



The HENRY BEAUFORT *School*

At The Henry Beaufort School, there are no limitations to success.

Educational Visits Policy

Policy Owned by:	Andy Applin	June 2019
Consultation with:	SLT	June 2019
Reviewed and Recommended by:	Resources Committee	
Approved by:	Governing Body	November 2019
To be Reviewed	Three year interval	November 2022

Section 1- INTRODUCTION

An 'Educational Visit' is any organised, off-site visit involving students that requires the permission and approval of the Headteacher, the Educational Visits Coordinator (EVC) and the parents/guardians of students attending. Visits and off-site activities support, enrich and extend the curriculum in many subject areas. They encourage cooperation, team work and the application of problem solving skills and develop independence and self-confidence. The aim of this policy is to sustain and promote a broad range of off-site educational visits whilst ensuring safe practices and competent supervision. The schools policy and procedures are formulated in conjunction with the advice, guidance and training provided by Hampshire County Council Outdoor Education Services.

Section 2- INCLUSION AND ENTITLEMENT

All Educational Visits must have clearly identified aims and objectives and have an approved competent Visit Leader who is a member of staff. Well planned visits lead to successful visits. Staff will set appropriate learning challenges, responding to students' diverse learning needs. Provision, with well-planned reasonable adjustments will be made to support students, enabling them to participate effectively in all educational visits.

Educational Visits are an integral part of the curriculum. All students are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational need or disability. In cases where the family financial circumstances prevent a student participating in a curriculum visit the Charging and Remission Policy is to be followed.

Section 3- ROLES AND RESPONSIBILITIES

The Governing Body will, through the Curriculum Committee:

1. Ensure the Headteacher and the EVC are given support in relation to Educational Visits including the resources to enable them to fulfil their obligations.
2. Monitor the effectiveness of the school's arrangements for offsite activities.

The Headteacher will:

1. Approve the initial request for a visit.
2. In the case of residential and overseas visits, refer the request to HCC for approval via the Evolve system.
3. Ensure that the EVC has had appropriate training which needs to be revalidated every 3 years.

The Leadership Link will:

1. Will check and approve the curriculum value of the visit.
2. Will check for school calendar clashes with events etc.
3. Review and approve the proposed student list, check appropriate stamp totals if appropriate.

The Educational Visits Coordinator (EVC) will:

1. Promote educational visits and take a lead in policy development.
2. Liaise with staff, offering advice and support regarding educational visits.
3. Advise on the arrangements for visits, including staff to student ratios.
4. Ensure that approved visits are added to the school calendar.
5. Approve the letter to be sent to parents once drafted between the trip leader and SLT link.
6. Ensure that there are updated Charging and Remissions Policy and Educational Visits Policy and Procedures.
7. Liaise with the Headteacher and Governing Body as requested.
8. Assess the competency of staff and volunteers involved in educational visits, ensuring appropriate checks are in place. Approve all staff attending the visit.

9. Confirm the insurance policy covers the planned activities.
10. Ensure approval, notification forms, checklists etc. are completed accurately and approved by HCC via Evolve.
11. Ensure records are kept and checks are made on staff qualifications and driving details (car insurance with business use if transporting students in own cars).
12. Attend relevant EVC training.
13. Organise Offsite Visits training for staff.

The Visit Leader will:

1. Ensure there are clear educational aims for the visit.
2. Take overall responsibility for the organisation, supervision and conduct of the visit and have an up to date knowledge of the Educational Visits Policy and Procedures.
3. Ask the EVC for permission to organise the visit in terms of educational value, cover requirements and the school calendar. In the case overseas visits, ideally this should be nine months in advance.
4. Research the visit costs, seek best value and get three independent quotes. Confirm any costs being passed onto students with the Finance Office, use the visits costing form.
5. Draft the letter to parents and pass to their SLT link before giving to the EVC for approval.
6. Check parental consent forms, medical and behaviour concerns of students attending the visit.
7. If the visit is oversubscribed then selection should be made using the following criteria:
 - a. Priority will be given to those who have a positive behaviour profile. E.g behaviour log from the current and previous year does not include detentions, exclusions or a high number of behaviour points. Students with poor behaviour will not attend, their place may be withdrawn and no refund will be given unless the place is filled by another student.
 - b. They have followed and continue to follow the school rules. Their behaviour has been at an acceptable level during the current school year and they are on target to collect the correct number of stamps. (e.g. average above 30 stamps per week)
 - c. Attendance is good and at 96% or greater (unless medically authorised).
 - d. Money owed to school from other activities including bus payments, music tuition or previous trips has been paid – students may not be eligible until all owed money is paid in full.
 - e. The number of other residential activities that students have already attended – priority will be given to those who have attended fewest.
 - f. Names out of a hat – this will be the final selection point.
8. For visits outside school hours, two members of staff, to be named contacts in case of emergency.
9. Complete a comprehensive risk assessment using the agreed template and pass to the EVC. *The Visit Leader must have sufficient competence and confidence to assess risks as they change throughout the visit and make decisions to stop activities if the risks become unacceptable.*
10. Complete an Evolve form for the visit.
11. Consider whether any student participating in the visit may need a permission letter from their doctor in order to be covered by the insurance policy. A clear risk assessment must be made for any named student with known behavioural or medical issues.
12. Ensure parents, accompanying staff and students are kept fully informed of visit arrangements and itinerary (and in the case of residential and overseas visits hold an information evening for parents and a separate meeting for students and staff).
13. Ensure that all accompanying staff have a clear understanding of accident/emergency procedures – provide them with a visit information pack include: itinerary, photos of students, all emergency contact details and procedures. Ensure that all accompanying staff are fully briefed and clear about their specific duties, responsibilities and act in the same way as a

careful parent 'in loco parentis'. For overseas visits hold a staff briefing to make clear expectations of supervision at each point of the visit using the itinerary.

14. With particular reference to the consumption of alcohol –**one member of staff** must be 'in charge' and this person must not drink any alcohol. Others must only drink in moderation as at any time they may be called upon to deal with an emergency which may require them, for example, to drive a vehicle.
15. Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate. .
16. At least one week before the visit is due to take place, pass the names of students to the SIMS Administration Officer.
17. Carry copies of all supporting documentation on the visit, e.g. itinerary, consent forms, emergency contacts, special medical and/or dietary requirements and ensure that copies of the details are left with the school office and with the emergency contacts where the visit is outside school hours, residential or overseas.
18. Take a charged mobile phone on the visit.
19. Register the students before leaving school and contact the school office to confirm attendance and report any absentees.
20. Report any accidents and incidents that occur during the visits in accordance with the school health and safety policy.
21. Understand child protection and safeguarding issues.
22. For overseas visits, ensure that all students have the correct travel documents to be able to enter the country being visited and to be able to re-enter the UK. Students who hold non EU passports must have full residency stamps or visas that allow them re-entry on their own passports not their parents.
23. Ensure that visa waivers for non EU passport holders have been obtained for entry into countries that have a visa requirement and that the Headteacher has signed this before the visit leaves.
24. Complete an evaluation of the visit on Evolve.

Additional members of staff and other adults taking part in educational visits will:

1. Assist the Visit leader to ensure the health, safety, welfare, pastoral care and supervision of the students on the visit.
2. Be clear about their roles and responsibilities whilst taking part in a visit.
3. Ensure they understand child protection and safeguarding issues.
4. Take care of their own Health and Safety and that of others on offsite visits.
5. Bring to the visit leader's attention any deficiencies in the arrangements that create hazards.

Students should:

1. Follow the schools behaviour policy as this still applies on a school visit.
2. Understand that they have a responsibility to avoid unnecessary risks.
3. Follow the instructions of the Visit Leader and other members of staff.
4. Behave sensibly at all times, keeping to any agreed visit code of conduct.
5. Inform a member of staff if they become aware of any significant hazards or if there is anything that they are concerned about.

Parents/Carers/Guardians should:

1. Understand that they have an important role in deciding whether any visit or off-site activity is suitable for their son/daughter.
2. Inform the Visit Leader about any medical, psychological or physical condition relevant to the visit.
3. Provide an emergency contact number on **which they will be available at all times.**
4. Sign the consent form.

5. Be responsible for ensuring that their son/daughter has the correct travel documentation for overseas visits and re-entry into the UK.

Section 4- FURTHER ADVICE AND GUIDANCE

Further guidance can be found in the appendices of this policy and on TDrive/ Trips.

Advice on the school's educational visits insurance policy can be sought from the EVC.

Further advice and guidance on all aspects of educational visits is available on Evolve from the Schools Outdoor Education and Visits Advisor.

Educational Visits Policy

Appendices

1. Off-site Activities and Educational Visits – The Green Book; updated version on Evolve https://evolve.edufocus.co.uk/evco10/document_download.asp?fileid=4898
2. Safety in Adventurous Activities – The Pink Book; updated version on Evolve https://evolve.edufocus.co.uk/evco10/document_download.asp?fileid=5006
3. Risk assessment Template
4. Risk assessment examples:
 - a. Generic Day Trip Risk Assessment
 - b. Completed example – Beach Survey
5. Off-site Emergency Procedure
 - a. Base Contact
 - b. Group Leader
6. Supervision Ratios
7. Student Code of Conduct
8. Challenging Behaviour Management Risk Assessment Template
9. Consent and Medical Forms
 - a. Student
 - b. Staff
10. Educational Visits Procedures
11. School Costing Form
12. EVC and Visit Leader Checklist
13. HCC Insurance Synopsis
14. Recent HCC communication and advice on terror alert and city visits

NB- Please note all of the documents are available in the T:/trips