



# Educational Visits Policy

## May 2018

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<b>Associated documents:</b>			
Appendix 1 Appendix 2 Appendix 3 Appendix 4	Responsibilities Document for Educational Visits Authorisation of Educational Visits Training Requirements for Educational Visits Visit Approval Flowchart		
<b>Links to:</b>			
<ul style="list-style-type: none"> <li>NCC Visits Guidance for Children and Young People</li> <li>DALP Educational Visits Financial Planning</li> <li>Parent/Carer Application for Remission Form</li> <li>Emergency cards</li> <li>Approval form for Category A Visits</li> <li>Governor Approval form for Category C visits</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer Drivers Form</li> <li>Provider Assurance Checklist</li> <li>Visit Leader Checklist</li> <li>Visits Parental Consent Form</li> <li>Significant incident Form for visits</li> </ul>		

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## **1 Introduction**

The Diverse Academies Learning Partnership 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 Partnership, 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 Partnership'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 visits, residential and overseas events.

Nottinghamshire County Council's 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 Partnership it is required that all DALP 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 academies in DALP are responsible for the cost of this service.

With written approval from the DALP PDBW Group, academies situated outside of Nottinghamshire may use other systems if they are proven to be of equivalent standard and as robust as that of the Nottinghamshire service. Where this is the case the Appendix 1 policy statement can be amended to adopt the appropriate systems.

Any reference made to the Nottinghamshire County Council and EVOLVE service in this policy will need an equivalent alternative system amendment used by those academies procuring other service providers.

## **4 Responsibilities**

The Health and Safety at Work Act 1974 places the overall responsibility for health and safety on educational visits with the Employer. (DAT/NCEAT)

The employer's responsibilities are provision of guidance, information and a policy framework for staff to work within (these are itemised on P11 of the Notts. County Council Visits Guidance document), the content of this document here, and the reason why DALP choose to pay for support in maintaining some of these functions.

### **4.1 Responsibility of Local Academy Governing Body and Executive Principal/Academy Director**

The overall responsibility for the management of all visits rests with the Local Academy Board, Executive Principal and Academy Director at each Academy. The respective roles of each are outlined within the Nottinghamshire County Council's Visits Guidance for Children and Young People.

Governors must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place. There should be standing items at the appropriate Governors meetings where approval to proceed with plans is given.

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

There must be a named member of the Leadership Team, who has delegated responsibility from the EP/AD and a Governor in each Academy responsible for monitoring and overseeing Educational Visits.

### **4.2 Responsibility of the named Educational Visits Senior Leadership Team Member in charge of Educational Visits**

The leadership team member in charge of Educational visits will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County council guidance documents and relevant regulations and authorise when everything is in place. The Academy Director/Executive Principal can also authorise visits in his/her absence.

It is essential that the Senior Leader takes on the responsibility in ensuring that rules and policy are actively followed and that proposed visits are suitable for their Academy and the organisation's policies

#### **4.3 Responsibility of the Governor and Academy Director/Executive Principal and DALP Business Development Manager**

The Academy Director or Executive Principal, Governor and the local authority must authorise and give approval for all Category C (High Risk) events. Following this approval and authorisation, the final checks and DALP approval will be given by the DALP Business Development Manager who will ensure that a full detailed process, in line with policy requirements, has been followed.

#### **4.4 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 be conversant with the Nottinghamshire County Council's Visits Guidance, service specific guidance, and this corporate policy and will comply with these requirements.

They will undertake duties as agreed between themselves and the educational visits senior leadership team member. Reference to common duties and responsibilities should be made as contained within the Nottinghamshire County Council's EVOLVE system)

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.

#### **4.5 Responsibility of Visit Leaders (VL) – Named person planning and taking a visit**

The VL will be conversant with the Nottinghamshire County Council's Visits Guidance, this policy, service specific guidance and corporate policy and will comply with these requirements.

The VL 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.

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

The VL will be fully familiar with emergency procedures and contact numbers and assign a Deputy VL as required to be fully conversant with all the visit information.

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

All staff assisting with supervision on any visit will be conversant with the Nottinghamshire County Council's Visits guidance, this 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 previously unforeseen hazards or risks are identified; they are brought to the attention of the VL.

Staff will feed back information to the VL to enable a full review of the visit to be completed

### **5. Arrangements**

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. Then online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated. Academies MUST use this system or implement equivalent arrangements that are similarly robust.

The DALP flow chart template should be used for ensuring the correct authorisation process is adhered to as a minimum– however, this may be amended for local arrangements in agreement with the DALP Business Development Manager.

When staff are using their own vehicles the DALP vehicle driver form should be completed.

A visit leader checklist must be used and kept on record of all visits.

### **6. Visit Categories**

There are three categories of visits within the Nottinghamshire County Council Visits Guidance for Children and Young People and these have been adopted as the same for the Diverse Academies Learning Partnership. All three require different levels of approval which is 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 DALP policy review, or making any amendments as required within the year.

## **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 DALP Financial Handbook and Visits Financial Planning Form when preparing a visit

## **9. Emergency Planning**

The Academy Emergency Plan is to be populated with procedures for Educational Visits and all staff should have access to this information and handed a copy when taking a visit.

Emergency Cards should 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 Nottinghamshire County Council Educational Visits guidance document should be left at the Academy prior to any visit departing.

A log of 'near misses' should be kept by the Educational Visits Co-ordinator for each Academy until a shared working environment is established. This should be sent to the DALP Business Development manager on a termly basis.

In the case of a significant incident on any visit the DALP Incident Form should be completed.

## **10. Training Requirements for staff involved in Educational Visits**

Nottinghamshire County Council offer a wide range of training and development for any staff who have a responsibility for Educational Visits. Diverse Academies Learning Partnership have an expectation of that staff adhere to the training requirements in Appendix 3 (all training is to be funded by local academy budgets)

## **11. Support and funding for Pupil Premium/FSM/Disadvantaged Students**

All requests for remission should be authorised using the Diverse Academies Learning Partnership Parental Request form. In the case of pupil premium/FSM pupils 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.

The following percentage contribution for visits should be used when offering Academy financial support for visits to pupil premium and disadvantaged students:

<b>Visit Category</b>	<b>Percentage of Support towards full cost of visit</b>	<b>Maximum number of visits per year that financial support can be applied for or offered</b>
Category A	Up to 100%	2
Category B	Up to 75%	2
Category C	Up to 50%	1

All support for visits needs to be approved and at the discretion of the Senior Leader responsible for Educational Visits and should not be guaranteed to parents until final approval has been given.

## **12. Monitoring, Support and Review**

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

- An operational network group will be formed for Educational Visit Co-ordinators who will meet once per term to share best practice and create a shared environment of support and collaboration across the partnership. The Chair of this group will be the DALP Business Development Manager
- An annual visit to each academy will be conducted by the DALP Business Development Manager to undertake a sample check of the processes being undertaken in each Academy in line with policy requirements.
- The DALP Business Development Manager will offer corporate support and advice to EVCs, having access to the EVOLVE system for each Academy to review visits being organised and processed.
- As part of the CSI programme, Academies will be expected to give a brief overview of SMSC/enrichment, when relevant, through educational visits reported through the PDBW section.

Information and support on Educational Visits can be requested from:

- 1. Local Academy Educational Visits Co-ordinator and Senior Leader for Educational Visits**



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