



## BISHOP VESEY'S GRAMMAR SCHOOL

### Educational Visits Policy

<b>Staff covered by this policy:</b>	Teaching and Support Staff
<b>Prepared by:</b>	School Facilities Officer and Head Teacher
<b>Last review date/by whom</b>	December 2016 by Full Governing Board
<b>Review Date/by whom</b>	3 <sup>rd</sup> July 2017 by Full Governing Board
<b>School's next review date/by whom:</b>	Autumn 2019 by Learning and Teaching Committee
<b>Signed by Chair of Governors</b>	



# Bishop Vesey's Grammar School

## Educational Visits Policy

### RATIONALE

The aim of this policy is to sustain and promote a broad range of off-site Educational Visits from Bishop Vesey's Grammar School, whilst ensuring safe practice and competent supervision.

### 1. PURPOSE

- To maintain sufficient lead time before an educational visit takes place, in order to prepare and inform parents and other adults within the school.
- To identify the roles of Governors, Head teacher, Educational Visit Coordinator (EVC), Visit Leader (VL), staff, volunteers and students.
- To ensure safety procedures are in place and upheld.
- To ensure all legal responsibilities and requirements are fulfilled.
- To ensure compliance with the Outdoor Education Advisors Panel National Guidance (OEAPNG), and those of Shapestone Outdoor Consultancy Ltd, (hereafter known as the Authority).

### 2. PROCEDURES

#### *Visit Leader (VL)*

- Plan your visit one term before the visit. They should form a part of medium term planning for that term with follow up lessons. In the case of certain categories of visit, the planning time may need to be considerably longer. Visits to remote areas or countries, require the Authority to be notified a minimum of 6 months before the visit departure date.
- Outline a proposal for the visit with educational objectives and make an appointment to discuss the visit with the Headteacher to gain formal approval.
- Regarding staff assistance on your visit, you must not discuss this with any other members of staff until you have spoken to the Headteacher. Where a visit has specific subject based content, it will be usual for the staffing of the visit to be made up of members of that particular subject or curriculum area. Where a visit is of a cultural or reward type visit, you must open the invitation to assist on the visit to the whole staff via email. As visit leader, you should look at the responses that come back, and decide on the staffing based on prior experience, suitability and availability. This will be especially important on all overseas visits, again unless they are subject specific. The Headteacher must approve the final staffing list before you inform the colleges who will be accompanying you.
- If possible, visit the venue beforehand and produce the risk assessments, safety procedures and a code of conduct/behaviour. The EVC can help with these.
- Draft letter for parents.
- Brief staff, volunteers and students on their roles.



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### *Educational Visit Coordinator (EVC)*

- Check educational objectives of each visit.
- Check visit leader and accompanying staff are approved for all planned activities
- Check any non-teacher supervisors are appropriate to supervise children.
- Ensure site pre-visit has been performed if one was possible.
- Help visit leader to produce risk assessments, safety procedures and a code of conduct/behaviour
- Ensure the Authority are informed and approval is gained where appropriate.

### *Headteacher*

- Check educational objectives of each visit and that the staffing is suitable. Finally grant or deny formal approval for the visit.
- Inform Governing Body of visit proposals.
- Gain further approval from the Authority, if appropriate.
- Ensure that correct procedures are followed by EVC and VL.

## **3. RESPONSIBILITIES**

### *Governing Body*

- Ensure that each visit has a specific and stated objective.
- Assess proposals for visits involving overnight stay or travel abroad.
- Ensure that Headteacher, EVC and VL show how their plans comply with regulations and guidelines.

### *Headteacher*

- Ensure visits comply with regulations and guidelines.
- Ensure adequate child protection measures are in place.
- Ensure there is adequate and relevant insurance cover.
- Ensure agreed contact and emergency procedures are in place.
- Educational Visits Coordinator is appointed, trained and qualified.
- Ensure correct procedures are followed.
- Organise training and induction.
- Ensure parents are informed and give consent (for all activities).



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- Organise emergency arrangements.
- Keep records of visits, accident/incident reports
- Review systems and monitor practice.

#### *Visit Leader*

- Has overall responsibility for the supervision and conduct of the visit, including the health, safety and welfare of all involved.
- Has full written consent from parents/carers for their child to go on the visit, and be in possession of a Consent/Emergency Contact form for each child on the visit.
- Ensure the student to adult ratio is appropriate to the group's needs.
- Must define the roles and responsibilities of other adults and students and ensure effective supervision of what they do.
- Be aware of child protection issues.
- Ensure first aid provision is available. Ensure special educational or medical needs of students are known and met.
- Ensure medicines are kept with the student's group.
- Ensure group supervisors have details of the school contact.
- Ensure that group supervisors and school contact have a copy of the emergency procedures. Observe responsibilities of teachers and other adults set out below.
- Inform catering staff of packed lunch requirements. (All Free School Meals students are entitled to a packed lunch).

#### *Accompanying Staff*

- Do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.
- Follow instructions of the Visit Leader and help with control and discipline.
- Consider stopping the visit or activity if they think there is an unacceptable risk to the health and safety of students in their charge.
- Be aware of emergency procedures and contacts.
- Be responsible for medicines for members of the group.

#### *Adult Volunteers*

- Be clear about their roles and responsibilities.
- Do their best to ensure the health and safety of everyone in the group.



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- Not be left in sole charge unless previously agreed in risk assessment.
- Follow instructions of Visit Leader and teachers and help with control and discipline.
- Inform Visit Leader or teachers of any health and safety concern during the visit.

#### *Students*

- Not take unnecessary risks.
- Follow instructions.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the Visit Leader or supervisor.

#### *Note:*

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Whilst on a residential visit, parents would be requested to collect their child at their own expense. (Parents sign to agree to this on booking form).

#### *Parents/Carers*

- Make an informed decision on whether their child should go on a visit
- Prepare child for visit by reinforcing the visit's Code of Conduct.
- Agree to arrangements for sending the child home early (see student note above)

#### *Finance Officer / International Visits Administrator / Office Staff*

- Inform Headteacher of shortfall when money is collected.
- Prepare medical supplies and first aid equipment, and any information requested regarding students medical history/conditions.
- Supply school identity badges for all staff, helpers and students.

#### **4. SPECIFIC ADVICE**

- Risk Management – All staff leading a visit will need to ensure that they complete a full and comprehensive risk assessment, which is then discussed with the EVC. A copy of all risk assessments will be kept by the EVC and a copy should be taken on all visits.
- Behaviour and Inclusion – The Schools inclusion policy and behaviour standards will be applied to all visits. For purposes of inclusion, specific advice on this issue can be found on the OEAPNG website. Each visit leader must consult with the SENCO to ensure that students on the list have been cleared to attend the visit.



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- External Providers – Shapestone Outdoor Consultancy and Birmingham City Council endorse and support the Learning Outside the Classroom Quality Badge. Therefore, any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should be provided with an External Providers Questionnaire to complete. These are available in electronic or paper form from the EVC.
- First Aid Procedures – Qualified first aiders may not be relevant for all off site activities and visits. The need to have a first aid trained member of staff on the visit will be dependent on the nature of the visit. A basic level of first aid support must be available at all times. First aid and other medical needs should always be considered in the process of planning and risk assessment of any visit. This will require that one or more of the staff leading the activity:
  - Has a working knowledge of simple first aid and is competent to use first aid materials carried with the group.
  - Knows how to access, and is able to access, qualified first aid support.
  - Staff who have agreed to administer an EpiPen will attend a visit when a student with such a condition is on that visit.
  - Coach travel – For trips and visits, which exceed two coaches, students who have a particular medical condition such as asthma and any allergies, will be on one coach that is staffed by those staff who have agreed to administer an EpiPen together with a first aid trained member of staff.
- Emergency Procedures – Schools must have emergency planning procedures in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism. The Schools' "Emergency Action Plan for Out of School Activities" is available from the EVC. A hard copy of this plan **MUST** be taken on all visits out of school.
- Insurance – The school has comprehensive insurance with Endsleigh Schools Insurance Service and this covers all visits that take place within the UK and overseas. The Enrichment Finance Officer will provide information with regards insurance to trip leaders.
- Finance – All financial details for a visit must follow the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents/carers must fit with the school charging policy. Parents/carers must have sufficient notice of charges to enable them to make payments, and communication should include the cut-off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled. Parents/carers should also be told of any arrangements that the school may have for any young people that cannot afford a visit.