

Educational Visits and Activities Policy

Beverley High School



Date: Summer 2025

This policy document is available in a variety of formats in line with the Equality Act 2010. It is available as a hard copy from the School Office or can be found on the School website at www.beverleyhigh.net

Aims and Objectives

The Governors and staff at Beverley High School recognise the importance of Educational Visits and additional activities. The knowledge and experience gained outside the classroom can consolidate and extend the curriculum and enhance the development of personal and social skills.

The school Vision Statement states "Beverley High School - inspiring individuals with a love of learning will provide experiences which are positive, enjoyable, enriching and memorable". Educational Visits and Activities assist in achieving this aim.

Types of Visits

Visits take place across the whole of the school and, in the 6th Form, are run jointly with Beverley Grammar School. Visits take place locally, visiting venues in Beverley and the surrounding area and much further afield. Local visits include visiting local Churches and local colleges. Previous successful visits include field trips, museums and the coast. Further afield visits have been made to the World War 1 Battlefields, Japan, Sri Lanka, French and German trips. Ski holidays have been undertaken on a regular basis. Yearly visits to outdoor pursuit centres are undertaken.

Compliance

The school's policy is to comply with the Local Authority's Visit Guidance which is accessible via EVOLVE the local authority's web-based system for recording and approving visits. The school's Educational Visits policy should also be read in conjunction with the other relevant school policy documents such as the following:

Access to Education for Children and Young People with Medical Needs Policy
SEND Policy including Additional Needs,
Charging Policy
Child Protection and Safeguarding Policy
Equal Opportunities Policy
Health and Safety Policy
Pupil Behaviour & School Discipline Policy
Keeping Children Safe in Education

Roles and Responsibilities

Visits fall into the following categories

- **Category 1 DAY Visits** (Frequently repeated/recurring) Visits and activities which take place on a regular basis. To be checked by Educational Visits Coordinator (EVC). Approval by Headteacher. *Submit at least 2 weeks in advance of visit.*
- **Category 2 DAY Visits** (one off/occasional). One off or occasional visits and activities which would not be regarded as part of the normal every day or school life. To be checked by the EVC. Approval by Headteacher. If the visit is to a Capital City it must also be approved by the Chair of Governors. All joint 6th form visits have to be agreed by the Headteacher at both Schools. *Submit at least 2 weeks in advance of visit.*
- **Category 3 UK RESIDENTIAL VISITS.** Visits that involve one or more nights away from home. Checked by EVC & Headteacher. Approval by Headteacher,

Governing Body and LA Officer (County Educational Visit Consultant – see below).
Submit at least 6 weeks in advance of visit.

- **Category 4 OVERSEAS.** Residential or day visits outside England/Scotland/Wales. Approval by Headteacher, Governing Body and LA Officer (County Educational Visits Consultant). *Submit at least 6 weeks in advance of visit.*
- If **any** of the above types of visits involve “High Risk Activities and Environments” they are classified with a sub category “A”. These must all be approved by the Headteacher, Governing Body and LA Officer (County EVC). *Submit at least 6 weeks in advance of visit (submit Expeditions before financial commitment).*
 - **Sub Category “A” high risk activities and environments**
Risk of serious harm (e.g. most adventurous activities); unfamiliar/unpredictable environments (e.g. most water-based activities); require specific leader qualifications (e.g. hillwalking); require specialist equipment or clothing (e.g. rock climbing); involve remote/challenging locations (e.g. orienteering); involve remote or indirect supervision (e.g. Duke of Edinburgh expeditions); involve young people with challenging behaviour/additional needs.
 - **Joint 6th Form visits** – all visits need to be approved as detailed in the guidance above and also be approved by the Joint 6th committee.

Trip Leader: The Overall Trip Leader is the main “Visit Organiser” and is the person with overall responsibility for the planning, management, supervision and conduct of the visit. (Full details available in the ERYC EVOLVE system via the Resources tab). The Trip Leader should have been an Assistant or Deputy Leader on at least five similar visits and the Deputy Leader on at least one of those. The Headteacher may use discretion in challenging circumstances, to make adjustment to the, 5 similar visits, requirement.

Educational Visits Co-ordinator: The School’s Educational Visits Co-ordinator (EVC) is the School Business Manager - The EVC has admin support provided usually by the school’s Finance Manager. The EVC will support colleagues in the planning and management of visits and liaise with the Local Authority Educational Visits Officer. The EVC (or a member of the School Leadership Team) will undertake a monitoring visit on an annual basis.

Headteacher: The Headteacher maintains the policy for Educational Visits on behalf of the Governing Body and must give approval for all visits. Before any trip is planned, the Headteacher’s approval must be sought and secured. For trips requiring approval of the Governing Body, the Headteacher will determine whether she approves the visit or not. If not, the trip proposal forms will not be forwarded to the Governing Body.

Protocol

- 1 The proposed Trip Leader must first seek the approval of the Headteacher for the visit.
- 2 Once the Headteacher’s approval has been secured, the Trip Leader must complete the Trip Proposal Form for Category 3 and 4 visits and submit it to the Headteacher one week before the Full Governing Body meeting.

Governing Body: Under their articles of government, the Governing Body have a responsibility for the general direction of the conduct and curriculum in their establishment. This extends to Educational Visits.

Local Authority: The Local Authority, as employer has overall responsibility in managing Health and Safety. The LA has appointed an Educational Visits Officer to ensure the appropriate advice, help and guidance is given to schools. The LA's EVC is Ms Clare Johnson. Clare.johnson@eastriding.gov.uk

Staff should seek advice from:

- The school EVC
- The Headteacher
- The LA Educational Visits Officer
- Other experts with specialist/local knowledge (e.g. Park Rangers, Coastguard)

Planning and approval procedures

Visits should be recorded, checked and approved in accordance with this policy and with the LA Visits Guidance and visit leaders should follow the school's Educational Visits detailed checklist and quick checklist. All visits must be recorded on an EVOLVE online e.form and training is available for staff. The timescales for submitting these forms vary depending on type of visit but the appropriate timescale, as detailed in the LA visits guidance and in this policy, must be complied with to enable sufficient time for checking.

Further Information

It is the aim of the school for all pupils to be given the opportunity to take part in at least one residential visit during their time at the school.

Visits which are an essential part of the curriculum will be available to all pupils concerned. Other visits which are an additional extra and an enhancement to the curriculum are supported and encouraged. In the event of a visit being oversubscribed priority will be given as follows:

- a. Curriculum (ie History GCSE pupils will have priority for a History linked visit)
- b. In the event of a UK residential visit, those who have not previously been on a UK residential visit
- c. In the event of an overseas visit, those who have not previously been on an overseas visit/not already been selected for a forthcoming overseas visit
- d. A submission of interest will be sought in writing and if necessary will be randomly selected, e.g. names will be drawn out of a hat/a random number generator will be used.
- e. Attendance, behaviour, safeguarding concerns and the need for reasonable adjustments will also be considered before allocation of places are finalised.

Further advice is available from:

Inclusion and SEND Lead	Ms R Calcutt
SEN Manager	Mrs H Butler
School Health Advisor	Mrs K Mayfield & Mrs A Chastney
Child Protection Co-ordinator	Mrs. T Watson
Assistant Headteacher (Behaviour)	Mrs. J Laven

There is a detailed staff checklist and a quick checklist available to help plan the trip and copies are available in staff resources at V:\Educational Visits\Educational Visits Current - folder or from the EVC. The information and requirements of the checklist should be adhered to.

Pupils with SEND and Medical Needs

The school will make every effort to ensure that all pupils are included in all School Visits and will promote access to all activities provided. Parents are requested to provide comprehensive details about their child in order to enable the school to make appropriate provision.

In the event of the Headteacher failing to be assured that it is possible to make satisfactory provision to ensure the safety of the pupil and other pupils and staff it may be necessary to preclude the pupil from the visit.

Behaviour

The highest standards of behaviour are expected of pupils at all times. The Headteacher may preclude a pupil from a visit if she believes it is not in the best interest of the pupil or others on the visit for that individual to participate.

Mobile Device Acceptable Use Agreement

In order to enable students to take advantage of the many benefits of a mobile phone when on visits we have developed a set of guidelines that must be agreed and signed. Pupils will only be allowed to take mobile phones on the visit with a signed mobile phone agreement.

Use of Tracking Devices

For the safety, privacy, and security of all students and staff, the use of personal tracking devices such as Apple AirTags, Tile trackers, or similar location-tracking technology is strictly prohibited.

Room allocations for overnight stays

We will do our best to allocate rooms so that each student can share with at least one of their friends. However, please understand that this may not always be possible due to the number of students and room configurations and availability. We appreciate your understanding and will endeavour to ensure that all students have a comfortable and enjoyable stay.

School Activities

Lunchtime and after school clubs are run throughout the year covering a wide range of activities. A list of activities which is updated on an annual basis is available from the school office or on the school website at www.beverleyhigh.net.

Request to Governors for a Proposed Residential Trip

Trip Leader to submit the request form to the Headteacher at least one week before a meeting of the full Governing Body. All trips must be discussed with the Headteacher prior to submitting the form. For new trips a meeting with the Headteacher is required.

Destination Details	
Curriculum Area Leading visit	
Purpose/Aims of the visit	
When?	
Which pupils will be targeted?	
Cost? to Cover.....	
Required Staffing	
Trip Leader	
Any Cover implications	
External company to be used (if applicable)	

Visit Leader Checklist – as discussed with the Headteacher

All Sample letters and other useful documents can be accessed under Staff Resource File- Educational Visits – Educational visits current

The School Educational Visits and Activities Policy can be accessed on the school website. Copies of the LA Educational Visits Guidance and safety guides can be viewed online in Evolve via the resources tab..

Check	Consider	Check with	Date
Initial planning	Overall value, viability and safety		
Aims Objectives	Justifiable educational aims		
Suitable destination / location / dates / times	Anticipated cost, time available, travel arrangements, accommodation, age/ability, disabled access, staff/student/transport availability, clashes NB: costs must be covered by contributions.		
Basic Programme	Aims objectives, suitability, cost, safety, inclusion issues		
Group members (basic Plans)	Level of interest, anticipated numbers, age/gender, ability/special needs, behaviour/inclusion/discrimination issues – List should be sent on the proforma immediately as names of pupils are known to Healthcare Advisers (Amie Grewar & Angela Chastney) and Learning Support Manager (Helen Butler) for information regarding SEN and Health. See also document IPASS visits advice.		
Staffing (basic plans)	Staff available/interested. Anticipated deputy, assistants/volunteers – numbers, gender, competence, qualifications, experience, ratios. Staff cover required To discuss cover with the Admin Manager		
Initial/Outline Approval (this can be given using paper system or EVOLVE as required)	Submit basic details of visit for initial internal approval, once obtained go ahead with bookings and detailed planning / preparations. All visits require an EVOLVE outline electronic form to be completed and once permission is given the full form needs to be completed. For Category 4 visits, which are more demanding and financially committing, the EVOLVE system must be used and LA approval gained.		
Request Governor approval for residentials and Large Cities	Template on system – submit at least 1 week before full Governing body. If this is a new trip it must be discussed with the Headteacher before submission.		
Detailed planning	Detailed arrangements		
Group members (details)	Precise numbers, age/gender, ability/special needs, behaviour/inclusion/discrimination issues		
Staffing (details)	Appointed deputy, assistants/volunteers – numbers, gender, competence, police checks, qualifications, experience, training, first aid training, overnight supervision		
Staff ratios	Group members, staff available, programme, gender mix		

Check	Consider	Check with	Date
External service providers – quality/safety checks	Written quality assurances of safety management systems – transport, accommodation, places to visit, activity instruction.		
Initial parental letter – information/consent/deposit?	Dates/times, staffing, cost, (include advice of any possible assistance), travel, accommodation, programme, hazards, behaviour, requirements/conditions Copies of this letter must go to Finance/EVC, SENCo, Wellbeing & Assistant Headteacher for Pupil Premium for checking prior to being sent out..		
Bookings	Deposit/payment schedule, cancellation/refund policy, guarantees/conditions		
Insurance	Type and extent of cover, especially re. cancellation, rescue/medical costs, repatriation, exclusions, existing conditions		
Finance	Budget records,		
Transport	Reputable firm, times, costs, pickup/drop off points, route, contingencies if breakdown or delay.		
Detailed programme	Suitability, worksheets, route cards		
Generic Risk Assessments	Travel, general locations – identify hazards, control measures, residual risk, acceptability. Discuss with other leaders – adapt and complete form, agree and sign. (see Generic Risk Assessment and Specific Risk Assessment in Evolve Resources Tab)		
Specific Visit Risk Assessment	Specific location activities, group members – identify hazards, control measures, residual risk, acceptability. Discuss with other leaders – complete form, agree and sign. (see RAs in Evolve)		
Roles and responsibilities	Organisation of who, what, where, when		
Staff briefing/ training/assembly	Objectives, individual roles/responsibilities, discuss and agree risk assessments		
Kit lists	Clothing and equipment requirements		
Student briefing/training/assembly	Objectives, code of conduct, schedules, clothing/equipment		
Medical/diet/special needs	Allergies, illness, disabilities, diets, swimming ability (see medical forms and medical information on Sims)		
First Aid / Accident records	Personnel, first aid kit(s), accident/incident book		
Group lists	Include special/medical needs and home contacts – give to leaders and emergency contacts (The school Healthcare Advisors will produce these when given list of attendees)		
Emergency Procedure	Contingencies, Contacts, communication, action plans		
LA Guidelines	Check visit complies with LA/School Guidelines		
Final Approval	Submit Evolve and final plans in line with details on page 2 and 3 of this policy– ensure the Evolve has been approved by Headteacher prior to going		

Check	Consider	Check with	Date
	on the visit.		
Post Visit Review	Complete Post Visit Review and Evaluation Form		
Additional items for travel abroad/Home exchanges			
Travel agent / tour operator	ABTA bonded		
Passport	Personal / Group? – allow time to obtain		
EHIC	Individual – allow time to obtain		
Foreign Currency/travellers cheques	Personal / group – allow time to obtain, security		
Insurance	Check cover for all activities and medical / repatriation – inform re. existing medical conditions		
Home/family suitability	Appropriate vetting/checks		
Emergency procedures	Check young people can access help (confidential, if required)		
Activity programme	Check safety/suitability		
Safety/suitability, availability of accommodation venue(s)	Initial inspection visits of venue(s) (if appropriate). Previous experience/recommendations		
Additional Inspection / planning visit of venue (if appropriate)	Safety (risk assess), suitability, rules/procedures, sleeping arrangements, overnight security		
Additional parent letter(s) – information/consent/final payments	Individual health/fitness, medical/diet/special needs, consent for first aid/emergency treatments, swimming and hazardous activities.		
Parent briefing (if appropriate)	Photos, maps, FAQ, safety concerns		
Arrange daily log of safeguarding, behaviour and wellbeing, first aid, Near misses, any concerns. Feedback to EVC and wellbeing team			
Additional items for adventurous activities and hazardous environments			
	(see SG8) ensure EVOLVE has been approved by Chair of Governors and LA		
AALA Licence	Check if using an outside provider		
Instructor qualifications	Qualifications, experience. Ethos		
Staff competencies	Ensure Competence		
Equipment	Appropriate, maintained in good condition		
Clothing	Suitable for conditions, emergency spares		
First Aid	Higher level of qualification may be required for adventure activities or remote locations		
Water hazards	Particular care with risk assessment and supervision		
Plan B	Other options in case planned activities unsafe		

**BEVERLEY HIGH SCHOOL
MOBILE DEVICE ACCEPTABLE USE AGREEMENT**

The Designated Trip Leader to:

- Decide if Mobile devices are prohibited on the visit
- Determine when mobile devices can be used during visit and inform pupils
- If necessary, collect Mobile devices during the visit from all pupils and secure safely

I understand and accept the following statements:

Pupils:

- I understand that I am solely responsible for the mobile phone and that the school accepts no financial responsibility for damage, loss or theft.
- I will ensure that any files stored on my phone do not contain violent, degrading or offensive material.
- I will only take photographs/video/sound clips of others (including adults) with their knowledge and prior permission.
- I will not post content to social media accounts.
- I will not use the internet facility on my phone to browse offensive or illegal material.
- I will not use or take my mobile phone into changing rooms or toilets or use it in any situation that may cause embarrassment or discomfort to my fellow pupils or staff.
- I understand that bullying by mobile phone or social networking site will be dealt with in accordance with the school's Anti-Bullying policy.
- I understand that in the event of an emergency or where there is a problem or I have a concern on the visit, I will contact the Trip leader and they will be responsible for informing parents/carers as required.
- I understand that it is strongly advised that I use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on my phone (eg. by other pupils, or if stolen). I agree to keep my password/pin number confidential. I understand that mobile phones and/or passwords may not be shared.
- I will turn my phone off if requested by a member of staff.
- I accept that the group leader, reserves the right to confiscate and search my mobile phone, in line with the school policy, if there is reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

I understand that in addition to existing school policies, I must follow these rules at all times. If I break any of these rules the school reserves the right to place my phone into the care of the Trip Leader up to and including the last day of the trip when it will be returned to my parent/carer.

Signed pupil: _____

Date: _____

Print name: _____

I give my child permission to carry a mobile phone and understand that my child will be responsible for ensuring that their mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this acceptable use agreement.

Signed parent: _____

Date: _____

Print name: _____