

ENFIELD GRAMMAR SCHOOL



An Academy Trust
(Company No. 07697044)

EDUCATIONAL VISITS POLICY

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| APPROVED | December 2018 |
| COMMITTEE | Resources and Management |
| NEXT REVIEW | December 2021 |

Context

At Enfield Grammar School, we believe that educational visits make an important contribution to the curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Enfield Grammar School a supportive and effective learning environment.

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Enfield Grammar School:

1. Adopts National Guidance www.oeapng.info (all staff are made aware of these requirements and have access to this information via EVOLVE).
2. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff must ensure they are familiar with the roles and responsibilities outlined within the guidance. We recognise the importance of the safety of our students and staff and that thorough planning and organisation are key to the success of any trip/visit.

Roles and Responsibilities

Visit Leaders are responsible for the planning of their visits and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Headteacher and Cover Co-ordinator prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The Educational Visits Co-ordinator (EVC) has responsibility for ensuring all visits have been sanctioned by the Senior Leadership team. They will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. When authorising the visits, the EVC will also consider the financial impact on the school regards supply teaching costs and approving the costings for the trip where parents are requested to make a voluntary contribution.

The Headteacher has responsibility for authorising all visits and for submitting those that are overseas to the Chair of Governors for final approval

Types of Visit & Approval

There are four 'types' of visit:

- 1. Local and adhoc off-site activities that take place during normal school hours.**
As a general rule, all off-site activities will be entered on EVOLVE. Where this is not deemed necessary e.g. due to the local nature and/or longevity of the activity, the school's Standard Operating Procedure will be followed as set out in Appendix 1 e.g. church services and visiting local amenities.
- 2. Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, theatres, seminars etc.**
After receiving outline permission, these are entered on EVOLVE by the visit leader and submitted to the EVSO for checking. The support officer then submits to the EVC, Cover co-ordinator and the Headteacher for approval.
- 3. Visits that are Residential, or involve an adventurous activity.**
These follow 2. above but with enhanced risk assessments, parental consent and medical information forms
- 4. Visits that are Overseas.**
These follow 3. above but the visit form is then submitted to the Chair of Governors for final approval

Mentoring System

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a visit leader role.
- Support from more senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- The supporting staff accompanying the visit.
- Age of the pupils, knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leader.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least annually and following any major staffing changes.

When an incident involves serious injury or fatality, all media and press communications will be managed by the Headteacher (please refer to the "Dealing with the Press" statement).

Risk Assessments

Visit leaders are required to complete a detailed risk assessment as part of their planning process. Standard templates are available on EVOLVE but will require review and amendment as appropriate. The completed risk assessment will be uploaded to EVOLVE and approved by the EVC as part of the sign off process

Parental Consent

Written consent will not be requested for local off-site activities as such activities are part of the school's curriculum and take place during the normal school day. These are covered under the parent consent obtained on the New Pupil Information form and recorded on SIMs.

Specific, (i.e. one-off), parental consent will be obtained for all other visits. For these visits, sufficient information will be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis.

Behaviour

Appropriate behaviour is essential for the smooth running of educational visits to ensure memorable learning takes place. Students, parents and carers will be made aware of the code of behaviour and expectations and the sanctions that will be invoked should the code be breached. In addition, parents and carers will be made aware that students may be removed from activities in such circumstances.

Inclusion

The School endorses the following principles for all students:

- A presumption of entitlement to participate.
- Accessibility through direct or realistic adaption or modification.
- Integration through participation with peers.

We acknowledge that it's unlawful to:

- Treat a young person with a protected characteristic less favourably.
- Fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage.

The Headteacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention will be made to supervision ratios and additional safety mechanisms at the planning stage recognising that expectations of staff must be reasonable.

This policy should be read in conjunction with the Equality, Diversity and Inclusion Policy.

Charging / funding for visits

The school may ask for voluntary contributions to fund particular trips. No child will be excluded from an activity if their parents are unable to pay but if insufficient voluntary contributions are received and the school is unable to fund a trip, then a visit may have to be cancelled.

Voluntary contributions will not exceed the actual cost of providing the trip.

More detailed information regarding charges for educational off-site visits can be found in the schools Charging and Remissions Policy.

Transport Arrangements for Visits

The transport of students to activities/school trips in staff cars is prohibited.

The school mini-bus can be used for small groups of students attending off site trips and activities. The designated driver of the mini-bus must hold the relevant certificate and licence. There will normally be a minimum of 2 members of staff accompanying the students to ensure that the driver

is not required to supervise the students when driving the vehicle but this may not always be the case depending upon age, behaviour and number of students travelling.

When travelling on Public Transport, the students must be briefed regards expected behaviours before departure.

Risk Assessments for all methods of transport will be completed by the Trip Leader prior to departure.

On occasion, and only where appropriate and advised to parents, students may be asked to make their own travel arrangements to an offsite event/trip.

Insurance

School trips are covered by the School's Standard Insurance Policy. The policy provides indemnity against specified risks of cancellation, personal accident, medical, personal effects and legal liability related expenses. The policy excludes Winter Sports activities and this is arranged separately.

Reporting

Regular reporting of school trips will be provided to stakeholders on a regular basis from the EVOLVE database.

Other Topics

Dismissal of pupils after activities/trips that finish after school – Pupils maybe dismissed from the venue by the Trip Leader determined by the individual circumstance e.g. location of activity, age of student, express consent from the parent (either prior approval or phone approval)

Appendix 1 – Local and Ad-hoc Activities

General

Visits/activities within the Local Area that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Do not require parental consent as we rely upon the blanket consent already given
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- Do not need to be recorded on EVOLVE.

Operating Procedure for Local and Ad-Hoc Activities

The following are potential hazards within the Local Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Headteacher or EVC must give approval in writing before a group leaves the School premises.
- Only staff judged competent to supervise groups of students off-site will be approved to lead an off-site activity by the Headteacher.
- There will normally be a minimum of two adults but this may vary dependent upon age, behaviour and number of students engaged in the activity
- Staff are familiar with the local area and have practiced appropriate group management techniques.
- Pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Area is done in small groups or 'buddy' trios as a minimum.
- Pupils' clothing and footwear (usually uniform) is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Students' absence from lessons will be notified by the visit leader to the Welfare and Attendance Officer and any other relevant members of staff. A list of absent students will be circulated to all staff via the daily briefing notes.
- The visit leader will complete a register of students before departing and follow the staff sign out procedure. This will be phoned in when meeting remotely.

- The visit leader must ensure a mobile phone is taken with each group and the office (and students where appropriate) have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, waterproofs)

Appendix 2 – Planning for Emergencies

The school's emergency response to an incident relies upon the following:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office and outside of normal school hours this is the Headteacher in the first instance.)
2. For all off-site trips and visits, the visit leader will carry emergency contact details for all students and staff and be aware of any relevant medical information for all participants, including staff. Outside of school hours, the EVC will also have access to this information.
3. The visit leader will carry An Emergency Action Card (see EVOLVE resources). This Emergency Procedure will be tested through both desk top exercises and periodic scenario calls from visit leaders.
4. In the event that an incident involves serious injury or fatality and is likely to attract media attention, the Headteacher will deal with all related enquiries. Please refer to "Dealing with the Press" statement that has been circulated to all staff