



*Inspiring All to Excellence*



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Edge Hill Academy

# Educational Visits Policy

## Document Control

<b>Document Title</b>	British Values Policy
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<b>Policy Owner</b>	Simon Russell
<b>Policy Approver</b>	Local Governing Body

### Version Control

<b>Version</b>	<b>Date</b>	<b>Amended by</b>	<b>Comments</b>
2	September 2022	Simon Russell	Update on guidance

## Introduction

The school adopts the guidance and procedures issued by the County Council Education Services, linked to Evolve. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

The Academy will also follow the most recent Government guidance concerning all trips and visits.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

## Procedures

Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the headteacher or educational visits co-ordinator(s) (EVC) for permission to plan the visit. Once granted they should submit the details *through Evolve* to the headteacher or EVC and receive outline permission to undertake the visit.

Outline permission will be granted when all the requirements identified in *Educational Visits* have been considered; the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.

When the visit involves additional or high-risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the County Council Educational Visits Adviser for approval that all the procedures have been satisfactorily completed.

Once outline permission and any necessary county approval has been received, the visit leader can complete the planning organisation and bookings for the visit. When all details are complete, they must be submitted for final approval. This should be a minimum of 7 days before the visit.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

Following each visit, the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the headteacher or EVC.

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### **Local Responsibilities**

The headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -

To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.

To receive Evolve forms prior to the visit and check all visit details are completed.

To check that all requirements for approving a visit, as identified in the risk assessment and Evolve documentation.

To liaise with headteacher and grant outline permission for a visit to go ahead and signify this by submitting the form to the HT.

To check that the further requirements for residential or foreign travel and additional or high-risk activities have been undertaken.

To liaise with the County Council on any visit involving residential or foreign travel and additional or high-risk activities.

To grant final permission for a visit when all organisation and planning are complete and to signify this by authorising Evolve form.

The school's current EVC: Mark Lloyd and Sally Hall overseen by Simon Russell (Headteacher).

Note: Any tasks not indicated in the above list remain that of the headteacher.

The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

### **Emergency Procedures**

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day, this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the headteacher or designated deputy so that they can decide: -

If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.

However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the headteacher, deputy or the home contact will inform the designated senior officer of the Education Service (Director or Deputy Director) and the school will instigate its critical incident plan (as identified in *Coping with a Crisis*, produced by Pupil and Student Services). Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

### **Forest Schools**

Forest Schools will be the main driver of Learning outside the Classroom (LOTC). Separate policies and Risk Assessments will be completed for all Forest Schools Activities.

Forest Schools will be led by qualified Forest Schools Practitioners and any high-risk activities will be discussed with the Headteacher and additional risk assessments devised.

### **The Governing Body**

The governing board and Trust wishes to be informed about the following categories of visit prior to them taking place (if any):

#### **Additional High Risk Activities, Residential Visits and visits to a foreign country**

The governing board will receive reports from the headteacher detailing the school visits that have taken place on a termly basis.