

# Educational Visits and Activities Policy

## Beverley High School



Date: November 2019  
Review: January 2022

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](http://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 promoting this aim.

## **Types of Visits**

Visits take place across the whole of the school and, in the 6<sup>th</sup> Form, are run jointly with Beverley Grammar School. Visits take place locally, visiting venues in Beverley and the surrounding area and much further a field. 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 the LA Educational Visits webpage <http://www.eriding.net/all-ages/educational-visits/> and also online via EVOLVE, an online 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. Approval by Headteacher.
- Category 2 DAY Visits (one off/occasional). One off or occasional visits and activities which would not be regarded as part of the normal everyday or school life. Approval by Headteacher.

- Category 3 UK RESIDENTIAL VISITS. Visits that involve one or more nights away from home. Approval by Headteacher, Governing Body and LA Officer (County Educational Visit Consultant – see below).
- Category 4 OVERSEAS. Residential or day visits outside England/Scotland/Wales. Approval by Headteacher, Governing Body and LA Officer (County Educational Visits Consultant).

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).

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 Guidelines, Chapter 4) 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.

Educational Visits Co-ordinator: The School’s Educational Visits Co-ordinator is Mrs. Ros Mallinson. 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 County’s Educational Consultant. (Full details available in ERYC Guidelines) 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 (Full details in ERYC Guidelines)

Local Authority: The Local Authority, as employer has overall responsibility in managing Health and Safety. The LA has appointed a County Educational Visits Consultant to ensure the appropriate advice, help and guidance is given to schools. (Full details in ERYC Guidelines pages). The LA’s EVC is Mr T Bowles.

#### **Staff should seek advice from:**

- The school EVC
- The Headteacher
- The LA Educational Visits Consultant
- Other experts with specialist/local knowledge (eg 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. Staff can access these checklists on the school intranet on the V Drive in the Educational Visits folder. All visits must be recorded on an EVOLVE online e.form and training for this is given to staff. The timescales for submitting these forms vary depending on type of visit but the appropriate timescale, as detailed in the LA visits guidance for submitting the form, 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 over subscribed 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

Further advice is available from:

SEN Manager	Mrs H Butler
School Health Advisor	Miss A Johnson
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 Docs 2016 onwards\ or from the EVC. The information and requirements of the checklist should be adhered to.

## **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](http://www.beverleyhigh.net).

## **Pupils with Disabilities**

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.

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## **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.

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

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 Doc 2016 onwards

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 on Evolve or from the EVC.

Further guidance can be obtained at [http://www.eriding.net/edyc\\_visits/index.shtml](http://www.eriding.net/edyc_visits/index.shtml)

Bracketed references ie (SG1) or (SG2) refer to the chapter in the LA Code of Practice.

<b>Check</b>	<b>Consider</b>	<b>Check with</b>	<b>Date</b>
Initial planning	Overall value, viability and safety		
Aims Objectives	Justifiable educational aims (see VG2)		
Suitable destination / location / dates / times	Anticipated cost, time available, travel arrangements, accommodation, age/ability, disabled access, staff/student/transport availability, clashes (see VG 2 and VG 10 )		
Basic Programme	Aims objectives, suitability, cost, safety, inclusion issues (see SG2 & 3)		
Group members (basic Plans)	Level of interest, anticipated numbers, age/gender, ability/special needs, behaviour/inclusion/discrimination issues (see SG3) – List should be sent on the proforma immediately as names of pupils are known to Healthcare Adviser (Amie Johnson) and Learning Support Manager (Helen Butler) for information regarding SEN and Health. See also document IPASS visits advice. (useful trips doc file).		
Staffing (basic plans)	Staff available/interested. Anticipated deputy, assistants/volunteers – numbers, gender, competence, qualifications, experience, ratios. Staff cover required (see VG6)		
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 electronic form to be completed. For Category 4 visits, which are more demanding and financially committing, the EVOLVE system must be used and LA approval gained. (see VG1 & 17)		

<b>Check</b>	<b>Consider</b>	<b>Check with</b>	<b>Date</b>
Request Governor approval for residentials and Large Cities	Template on system – submit 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 (see VG3)		
Staffing (details)	Appointed deputy, assistants/volunteers – numbers, gender, competence, police checks, qualifications, experience, training, first aid training, overnight supervision (see VG6)		
Staff ratios	Group members, staff available, programme, gender mix (see VG6)		
External service providers – quality/safety checks	Written quality assurances of safety management systems – transport, accommodation, places to visit, activity instruction. (see VG7 & 12)		
Initial parental letter – information/consent/deposit?	Dates/times, staffing, cost,(include advice of any possible assistance), travel, accommodation, programme, hazards, behaviour, requirements/conditions (see VG13) Copies of this letter must go to Finance/EVC, Wellbeing & Assistant Headteacher for Pupil Premium.		
Bookings	Deposit/payment schedule, cancellation/refund policy, guarantees/conditions (see VG10)		
Insurance	Type and extent of cover, especially re. cancellation, rescue/medical costs, repatriation, exclusions, existing conditions (see VG10)		
Finance	Budget records, (see VG10)		
Transport	Reputable firm, times, costs, pickup/drop off points, route, contingencies if breakdown or delay. (see VG12)		
Detailed programme	Suitability, worksheets, route cards (see VG8)		
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 on Evolve Resources Tab)		
Specific Visit Risk	Specific location activities, group members – identify hazards,		



<b>Check</b>	<b>Consider</b>	<b>Check with</b>	<b>Date</b>
Assessment	control measures, residual risk, acceptability. Discuss with other leaders – complete form, agree and sign. (see Ras on Evolve)		
Roles and responsibilities	Organisation of who, what, where, when (see VG5 & 14)		
Staff briefing/ training/assembly	Objectives, individual roles/responsibilities, discuss and agree risk assessments (see VG15)		
Kit lists	Clothing and equipment requirements		
Student briefing/training/assembly	Objectives, code of conduct, schedules, clothing/equipment (see SG15)		
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 (see VG5 & 14)		
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 (see VG14)		
LA Guidelines	Check visit complies with LA/School Guidelines (see VG1 & 2)		
Final Approval	Submit Evolve and final plans (at least 2 weeks before visit) (see VG17) – ensure Evolve has been approved by Headteacher		
Post Visit Review	Complete Post Visit Review and Evaluation Form		
<b>Additional items for travel abroad/Home exchanges</b>	<b>(see VG11)</b>		
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		

<b>Check</b>	<b>Consider</b>	<b>Check with</b>	<b>Date</b>
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 visit of venue(s) (if appropriate). Previous experience/recommendations (see VG7)		
Additional Inspection / planning visit of venue (if appropriate)	Safety (risk assess), suitability, rules/procedures, sleeping arrangements, overnight security (see VG7)		
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. (see SG13)		
Parent briefing (if appropriate)	Photos, maps, FAQ, safety concerns (see VG13)		
Arrange daily log of safeguarding, behaviour and wellbeing, first aid, Near misses, any concerns. Feedback to EVC and wellbeing team			
<b>Additional items for adventurous activities and hazardous environments</b>	<b>(see SG8) ensure EVOLVE has been approved by Chair of Governors and LA</b>		
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		