



Educational Visits Policy

1. Statement of intent

- 1.1. This policy applies to all educational off-site visits and all outdoor learning and adventurous activities carried out with persons for whom Irlam & Cadishead College owes a duty of care.
- 1.2. Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.
- 1.3. Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.
- 1.4. It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself, but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.
- 1.5. The school follows guidance from the Department for Education on [*Health and safety: advice on legal duties and*](#) powers. This guidance also refers to the Health and Safety Executive document: [*School trips and outdoor learning activities*](#). These guiding documents mean that the school is able to provide educational visits that are planned safely and enable successful outcomes to be achieved.

2. Employer Policies and Procedures

- 2.1. The Guidance for Recording Educational Off-site Visits and Adventurous Activities (September 2013) produced by the Children's Services Directorate of Salford City Council is the employer's policy and procedures. Specific local procedures will be in line with, but not duplicate LA guidance.
- 2.2. Where there is conflict with non-statutory guidance or advice from other sources the LA guidance will take precedence with clarification sought from the Headteacher, and if required from the Children's Services Directorate and North Yorkshire Educational Visits and Support (NYEVAS) who is contracted by the LA to provide the visits advisory role until August 2020.

3. Roles and Responsibilities

- 3.1. The Headteacher has appointed an Educational Visits Co-ordinator (EVC). They will have the training and experience to enable them to competently discharge their responsibilities as listed in LA Guidance.
- 3.2. The Educational Visits Co-ordinator is: Mr Andrew Smith
- 3.3. Administrative tasks will be carried out by: Ms Anita Rogers

4. Training

- 4.1. The Educational Visits Co-ordinator will attend appropriate training and revalidation as required in the LA Guidance.
- 4.2. Visit leaders will receive appropriate training and support to assist in the delivery of educational visits.

5. Records of induction, training, qualifications and competence

- 5.1. Records will be kept of induction, training, relevant qualifications and competence.
- 5.2. To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

6. Approval of visits

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the LA Guidance.

- 6.1. **The Headteacher:** Will approve the business case for an educational visit, where appropriate. Where approval cannot be made they will provide feedback to enable future successful business cases. The headteacher will also give final approval for an educational visit to be undertaken by completing the approval page on the EVOLVE system.
- 6.2. **Educational Visits Co-Ordinator (EVC):** will check all applications on the EVOLVE system; that they meet their intended objectives and have been planned in an effective and safe manner. The EVC will pass to the headteacher for approval, only those applications that meet these criteria.

7. Planning and managing visits and activities

- 7.1. In addition to the procedures to be followed in LA Guidance local procedures and generic risk assessments which supplement, but do not duplicate this are available for all staff. These generic risk assessments are to be used as a guide by staff, but not to be used to undertake educational visits; all risk assessments are bespoke to the activity.
- 7.2. **Leaders.** The visit leader is responsible for all aspects of the educational visit and activity. They will submit their request for an EV to the head teacher and maintain all aspects of the EVOLVE application; this must not be delegated. They must submit these applications in good time to the EVC and head teacher for approval.
- 7.3. **Timings.** So that necessary checks can be made and remedial action taken where required, all educational visits that include adventurous activity will require submission 4 weeks before the departure date. All trips abroad will need to be submitted 12 weeks before departure date for the same reason.

7.4. **Inclusion.** We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

A young person whose behaviour is of concern or would endanger the learning outcomes of a proposed educational visit may be removed from the visit or not permitted to attend.

7.5. **External providers:** Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in LA Guidance, such as details of relevant qualifications.

7.6. **Insurance:** Young people participating in visits and activities will have annual travel insurance provided under an SCC Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

7.7. **Finance:** Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with the guidance and requirements of the SCC School Finance Manual. Where non-refundable deposits are taken or if the activity has been financed already it may not be possible to refund monies to parents or carers. This applies in the case of non-participation (illness, exclusion, lateness, etc.) or if the student has been removed from the visit for behavioural reasons.

8. Supervision and safeguarding

8.1. **Volunteers:** Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities.

8.2. **Behaviour:** Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place. Young people, parents and carers will be made aware of the code of behaviour, expectations of young people and sanctions which may be invoked should the code be breached. In addition, parents and carers will be made aware of their responsibilities for removing young people in prescribed circumstances.

9. Risk Management

9.1. Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. For this reason, risk assessments will be made to mitigate foreseen hazards.

10. Consent and medical information

10.1. **Routine Educational Visits:** Written consent will be sought each school year to cover educational visits of a routine nature. These will last up to one day without an overnight stay, not involve adventurous activities and will not be overseas, but may be longer in duration than the timings of the school day. Parents and carers will still be informed of these visits in a timely manner. Parents will complete a consent form that will cover these routine educational visits that academic year. Where there is a change in circumstance so as to affect the content of the consent form then the parent/carer will provide an updated consent form.

10.2. **Recurring Activity:** Written consent will be gained for routine local visits and activities which are a normal part of our educational provision. This can include visits and activities beyond the normal day such as after-school sports fixtures and information regarding the nature of the types of visit will be made available to parents and carers. Parents will complete a consent form that will cover these recurring activities in that academic year. Where there is a change in circumstance so as to affect the content of the consent form then the parent/carer will provide an updated consent form.

10.3. **Singular Activity:** Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities, those which fall outside of normal hours and non-routine activities which are not a normal part of educational provision. We will fully inform parents by of the nature of each visit, activity or series of a similar nature.

10.4. **Medical information:** We will use the medical information provided by parents and carers alongside any stored information for most visits and activities.

11. Accidents, Incidents and Emergency procedures

11.1. For the duration of all off-site visits and activities there will be a nominated suitable person providing 24/7 cover. This emergency contact will have secure access to all details of the visit including medical and next-of-kin information for all young people, accompanying staff and other adults. In addition, they will assist in the administration of the critical incident procedure.

12. Monitoring

12.1. Salford Academy Trust and the Headteacher will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

12.2. The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities. Presently, the EVOLVE online monitoring system is used.

13. Local Learning Area

13.1. All activities that take place outside of the Irlam & Cadishead College site on Station Road, Irlam, are considered to be Educational Visits. Where an external venue is used on a regular basis and is located near to Irlam & Cadishead College it is to be considered part of the local learning area. This will not necessitate the creation of an EVOLVE Application, but will require consent of the head teacher. The school will still produce a risk assessment for this venue as though it was a part of the contiguous school site.

13.2. Locations that are considered part of the local learning area are:

13.2.1. Irlam Leisure Centre. 243 Liverpool Rd, Irlam, Lancashire, M44 6BR.

13.2.2. Springwood School, Craig Hall, Preston Avenue, Irlam, Lancashire, M44 5XB.