



# **Educational Visits Policy**

## Educational Visits Policy

### Statement of Policy

Safely managed educational visits with a clear purpose are an important part of a broad and balanced curriculum and a vibrant part of Sirius Academy. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and their environment. They can be the catalyst for improved academic performance, a lifetime interest or in some cases future career path development. They are to be encouraged.

### Purpose

- To ensure that every student has the opportunity to benefit from educational visits and that all reasonable steps will be taken to ensure that no student is placed at a substantial disadvantage without justification.
- To ensure all visits are safe, purposeful and appropriate to meet the needs of students taking part
- To enable the Academy to identify appropriate functions, responsibilities, training, support and monitoring for all stakeholders involved in educational visits
- To comply with; Guidance for Off-Site Visits and Related Activities with OEAP National Guidance and EVOLVE (2014), as published on **EVOLVE (Resources tab – LA Guidance)**, and subsequent revisions and keep up to date with further advice
- To meet DfES guidelines (1998) entitled *Health & Safety of Pupils on Educational Visits (HASPEV)* and DfES 4-part supplement to the guidance, published 2002, and any subsequent revisions
- To ensure where appropriate, further advice is sought either from the Local Authority Educational Visits Advisor or other technically competent personnel

### Procedural Requirements / Approval

- All visits should have a clear educational purpose and be linked to the Academy's aims and development
- All trips/visits are planned and approved well in advance, in accordance with visit planning procedures. (See also Educational Visits checklist on the LA guidance page, under the resources tab of EVOLVE)
- All staff that are involved with the visits process, should have access to the EVOLVE website
- The Board of Directors will be informed of any International visits.
- The Executive Principal will approve the visit initially before any contact with parents, bookings or authorisation on EVOLVE. (See Trip Proposal Approval Form under the resources tab – Establishment docs)
- The Head of School will be responsible for authorising all visits in accordance with the LA notification and approval procedure and that all visits are approved prior to departure

- A named Educational Visits Coordinator (EVC) will be appointed
- The EVC will manage the EVOLVE account and provide access and training for all staff on the system
- The EVC will identify and record appropriate qualifications, training and induction 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 for all visits
- The Visit Leader will plan the visit in accordance with the Educational Visits checklist (Educational Visits checklist – Resources tab – LA guidance)
- The Visit Leader will ensure that sufficient appropriately competent and vetted staff accompanies the visit in accordance with the risk assessment and guidance. The leader will brief all accompanying adults before and during the visit
- 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 apply the principles of Best Value when selecting providers, ensure appropriate checks are made and insurance and financial 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 students and parents
- Visit Leaders will provide an emergency contact / mobile phone number for each visit. Mobile phones are available to use if necessary
- Visit Leaders will, when possible, undertake initial exploratory visits or make enquiries in line with LA guidance, when using new venues and providers
- Visit Leaders will ensure medical and parent/carer contact details are accessible prior to departure
- The Visit Leader will ensure that the visit has been approved before departure in line with the LA notification and approval system procedure on EVOLVE. For sports fixtures within the Hull area, EVOLVE does not need to be completed but the previous steps still need to be followed

## Parents

- Parents will be given sufficient written information and other relevant information about all visits, to make informed decisions and give written consent, medical and contact details
- For visits during school hours in the Hull area, parental consent does not need to be given if an annual medical/consent form is signed by parents at the beginning of each academic year. Notification should still be sent to parents for information purposes
- Where appropriate a meeting for parents will be arranged
- Expectations of behaviour and codes of conduct will be explained to parents. For high risk, residential and foreign visits parents and students will sign a code of conduct, this will include the need to meet the cost and make arrangements for collecting children in certain circumstances

## Students

- Students should be briefed about the aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety
- Where possible students should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning

## Conclusion

Although part of the Health & Safety Policy, Educational Visits are an integral part of the curriculum plan and strategies for learning. This policy should be closely linked to equal opportunities, special needs and policies for inclusion and staff development.