



**NEWLAND SCHOOL FOR GIRLS**  
Specialists in Mathematics and Computing

**EDUCATIONAL VISITS  
POLICY**

Draft	January 2015
Approved by Governors	Awaiting Governor Approval
Review	January 2016



# NEWLAND SCHOOL FOR GIRLS

## Educational Visits Policy

### Context

Safely managed educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Newland School for Girls a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

### Purpose

1. To ensure that every pupil has the opportunity to benefit from education visits.
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, the Heads, Staff, helpers, Pupils and Providers involved in education visits.
4. To comply with LA, Policy, Procedures and Guidance for Educational Visits and Off-site Activities and keep up to date with further advice.
5. To meet DfES guidelines
6. To ensure where appropriate further advice is sought from the Local Authority Educational Visits Advisor and other technically competent personnel

### Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Newland School for Girls:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE.)
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## Types of Visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality'.
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are overseas, and/or residential, and/or involve an adventurous activity.

## Roles and Responsibilities

**Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. Visit Leaders (or the person who completes Evolve on their behalf) are required to attend the annual 'in house' training regarding visits and Evolve.

**The Educational Visits Coordinator (EVC)** is David Craven who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

**The Head Teacher** has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

**The Governing Body's** role is that of a 'critical friend'. Individual governors may request 'read-only' access to EVOLVE.

**The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Holding annual 'in house' staff training for all staff wishing to lead a visit.
- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training, including the school's 'in house' training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

# Approval

The approval process is as follows for each type of visit:

- All visits have a clear educational purpose and are linked to the school aims.
  - They are planned and approved well in advance in accordance with visits planning procedures – at least 4 weeks in advance.
  - All staff that are involved with the visits process, should have access to the EVOLVE website.
  - Governors are provided with details of the visits which have taken place in each term. They have oversight for the visits process in accordance with LA guidance. Where appropriate individual members of the Governing Body may be given Read Only EVOLVE accounts in order to fulfil their role with respect to visits.
  - The Headteacher will be responsible for authorising all visits in accordance with the LA notification and approval procedure
  - The Headteacher will ensure that all visits are approved prior to departure in line with the LA notification and approval procedure
  - David Craven is the named Educational Visits Coordinator (EVC) for Newland School for Girls.
  - The EVC will manage the school EVOLVE account and provide access to and training for staff and Governors on the system.
  - The EVC will identify and record with the minimum paperwork and using EVOLVE where appropriate, qualifications, training, development, induction and apprenticeship arrangements for all visit leaders
  - The EVC will approve leaders, visit planning, risk assessment, management and evaluation of all visits.
  - There will be a named Visit Leader (and where appropriate, deputy) on all visits. The Visit Leader will have attended the NSG Visits 'in house' training.
  - The Visit Leader will ensure sufficient, appropriately competent and appropriately vetted staff and volunteers accompany the visit in accordance with the risk assessment and LA guidance. They will be briefed before and during the visit, as appropriate.
  - The Visit Leader will ensure risk assessment and risk management are undertaken before and during the visit and recorded where appropriate.
  - The Visit Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
  - Visit Leaders will ensure a named person, emergency procedures, contingency arrangements and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.
  - Visit Leaders will, where possible, undertake exploratory visits and/or make enquiries in line with LA guidance, if using new venues and/or providers.
  - The Visit Leader will ensure that the visit has been approved before departure in accordance with the LA notification and approval procedure via the Hull City Council 'EVOLVE' site.
1. At present the school does not operate an Extended Learning Locality. Local and ad-hoc activities still require competition of the EVOLVE visit approval process.
  2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 30 days in advance, and then forwarded to the Head for approval.
  3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval.

## Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

## **Educational Visits Checklist**

Newland School for Girls' Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Newland School for Girls' Educational Visits Checklist may be downloaded from EVOLVE Resources or is available in the RM Staff folder on the school's network.

## **Parental Consent**

The school obtains blanket consent at the start of each academic year for local activities. Parents consent via a school consent form in the pupil planners. Parents will be given sufficient written and other information about all visits so that informed decisions can be made and updated medical information and contact details can be obtained.

One off parental consent must be obtained for most visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc.), so that consent is given on a 'fully informed' basis. As above, Parents consent via a school consent form. If permission has been obtained at the start of the year, an up to date medical report can be taken from the SIMS data base just prior to the visit so that staff are informed about the medical needs of the pupils at the time which the visit is planned.

Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged. 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.

## **Inclusion**

Newland School for Girls complies with the Equality Act 2010.

## **Charging / Funding for Visits**

When letters proposing a visit are written, the expected cost of the visit per pupil must be indicated. If the visit is for education provided during school hours or if it is for education outside school hours and it is part of the National Curriculum the school must not charge. Voluntary contributions can still be requested however as long as this is made clear in the letter to parents. The letter must also include a paragraph which makes it clear that the visit is likely to be cancelled if there are insufficient contributions. If the visit is not a statutory requirement and is happening outside of school hours then the full cost can be levied. If a Pupil is in receipt of Pupil Premium this could be used to support the visit if the school considers this appropriate although a voluntary contribution will still be requested.

To ease payment, the school uses ParentPay. Letters home include the following paragraph:

"For payment the quickest and easiest way to pay is by ParentPay. A quick link can be found on our website. If you do not have your "Log In" details please either telephone the school or email lwilkinson@newland.hull.sch.uk whereby these details will be emailed back to you. Alternatively payment can be made by cheque payable to Newland School for Girls, or cash via the school's Finance Office."

## **Transport**

Newland School for Girls liaises with other establishments within the LA (via a search on EVOLVE) that have used different transport companies to help choose the most suitable for the visit / trip. This helps to determine the level of service that may be provided.

Tip Leaders will remind pupils to wear seat belts and periodically remind pupils to wear them and if appropriate, check that they are being worn. Staff will remind pupils of appropriate behaviour whilst being transported on the trip.

Staff will ensure that it is safe for pupils and staff to board and alight transport. Doors will open onto pavements and safe areas.

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head of Establishment, and a PRIVATE CAR Form (Appendix 2) must be completed and retained by the establishment on an annual basis.

## **Insurance**

Newland School for Girls uses the LA's insurance for all visits.

## **Pupils**

Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.

Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

## **Dismissal of Pupils After Evening Activities**

The trip leader should refer to dismissal procedures in their ESN (Event Specific Notes).

## **Conclusion**

Although part of health and safety policy, educational visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

David Craven  
Assistant Headteacher

Date of Policy: January 2015  
Review of Policy: January 2016



## Appendix 1 –

### Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff. Laura Woodhouse (School First Aider) and the SIMS database should be consulted if the visit has used the blanket consent for visits in the local area.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff. The trip leader will carry a card with contact details for social services should the need arise.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality', the visit leader will carry either:
  - a) An LA Emergency 'Card' (see EVOLVE Resources), or
  - b) An OEAP National Guidance Emergency action card (*Available via [www.oeap.info](http://www.oeap.info)*)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.



## Appendix 2

### Private Car Form

To be completed on an annual basis

To: The Head of Establishment

- I confirm that I am willing to use my own vehicle for transporting young people on educational visits.
- I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

Signed:

Print name:

Address:

Date:

The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

#### Insurance Cover Required

For teachers, youth workers, or other LA employees: 'Use by the Policyholder in connection with the business of the Policyholder'

For parents and other volunteers: 'Use for social, domestic and pleasure purposes'

Insurance documentation seen by business manager

Date:

Please return form to Miss Carol Wood in the Finance Office