



*The* **HENRY**  
**BEAUFORT** *School*

“At Henry Beaufort School there are no limitations to individual success;  
we do not accept mediocrity or complacency.”

## Educational Visits Procedure

Policy Owned by:	Emma Colebourn	January 2022
Consultation with:	E. Shelton	Sept 2022
Reviewed and Recommended by:	SLT	Sept 2022
Approved by:	SLT	Sept 2022
To be Reviewed	Annually	Sept 2023

## **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 procedure 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 Head of Centre 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 staff follow the most recent guidance in the Charging and Remissions Policy and Educational Visits 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.

### **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. Ensure the medical and dietary needs on Operoo are up to date
4. Provide an emergency contact number on **which they will be available at all times.**
5. Sign the consent form and provide permission.
6. Have read and understand the Hampshire Insurance Synopsis
7. Be responsible for ensuring that their son/daughter has the correct travel documentation for overseas visits and re-entry into the UK.

### **The Trip Leader is responsible for :**

1. Planning the trip following the guidance
2. Ensure the trip is up and running effectively
3. Prepare effectively prior to departure
4. Management of the trip (including reference to overseas guidance)
5. Reviewing the trip upon return

### **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.

## **Section 4-**

### **FURTHER ADVICE AND GUIDANCE**

- Advice on the school's educational visits insurance policy can be sought from the EVC.
- Further guidance can be found in the appendices of this procedures on [Trips One Drive](#)
- Further advice and guidance on all aspects of educational visits is available on Evolve from the Schools Outdoor Education and Visits Advisor. Relevant documents can be located on the link above
  - Off-site Activities and Educational Visits – The Green Book; updated version on Evolve [https://evolve.edufocus.co.uk/evco10/document\\_download.asp?fileid=4898](https://evolve.edufocus.co.uk/evco10/document_download.asp?fileid=4898)
  - Safety in Adventurous Activities – The Pink Book; updated version on Evolve [https://evolve.edufocus.co.uk/evco10/document\\_download.asp?fileid=5006](https://evolve.edufocus.co.uk/evco10/document_download.asp?fileid=5006)
  - Risk assessment Template (Stage 1 and Main Risk Assessment)
  - Risk assessment examples:
  - Off-site Emergency Procedure
  - Supervision Ratios
  - Student Code of Conduct
  - Challenging Behaviour Management Risk Assessment Template
  - School Costing Form
  - EVC and Visit Leader Checklist
  - HCC Insurance Synopsis
  - Recent HCC communication and advice on terror alert and city visits

## Trip Leader Detailed Guidance/Checklist:

### Planning a trip:

1. Before any visit discuss the proposed trip to their line manager to ensure the purpose and aims of the visit are very clear. Good practice is for residentials to be initially discussed two terms in advance and other trips at least half a term in advance to ensure thorough planning can be undertaken.
2. Ensure there are clear educational aims for the visit.
3. Take overall responsibility for the organisation, supervision and conduct of the visit and have an up-to-date knowledge of the Educational Visits Procedure
4. 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. Staffing for the trip can be requested by the trip leader, but decisions about this will be made by the EVC in conjunction with SLT.
5. 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.
6. Draft the letter (including selection criteria) to parents and pass to EVC for approval (please copy in SLT link). Agreed deadlines must be confirmed by finance.
7. Details to be included in the letter;
  - a. Nature and purpose of visit
  - b. Cost (which should be total and payable through ScoPay)
  - c. Date
  - d. Travel arrangements
  - e. Departure and return times
  - f. what students need to bring and wear etc
  - g. Arrangements for FSM
  - h. Medical information updated on Operoo reminder
8. Discuss with their SLT link sharing the trip with staff and offering this out to those interested. Timescales for this must ensure the trip can be appropriately staffed before making available to parents and the staffing must have been discussed with extended SLT for parity.
9. If the visit is oversubscribed conduct a robust analysis of the students who have applied against the following criteria: (this may need to be adjusted depending on the nature of the trip and should be discussed in detail with the SLT link prior to sending)
  - i. Additional criteria such as study the subject where this is a bespoke curriculum trip.
  - ii. 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.
  - iii. 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)
  - iv. 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.
  - v. The number of other residential activities that students have already attended – priority will be given to those who have attended fewest.
  - vi. Names out of a hat – this will be the final selection point.
10. They should communicate accepted, reserves and unsuccessful applications using an agreed template (examples can be found in the trips folder on the staff SharePoint.)

### Getting a trip up and running:

1. Confirm the names of students attending. Parents to be sent a communication via Operoo to give permissions for the trip, view the Hampshire Insurance Synopsis and agree to the Code of Conduct. Parents are asked to review and update medical information, provide emergency contact numbers and update any special dietary requirements. Give the names to Finance to ensure ScoPay is reflecting the trip costs.
2. Check parental consent forms, medical and behaviour concerns of students attending the visit via Operoo
3. Trip leader must liaise with the Admin for trips to ensure that the consent and financial requirements are on track as per the timeline.
4. Complete a Step 1 Risk Assessment initially and then 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.* Complete an Evolve form for the visit. The school uses EVOLVE for the submission, quality assurance and monitoring of all educational visits. For residential trip or trips that involve an adventurous element, Evolve needs to be submitted a minimum of 6 weeks prior to the date of the trip. For visits outside school hours, two members of staff, to be named contacts in case of emergency.
5. Establish whether any student participating in the visit may need a permission letter from their doctor in order to be covered by the insurance policy. Liaise with the HOY to determine any behavioural issues or concerns and if a student is classed as 'vulnerable'. A clear risk assessment must be made for any named student with known behavioural or medical issues.
6. 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).

### Prior to departing:

1. It is good practice to complete a pre-visit of the site (location, hotel).
2. 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, and have Operoo downloaded to have access to all emergency contact details and information to medical and dietary conditions.
3. 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 all trips hold a staff briefing to make clear expectations of supervision at each point of the visit using the itinerary. Staff should be provided the Risk Assessment in advance and an opportunity to ask questions.
4. Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate and any specific medication needs for students has been checked and collected from Student Services. *These medical kits must be promptly returned to the Student Services office upon return.*
5. At least one week before the visit is due to take place, pass the names of students to the SIMS Administration Office.
6. Ensure that the staff have a charged mobile phone on the visit and this number has been communicated to the two emergency contacts. If applicable provides students with this contact number.
7. Understand child protection and safeguarding issues.
8. It is good practice to complete a pre-visit of the site (location, hotel).
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11. Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate and any specific medication needs for students has been checked and collected from Student Services. *These medical kits must be promptly returned to the Student Services office upon arrival back to school.*
12. At least one week before the visit is due to take place, pass the names of students to the SIMS Administration Office.
13. Ensure that the staff have a charged mobile phone on the visit and this number has been communicated to the two emergency contacts. If applicable provides students with this contact number.
14. Understand child protection and safeguarding issues.

#### **Overseas residential visits – additional information**

1. 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.
2. Ensure passports are checked prior to departure and check they do not expire within 6 months of your date of return. Record all details of every passport. (Name, DOB, issue/expiry date, passport number and country of issue)
3. 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
4. Make arrangements for getting currency from the finance office and ensure there is a contingency amount in the event of an emergency

Ensure students have EHIC or GHIC number if visiting Europe.

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5. Ensure students have EHIC or GHIC number if visiting Europe.

#### **Whilst on the trip**

1. Register the students before leaving school and contact the school office to confirm attendance and report any absentees. A hardcopy of the register should be left in reception.
2. Report any accidents and incidents that occur during the visits in accordance with the school health and safety policy and safeguarding policy. There is a Hampshire Incident Reporting Form located in the staff pack for you to follow. Also inform parents of any incidents.
3. With reference to the consumption of alcohol: Alcohol must not be consumed by any member of staff at any time, in order to maintain the duty of care they have on all trips and visits. The Teacher's Standards state that teachers are expected to "demonstrate consistently high standards of personal and professional conduct"; consuming any alcohol, at any time, on a visit or trip would be seen as contravening these standards.
4. Carry copies of all supporting documentation on the visit, e.g., itinerary and have Operoo downloaded to have access to 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 contact person(s) where the visit is outside school hours, residential or overseas.
5. Ensure students have ID cards with emergency contact numbers to ensure that they are able to contact staff in an emergency.
6. For residential trips ensure students are made aware of the location of staff rooms so that they can easily be contacted in an emergency.

#### **On return of the trip**

1. Complete an evaluation of the visit on Evolve.
2. Debrief with the staff involved in the trip and reflect on successes and areas for development.
3. Share these reflections with the EVC and ascertain whether the trip achieved the intended outcomes.