



Bradford Diocesan
Academies Trust

EDUCATIONAL VISITS POLICY AND PROCEDURE

Issued: November 2019
Reviewed: November 2021
Next Review Due: January 2024

1. Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

The Trust recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

The Trust policy is to ensure that the safety of pupils, employees and others on educational visits is managed to minimise risk as far as practicable. In developing its procedures, the policy is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

This overarching policy sets out the basic tenets on which academies are to develop and publish their own supporting policy which will give more detail as to the processes and procedures to be followed in each academy.

Purpose

1. To ensure that every pupil has the opportunity to benefit from educational visits.
2. To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part.
3. To enable the academy to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits.
4. To ensure that whenever appropriate, further advice is sought from the local authority and from other technically competent sources.

2. Key Principles

Planning

- Advance planning is key to a successful visit. Appendix 1 gives a non-exhaustive list of points to consider during the planning process. Individual academy policies will give further detail.
- For complex, residential and overseas visits, staff planning the event should allow sufficient time for the approvals process to be completed in advance of the minimum timescales laid down.
- Financial viability is key to a successful visit and the plan must demonstrate that the visit is financially viable and sustainable. As part of the application process the financial viability of any visit will be demonstrated as part of the initial application/proposal stage.

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures. The Local Governing Board (LGB) will support the local academy policy and procedures for educational visits including the reporting of visits.
- The Headteacher/Principal will be responsible for the initial approval for planning of all visits including residential visits, or may delegate this function to the Educational Visits Co-ordinator (EVC).
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the LGB and Headteacher/Principal; in the absence of a suitably trained Educational Visits Co-ordinator a member of SLT (often the SBM) will automatically assume this role.
- There will be a named and approved Visit Leader (and where appropriate, Deputy) on all educational visits. This Visit Leader will be specifically competent for the role as set out in the academy policy.
- Working with the EVC as necessary, the Event Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. For the duration of the visit, the Visit Leader will assume full responsibility for all aspects of it, including on-going risk assessment.
- The Event Leader will ensure when purchasing goods and services during the visit that appropriate checks are made and that insurance and financial procedures have been followed.
- Details of any residential visits at home or abroad, or day visits involving activities of a hazardous nature will be submitted to the LGB for assessment and final approval at least three months before the departure date. Advice will be sought from our Health and Safety Advisors where appropriate.

Parents and carers

- The Academy will provide parents and carers with information about policy and procedures relating to the safe management of educational visits where possible at the planning stages of a trip.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details. The appropriate levels of notice will be provided to parents.
- For higher risk, residential and foreign visits a briefing meeting with parents / carers will be arranged.
- Expectations with regard to behaviour and codes of conduct will be explained to parents / carers. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances where a pupil has to be withdrawn from a visit, whether this be before it takes place or during the visit.

Pupils

- Wherever appropriate and practicable, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Pupils should be adequately briefed about the aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of the opportunities for learning and safety awareness that visits can provide.

3. Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan for the academy. The policy will be implemented in conjunction with the complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion and staff development.

4. Approvals

The following approvals are required, depending on the type of visit being planned:

Type of visit	Activity example	Final approval	Comments
Routine day visit which requires standard planning	Visit to local church or swimming club (not first-time visits)	Headteacher/Principal	Timescale subject to academy policy but normally at least four weeks in advance
Day visits and activities requiring an advanced level of planning	Annual school trips or visits	Headteacher/Principal	Timescale subject to academy policy but normally at least four weeks in advance
More complex and specialised visits including overnight stays, hazardous activities or overseas travel	Y5/Y6 Residential visits Ski trips Foreign travel	LGB	Initial approval from Headteacher/Principal to plan the visit. Final approval from LGB at least three months in advance.

Appendix 1 - Points to Consider during Planning

1. Programme / Timetable of the Visit

To ensure the smooth running of the event a timetable is agreed and shared with all participants.

2. Purpose

There is a clearly identified educational purpose for the whole event appropriate to the age and ability of the group.

3. Advice

Where there is uncertainty about any aspect of safe practice, advice has been sought from a suitably qualified and accredited individual organisation with appropriate expertise or technical competence.

4. Guidance Documents

Reference has been made to the relevant and current guidance.

5. Preliminary Visit

The visit leader has made a preliminary visit to the event site or has obtained sufficient information through other means.

6. External Providers

If the event involves activities delivered by an approved and/or accredited commercial, charitable or private organisation there is confidence that required standards of safety and quality are met.

7. Supervision

There is a visit leader plus a sufficient number of suitably competent other staff to provide adequate supervision.

8. First Aid

The level of first aid cover is appropriate for the venue and activity.

9. Inclusion

All reasonable arrangements have been made for the inclusion of those with medical, behavioural and/or other needs.

10. Communication with those with Parental Responsibility

Comprehensive information has been provided to, and gained from, those with parental responsibility.

11. Safeguarding

All aspects of the visit are organised in accordance with establishment and statutory safeguarding standards are in place.

12. Transport and Travel

All aspects of the visit are organised in accordance with establishment and statutory standards and all of the relevant requirements of the guidance relating to safeguarding.

13. Accommodation

The visit leader has made a preliminary visit to the event site or has obtained sufficient information through other means to give confidence that required standards of safety and quality are met.

14. Risk Assessment

The visit leader has identified the hazards, assessed the risks involved in all aspects of the event and recorded the significant findings. The risk assessment is to be checked, agreed and signed off by the relevant qualified/competent person at the academy or Trust.

15. Plan 'B'

There is an agreed and risk assessed alternative plan for use in the event of bad weather or other necessary change to the original arrangements.

16. The Group

Group members, including students, are adequately prepared for the event and clear about expected standards of behaviour. Information about group members has been collected and a group list is taken on the visit.

17. Emergency Action Plan

There is an agreed action plan for use in the case of an emergency during the visit.

18. Insurance

Insurance cover is adequate and suitable, details are known to organisers and made available to those with parental responsibility.

19. Finance

Financial planning is organised in accordance with organisational and statutory requirements.

20. Follow up

Arrangements for follow up work and evaluation have been agreed.

21. Review

The policy will be reviewed in consultation with the recognised trade unions.