



# Shenstone Lodge School

## Educational Visits Policy

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## 2 Preface

At Shenstone Lodge School, we believe that activities that are outside the normal curriculum are an important additional experience for young people. They enhance the student's development in terms of learning new skills, broadening their horizons and encountering new personal, social and educational experiences. However, for such activities to be successful they require proficient preparation and management. The more complex the activity the more potential there is for mishap. The aim of this document is to provide guidance to ensure that all such activities are carried out safely.

**Shenstone Lodge School has adopted the Staffordshire County Council (SCC) policy for off-site and out of hours activities.**

### **3 Aims and Objectives**

The purpose of this policy is to provide staff with the appropriate guidelines that they require for planning off site and out of hours activities so they meet the requirements of the MHAT and the Outdoor Education Advisers' Panel.

### **4 Legal requirements and responsibilities**

All legal requirements are set out in the adopted SCC Policy. All employees of the MHAT and school have a duty of care to the children.

The law expects "effective supervision" for off site and out of hours activities. It is the schools' responsibility to ensure the correct level of supervision is provided. The nature and location of the activity, the competence and experience of staff, together with the age and ability of the young person, determine the degree of supervision required.

The following identifies the functions, roles and responsibilities that key people hold:-

#### **4.1 MHAT:**

- Ensuring that EVCs, visit leaders and other establishment staff involved in educational/off site visits are assessed as competent in their specific tasks.
- Monitoring the work of EVCs in schools/establishments to help identify training needs and appropriate levels of delegation.

#### **4.2 Local Advisory Board (Entrust):**

- Ensure that the headteacher and the EVC are supported in matters relating to educational/off site visits and that they have the appropriate time and expertise to fulfill their responsibilities.
- Ensure that the headteacher and the EVC have taken all reasonable and practicable measures to include participants with special educational needs or medical needs on a visit.
- Sign off the Evolve form to approve trips that are classed as adventurous, overnight or abroad.

#### **4.3 Headteacher:**

- Ensure teachers/leaders are made aware of and understand guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff.

- Ensure that the EVC briefs the visit leader and supervisors have ready access to them during the visit.
- Sign off the Evolve form to approve the trip if all criteria have been met.

#### **4.4 Educational Visits Coordinator:**

- Assess the competence of leaders and other adults proposed for a visit and change accordingly if required.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
- Complete the EVC checklist
- Sign off the Evolve form as required giving advice to Visit Leader as necessary
- Read Evaluation form and discuss ways to improve if necessary with Visit Leader

#### **4.5 Visit Leader:**

- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Ensure the ratio of supervisors to participants is appropriate for the needs of the group.
- Complete the visit leader checklist
- Complete the Evolve form as required within the timescales expected.
- Complete the Evaluation form within 7 days of trip.
- Write thank you note if appropriate to external providers.
- While on the trip ensure that emergency contacts are easily available should the need arise

## **5 Staff conduct**

While on an educational visit/off site activity staff will remain professional and act as role models at all times. While on residential visits it is the staff's responsibility to ensure an adequate number of adults are on duty at all times. This includes ensuring that the appropriate ratios are met and staff do not leave the site if these are not met.

While off duty, on overnight trips, staff will only be able to drink small amounts of alcohol; in an emergency they may be needed to be back on duty.

Staff who are supervising children on a trip will also need to dress appropriately for the task and activities in hand. Eg. If the children are asked to be in school uniform then staff should dress as they would for a usual school day.

## **6 Submitting an application**

An Evolve application for an off site visit must be put in at least 10 working days or 2 weeks prior to the departure date.

If it is an out of hours, adventurous activity or residential trip then an application must be submitted at least 30 working days or 6 weeks before the departure date. This is because Entrust requires time to approve the application or suggest changes.

The following order will be followed when submitting an application:

- Visit leader to submit the application.
- EVC will assess and approve/decline the visit.
- Headteacher approval.
- Local Advisory Board approval (for an international or residential school visit).

## **7 Approval Procedures**

All off site activities and on site out of hours activities (e.g. breakfast club, football club but **not** activities taking place during residence or extended schools as these will be within hours) should take place with the knowledge and approval of the headteacher and EVC.

An EVOLVE application and risk assessment will need to be completed for each activity. If it is a repeating activity a group application can be made with minor amends required as necessary to take account of foreseen circumstances of on the day eg. Change to staff support.

After school clubs that are run by an external provider do not need to be entered on EVOLVE. However, in the letter sent to parents it needs to be made clear that the activity will be run by an external provider. All external providers for after school clubs will be provided with appropriate school policies and will be expected to adhere to the Shenstone Lodge School ethos.

## **8 Risk assessment responsibilities**

It is the responsibility of the visit leader to carry out the risk assessment. The EVC will support and assist where necessary and possible.

When using an external provider the school will not request a risk assessment when the external provider is leading the activity, but they will request to have in writing that the provider has up to date risk assessments. The school will put their

own risk assessments into place for parts of the trip not covered by the providers risk assessments.

The school will also note the delegation of responsibility during the trip.

## **9 Monitoring**

Monitoring of educational visits will take place on a regular basis. This is so that the headteacher is confident in knowing that pupils are safe at all times and that proposed outcomes are met. Monitoring will be the responsibility of the headteacher and the EVCs.

The following areas will be monitored:

- The planning and approval process.
- Evaluations of visits.
- Observation of visit leaders in action (field monitoring)
- Accidents/incidents

## **10 Record Keeping**

Records relating to educational visits need to be kept for 14 years after a visit. If there is an incident on a trip it needs to be kept for 25 years. However, as the School has adopted the MHAT policy and therefore Evolve all records will be stored electronically. The only hard copy that needs to be kept is one sample consent form.

Risk assessments for trips that occur on a regular/yearly basis can be used again, however they will need to be updated and amended accordingly and annually.

## **11 Mandatory forms**

When carrying out an educational visit/activity it is the responsibility of the visit leader to complete the following forms:

- Parental consent form
- Risk assessments
- Visit Leader check list

All of the above forms are available on Evolve under the pink resources tab and centrally on the Shenstone Lodge Network.

## **Appendices Visit forms**

All forms are linked so please click on to access

11.1 [List of Hazardous Activities](#)

11.2 [Consent Form](#)

11.3 [Visit Leader Checklist](#)

11.4 [Blank Itinerary](#)

11.5 [Incident Form](#)

11.6 [Educational Visits Coordinator Checklist](#)

11.7 [Blank Risk Assessment form](#)

11.8 [Staffordshire County Council Offsite Policy](#)

11.9 [Learning outside of the Classroom \(LOTC\) Educational Visits](#)