



# Educational Visits Policy

## September 2021

### Office use

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<b>Associated documents:</b>			
<ul style="list-style-type: none"><li>• DfE Guidance on Educational Visits</li><li>• Nottinghamshire County Council's Visits Guidance for Children and Young People April 2018 ('NCC's Visits Guidance')</li><li>• OEAP National Guidance</li></ul>		<ul style="list-style-type: none"><li>• Diverse Academies Educational Visits Templates - Appendices A –J (for internal staff use only)</li></ul>	
<b>Links to:</b>			
<ul style="list-style-type: none"><li>• Diverse Academies Financial Procedures Manual <a href="https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Financial-Regulations-Manual.pdf">https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Financial-Regulations-Manual.pdf</a></li></ul>		<ul style="list-style-type: none"><li>• Diverse Academies Charging and Remissions Policy <a href="https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/10/Charging-and-Remissions.pdf">https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/10/Charging-and-Remissions.pdf</a></li></ul>	

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## **1 Introduction**

The Diverse Academies and Governors of each Academy recognise that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities, the Trusts, Governors and Leadership Teams will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from the Academy, whether provided by a contracted provider or the Academy itself.

The Trust's Educational Visits Policy is to ensure that the safety of students, employees and others is managed, to minimise risk as far as practicable and in developing its procedures, is guided by National Guidance issued by the DfE and the Outdoor Education Advisers Panel.

## **2 Scope and remit**

This guidance is specific to all situations where staff (or volunteers) acting in the course of their employment take responsibility for children and young people taking part in activities off Academy premises. This includes outdoor learning, off site, residential and overseas visits.

NCC's Visits Guidance and OEAP National Guidance is not pertinent to situations where schools operate on split sites, work experience placements or Physical Education events (excepting aspects of managing the journey either side of a sporting activity) where activity supervision should be that recommended by specialist PE Guidance such as that provided by the Association for Physical Education (AfPE).

## **3 Buy-back support for educational visit support**

To achieve its objectives and ensure safety across the Trust, it is required that all Diverse Academies adhere to the following:

All academies arrange annually the service support of Nottinghamshire County Council, Educational Visits and Outdoor Education Advisory Service and use the Evolve risk management and visit planning system. All Diverse Academies are responsible for the cost of this service.

## **4 Responsibilities**

The Health and Safety at Work Act 1974 places the overall responsibility for health and safety on educational visits with the employer (Diverse Academies).

The employer's responsibilities are to provide guidance, information and a policy framework for staff to work within (these are itemised within the NCC's Visits Guidance).

#### **4.1 Responsibility of Academy Committee and Executive Principal/Principal**

Governors need to be satisfied about the academy's procedures and practice in relation to this guidance. They should ensure that the guidance is in place in academies and is actively followed. They should ensure that the Principal and staff have the time and expertise to fulfil their responsibilities for visits. It is not necessary for governing bodies to approve each visit. However, Principals should inform local academy committees, in advance where possible, of all non-routine visits, particularly those involving adventure activities, residential visits and visits abroad.

The overall responsibility for all visits rests with the Executive Principal and Principal at each Academy. The respective roles of each are outlined within the NCC's Visits Guidance.

Please see flow chart for approval of all categories of visits in Appendix 4.

There **MUST** be a named member of the Senior Leadership Team, who has delegated responsibility for monitoring and overseeing Educational Visits (this may be the Principal or another designated person from the Senior Leadership Team). This member of staff will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council, DfE, Diverse Academies guidance documents and other relevant regulations and should only authorise visits when everything is fully in place. The Executive Principal can also authorise visits in his/her absence.

***N.B All Category C visits MUST obtain approval in principle from the Trust's Chief Executive Team (CET) prior to any planning taking place, and strictly within the timescales required by NCC stated within EVOLVE and this Policy (whichever is the longer).***

The Executive Principal/Principal, Local Academy Committee (via the Governor Approval Form – Appendix A) and the Nottinghamshire Outdoor Education Adviser through EVOLVE **MUST** authorise and give approval for all Category C visits, (after Trust CET approval in principle).

Following this, the Compliance Quality and Risk team will review the visit to ensure that it has been planned in accordance with the procedures and processes set out in the Policy.

#### **4.2 Responsibility of the Educational Visits Co-ordinator/Administrator (EVC) and Deputy EVC**

There **MUST** be an assigned Educational Visits Co-ordinator/Administrator (EVC) in each Academy with a further deputy EVC to support as required.

The EVC/Deputy EVC should fully understand and adhere to the NCC's Visits Guidance, DfE and Diverse Academies' specific guidance and this Policy. Where appropriate, Foreign Commonwealth Office (FCO) advice should be followed.

They will undertake duties as agreed between themselves and the educational visits Senior Leadership Team member. They must ensure that all visits are considered within the appropriate approval channel, in accordance with guidance provided and are suitably recorded and that there is sufficient liaison with the LA Outdoor Education Adviser where necessary to ensure that visits meet the LA's requirements.

The EVC should ensure that the Deputy EVC is updated on a regular basis and support as required should any absence of the EVC occur.

Where the EVC has been made aware of a significant incident, near miss, unforeseen hazards, risks or general observations from other staff accompanying the visit, the EVC must undertake a thorough review and record within the Evolve system and report back to Senior Leader in charge of visits.

#### **4.3 Responsibility of Visit Leaders**

The Visit Leader is approved by the Principal in conjunction with the EVC and will have overall responsibility for the planning and supervision of the visit. This person must have undertaken the training prescribed in Annex 3 of this Policy and be sufficiently experienced and competent to run a visit to which they have been an assigned leader.

The Visit Leader will adhere to the NCC Visits Guidance, FCO and DfE guidance, this Policy and other Diverse Academies service specific guidance.

The Visit Leader will liaise with the EVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place. It is our expectation that all Visit Leaders keep a full file of documentation relating to a visit they are leading as well as providing information for the EVC.

The Visit Leader will ensure that all parents of children on their visit are provided with all the required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place. The Visit Leader will obtain the requisite parental consents.

The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

The Visit Leader will be fully aware of the emergency procedures and contact numbers and assign a Deputy Visit Leader, as required, to be fully informed of all the visit information in the event of the designated Visit Leader being unable to lead the visit and is prepared to take full responsibility to lead the visit. It is therefore desirable that all Deputy Visit Leaders have undertaken appropriate training.

Where the Visit Leader has been made aware of a significant incident, near miss, unforeseen hazards, risks or general observations from other staff accompanying the visit, the Visit Leader must report back fully to the EVC who will then undertake a thorough review and record within the Evolve system.

#### **4.4 Responsibility of other supervisory staff on visits**

The Visit Leader will ensure that all staff assisting with supervision on any visit will be aware of the NCC Visits Guidance, DfE and Diverse Academies Educational Visits Policy and the specific risk assessments for the event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the visit has commenced, where any significant incident, near miss, unforeseen hazards or risks or observations are identified, they are brought to the attention of the Visit Leader during the trip.

## **5 Arrangements**

Staff must use the most up to date guidance when planning and providing visits away from their normal place of work. The EVOLVE system has been developed to facilitate this and is regularly updated. Academies MUST use this system for ALL visits in every category.

The Diverse Academies flow chart template (Appendix 4) must be used for ensuring the correct authorisation process is adhered to.

When staff are using their own vehicles the Volunteer Drivers Form (Appendix B) must be fully completed and relevant insurance policies checked for cover.

A Visit Leader Checklist Form (Appendix C) MUST be used and kept on record for all visits.

## **6 Visit categories**

There are three categories of visits within the NCC's Visits Guidance, and these have been adopted as the same for Diverse Academies. All three require different levels of approval which are shown in Appendix 2.

## **7 Local academy appendix to policy**

Each Academy is to complete Appendix 1 to this policy and review at least annually in line with any amendments to the Diverse Academies policy review, or making any amendments as required within the year. This appendix is required to be completed and checked by the Senior Leader in charge of visits by the end of September on an annual basis. This must be uploaded to the local academy website policy page.

## **8 Financial planning for a visit**

All visits require a financial plan to be completed and handed to the EVC before any authorisation of a visit can be made.

All visit leaders should refer to the Diverse Academies Financial Procedures Manual (Income Section regarding trips) and Visits Financial Planning Form (Appendix D) when preparing a visit.

It is the responsibility of the Visit Leader, EVC and Principal to ensure that appropriate insurance cover is in place for the educational visit, in liaison with their local finance manager. Academies should refer to the risk protection arrangement (RPA) for school's guidance and make suitable enquiries with the RPA insurers as to insurance provision.

## **9 Emergency planning**

The Academy Emergency Plan (Sample Emergency Plan- Appendix E) is to be completed with procedures for educational visits and all staff should have access to this information and handed a copy when taking a visit.

Emergency Cards (Appendix F) must be issued with the appropriate guidance and contact numbers to ALL STAFF taking part in a visit.

A copy of all contact details and information as outlined in the NCC's Visits Guidance must be left at the Academy prior to any visit departing and with the designated Senior Leader overseeing the trip.

A log of significant incidents and near misses must be kept by the Educational Visits Co-ordinator for each Academy. This must be sent to the Diverse Academies' Compliance, Quality and Risk ('CQR') team immediately after the visit. The CQR team will then decide on the next course of action.

In the case of significant incidents on any visit the Significant Incident Form (Appendix G) must also be completed.

## **10 Training requirements for staff involved in educational visits**

Diverse Academies have an expectation that staff adhere fully to the training requirements in Appendix 3 (all training will be funded by Diverse Academies).

## **11 Support and funding for pupil premium, FSM, and other disadvantaged students**

Diverse Academies continue to have a commitment to enabling equality of opportunity for all children and will consider the needs of disadvantaged children when offering, planning and delivering all educational visits. For further information please refer to the Trust's Charging and Remissions Policy.

All requests for assistance should be authorised using the Diverse Academies Parental Remission Request form (Appendix H). In the case of any disadvantaged children, this can be requested by a member of staff leading the visit. In all cases the approval forms should be authorised by the Senior Leader for Educational Visits.

## **12 Monitoring, support and review**

As part of the Diverse Academies' commitment to sharing best practice and quality assessment, the following activities will be undertaken:



- Educational Visit Co-ordinators will meet once per term (minimum) to share best practice and create a shared environment of support and collaboration across the Trust. The Chair of this group will be the Diverse Academies' Strategic Development Lead with responsibility for educational visits.
- Targeted evaluations of educational visits' practice will be conducted by the CQR team led by Strategic Development Leader (responsible for educational visits).
- The expectation is that EVCs will go to the LA's Outdoor Educational Visits team ([nottsoutdoors@nottsgov.uk](mailto:nottsoutdoors@nottsgov.uk)) for advice for all visits being organised and processed.
- In the event of the advice not providing complete clarity, the CQR team ([cqr@diverseacademies.org.uk](mailto:cqr@diverseacademies.org.uk)) will be available to give further assistance.

<INSERT ACADEMY LOGO – RIGHT ALIGNED>

Appendix to  
Educational Visits Policy  
Academy responsibilities  
2021-22

<Insert name of academy>

## Diverse Academies Educational Visits Policy - Academy Responsibilities

Academy name and address:			
Position	Name	Date of Last Training	Type of Training (if applicable as per Appendix 3)
Executive Principal			
Principal			
Senior Leader in charge of visits (responsible for authorising, overseeing and monitoring educational visits in the academy. <i>(Must be a leadership team member and can be the Principal)</i>			
Named Educational Visits Co-ordinator			
Named Deputy Educational Visits Co-ordinator			

As staff responsible for educational visits in **NAME OF ACADEMY** we confirm that we have read, understood and will ensure that all statutory regulations and guidance for educational visits as outlined in the Diverse Academies' Educational Visits Policy (and appendices), DfE visits guidance and NCC's Visits Guidance are used and applied.

Signed \_\_\_\_\_ Chair of Governors  
(on behalf of the Local Academy Committee)

Date \_\_\_\_\_

Signed \_\_\_\_\_ Executive Principal

Date \_\_\_\_\_

Signed \_\_\_\_\_ Principal

Date \_\_\_\_\_

Signed \_\_\_\_\_ Senior Leader i/c Visits

Date \_\_\_\_\_

Signed \_\_\_\_\_ EVC

Date \_\_\_\_\_

Signed \_\_\_\_\_ Deputy EVC

Date \_\_\_\_\_

## **Appendix 2 – authorisation of educational visits**

### **Category A – Locally approved visits**

All such events will be approved by the Senior Leader for Educational Visits and managed by the Academy by adherence to NCC visits guidance and DfE guidance alongside the Trust's specific operating procedures (as listed below):

- All parents **MUST** complete the annual parental consent form (Appendix I – Annual Parental Consent). Without this form, students will not be allowed to take part on any regular curriculum-led visit or sports fixture.
- All Category A visits **MUST** be submitted to EVC for checking, authorisation and recorded on the EVOLVE system. Each Academy must go to their establishment dashboard, click on the local area visits tab, then click on EVC approval required and click continue. A full checklist of information (Appendix C) must be taken on the trip and a duplicate copy left with the Academy

### **Category B – Nottinghamshire County Council Outdoor Education approved**

All events will be processed via the EVOLVE system, approved by the Principal in the Academy and managed by adherence to Nottinghamshire County Council's visits guidance and Academy specific operating procedures.

Academies must include their own tear off reply slip on letters for parental consent (there is no prescribed Trust template) to be given for such events that do not have any high-risk activities. This will complement the annual parental consent form and must always be checked that this is in place and duly signed before a child is allowed to go on a trip.

Category B visits **MUST** be submitted to EVC for checking, authorisation and recorded on the EVOLVE system in order that the Principal can provide final approval on the EVOLVE system.

A specific risk assessment needs to be prepared or a generic risk assessment is required to be amended for such visits.

**Category C – The Executive Principal/Principal, Local Academy Committee and the Nottinghamshire Outdoor Education Adviser through EVOLVE **MUST** authorise and give approval for all Category C visits, (after Trust CET approval in principle).**

All parents **MUST** complete the Category C consent form (Appendix J – Category C Parental Consent Form). Without this form, students will not be allowed to take part on the visit.

All such events will be processed by the EVOLVE system, approved by the Principal, added to EVOLVE for approval and checking.

First Aid provision and the administration of medication and drugs for all trips should be considered in accordance with the advice provided in the NCC Visits Guidance.

**N.B. On any EYFS visit it is a statutory requirement that at least one person who has a current paediatric first aid certificate **MUST** accompany the children.**

## **Appendix 3 – Training requirements**

### **Management of Visit Emergencies (MoVE)**

Academies should have in place a written, structured and rehearsed policy for the Management of Visit Emergencies. It is desirable that all Senior Visit Leaders have attended this training and disseminated to relevant staff prior to anyone leading/being part of an educational visit and refreshed in line with the Local Authority recommendations.

### **Training for Educational Visit Coordinators (EVC)**

It is a Diverse Academies requirement that the Strategic Development Leader (responsible for educational visits), Principal, Senior Lead for Educational Visits (if different to the Principal), the EVC and Deputy EVC attend EVC training delivered by NCC's Visit's Advice and Awards Team as follows:

- Full EVC training – when appointed to role
- Refresher training – every 3 years once full EVC training has been completed.

### **Visit Leader training**

It is a requirement that the following staff must have attended the accredited Visit Leader Training (theory and practical full day) delivered by NCC's Visit's Advice and Awards Team:

- All staff who lead Category C visits;
- All staff appointed deputy leader of Category C visits;
- Strategic Development Leader (responsible for educational visits)

AND must be sufficiently experienced and competent to run a visit to which they have been an assigned Visit Leader.

It is a requirement that the following staff must undertake the certified course "Organising and arranging school trips" available through The National College:

- New staff (NQT/Teaching Assistants/Teacher new to Trust);
- Existing staff who lead Category A & B visits;
- Existing staff where additional CPD is required and/or desired in this area

AND must be sufficiently experienced and competent to run a visit to which they have been an assigned Visit Leader.

### **Visit Leader refresher training**

Diverse Academies have a requirement that staff leading visits must refresh Visit Leader training as set out above every three years.

**All other staff attending/supporting visits**

It is advisable that all staff attending/supporting visits have a regular update (at least annually) on policy, procedure and best practice led by the EVC or Senior Leader in charge of visits.

Other courses must be considered and undertaken in accordance with NCC Visit Guidance and generic risk assessments in EVOLVE, dependent on the nature of the visit

All these courses can be accessed through the Nottinghamshire County Council Outdoor Education Team or other recognised and approved training providers and certificates must be uploaded to EVOLVE.

## APPENDIX 4 - FLOWCHART FOR EDUCATIONAL VISITS

