent 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.

THE EXPECTATIONS OF PUPILS AND PARENTS

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. 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. 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 early.

EMERGENCY PROCEDURES

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. For Type 1 trips in school time the headteacher will be the SLT emergency contact. For Type 1 trips out of school time and all Type 2 trips, another member of SLT will also have to be an emergency contact. The visit leader will approach SLT and ask for permission. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. Please see the School Business Continuity Plan for the Educational Visits action card.

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 school procedures for reporting and investigating accidents.

CHARGING FOR ACTIVITIES AND VISITS

The school may invite, but not require, parents to make voluntary contributions for school activities, in school time, 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 school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges stating how much they are prepared to contribute etc.

FORMS AND CHECKLISTS

The following forms and checklists etc can be found in the 'Educational Visits' folder on the staff shared drive and under Establishments docs on EVOLVE.

Educational Visits Policy
Parental consent form
Northfield vehicle policy
School Business Continuity Plan – Educational Visits Action Card

The definitive versions of the following forms and checklists are available from the Resources area on the EVOLVE website. These forms and checklists must be used in accordance with establishment policy and employer's policy and guidance:

Forms & Docs:

Event Specific Notes Form

Provider Enquiry form

Is the activity adventurous? (checklist)

Use of private car to transport young people (form)

APPENDIX 1: FLOW CHART OF “HOW TO RUN A SCHOOL VISIT”

Check the school calendar	Is the date free from other trips/exams/controlled assessment etc?
School or Setting's policy	Comply with regulations and guidelines of your establishment's health and safety policy and policy on educational visits.
Gain approval	Complete some of the EVOLVE form for preliminary approval, then attach a note and wait for authorisation before submitting the form.
Add trip to EVOLVE	Once initial approval has been given, continue to complete the EVOLVE form and submit.
Site Preparation	Familiarise yourself with the site and conduct a risk assessment before your visit (Type 2 visits).
Prepare Helpers	It is important that all adults know the expectations and aims of the visit to ensure consistency. Adults who have not been CRB checked should not have unsupervised access to pupils. It is recommended to CRB check all adults who regular help on visits.
Parental consent and communication	Is required for any offsite visits. Parents/carers should be informed about all parts of the proposed visit, and complete a consent form if in agreement. This could be done annually or termly if visits are regular, as long as parents are aware of dates. Emergency contact details and any relevant medical details including allergies, will need to be supplied and a summary sheet produced to take on visit. Ensuring that they know how to dress/what to equip their child with.
Adult ratios	For offsite visits the following minimum ratios apply Year 7+ = 1:15-20 depending on potential hazards, plus 1 extra adult in case of emergency. Adults who have not been CRB checked should not have unsupervised access to pupils.
First aid provision	Ensure appropriate first aid provisions are available for the trip and that a first aid kit is available at all times. Be aware of the nearest hospital.
Insurance	If going on an offsite visit ensure your setting's insurance covers offsite visits.
Prepare pupils	Ensure pupils are aware of what to expect and informed what to bring. Practice any emergency procedures beforehand with younger children eg. what to do if the emergency whistle is blown, what to do if they get separated from the main group etc.
Transport	Ensure correct ratios on transport (the driver does not count) and the children are wearing their seatbelts.
Planning	Ensure sessions are planned appropriately for the group and the site. Ensure accompanying adults are aware of the aims and their responsibilities during the session. Some activities may need to be risk assessed, in addition to the site specific risk assessments.
Risk Assessment	Ensure site, activities and possible children are risk assessed appropriately. All risk assessments should be shared with all accompanying adults and children in an appropriate way and acted upon where necessary.
Emergency procedure	It is advisable to carry a mobile phone during your visit, and be aware of the nearest landline. Regular head counts are advisable. Please contact your SLT emergency contact if need be. SLT emergency contacts – the school visits action card is attached to the School Business Continuity Plan.

APPENDIX 2: PARENTAL CONSENT FORM

Parental Consent Form

Name of child: _____ **Date of Birth:** _____

Visit (s) to: _____

Dates of Visits: _____

I am willing for my child to take part in the above visit(s). I have received and read all the information provided and given consent for him to take part in the activities described.

I have read any information provided to the standard of behaviour and /or code of conduct expected during the visit and I undertake to reinforce this information with my child.

I consent to my child receiving medical treatment that, in the opinion of a qualified medical practitioner may be necessary,

My child's doctors name and address is : _____

I undertake to pay the required sums by whatever date)s) are specified to me and accept that, in respect of any withdrawal from the visit for whatever reason, there will be no refund of the whole or part of the payment(s) made unless the circumstances are covered by travel insurance or otherwise at the discretion of school governors.

Signed: _____

Please complete section below

Please give your home address and contact phone numbers. If you will be away from home during the visit please give an alternative address where you or a relative can be contacted.

Contact address:

Name: _____

Address: _____

Postcode: _____

Tel: _____

In your child's interest, it is important that the organising staff should know whether he suffers from any illness or medical condition. Please use this space to state, in confidence, any health or other matter concerning your child of which accompanying staff should be aware. Please indicate her also if your child is receiving medication, with details and dosage, and/or has any specific dietary requirements.

APPENDIX 3: RADAR OF SCHOOL VISITS

