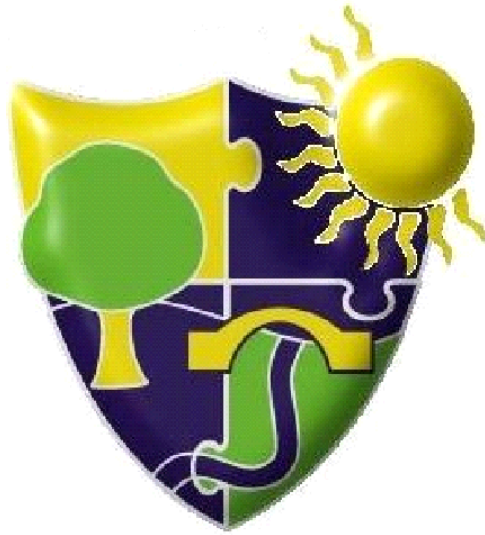


The Meadows School



Educational Visits Policy

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Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
0	01/01/19	Initial Issue	SLT	Headteacher
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1. Rationale

This policy has been adopted and written in relation to The Educational Visits Policy at the Meadows School and should be read in conjunction with the LAs Policies and Procedures and any DfE Policy, Statements and Guidelines.

2. Preface

At The Meadows School, we believe that activities that are outside the normal curriculum are an important additional experience for young people. They enhance the young person'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.

The Meadows School has adopted the official Sandwell Policy for Offsite 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 local authority and the Outdoor Education Advisers' Panel.

4. . Legal requirements

All legal requirements are set out in the adopted Sandwell Policy. Employees of the local authority and school have a duty of care to the children (this will be overseen by the teacher). At all times a teacher has a duty of care for young people under his/her supervision.

The law expects "effective supervision" for off-site and out of hours activities therefore 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.

5. Responsibilities

The following section identifies the functions, roles and responsibilities that key people hold.

Local Authority:

- 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.

Governors:

- 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 fulfil 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.

Head Teacher:

- Ensure teachers/leaders are made aware of and understand LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff.
- Ensure that the EVC briefs the leader and supervisors have ready access to them during the visit.

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 in accordance with LA Policy

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.

6. Staff conduct

While on an educational visit/off site activity staff will remain professional and act as role models at all times. Staff do not smoke, use social media or alcohol. 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, staff will not be able to drink alcohol as, in case of an emergency, they may be needed to be back on duty.

Staff who are supervising children on a trip, including volunteers will also need to dress appropriately for the task and activities in hand.

7. Submitting an application

An Evolve application for an off-site visit must be put in **at least** 6 weeks prior to the departure date. If it is an out of hours, adventurous activity or residential trip the LA requires 6 weeks to approve the application.

The following order will be followed when submitting an application:

- Visit leader to request the visit and then submit the application.
- EVC will assess and approve/decline the visit
- Head Teacher approval
- Governor approval (if appropriate)
- LA approval (if appropriate)

8. Approval Procedures

All off site activities and on site out of hours activities (e.g. breakfast club, football club etc.) should take place with the knowledge and approval of the Head Teacher and EVC. An EVOLVE application and risk assessment will need to be completed for each activity.

If it is a repeating activity it will need to be completed on a termly basis.

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 Meadows School ethos.

9. Risk assessment responsibilities

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

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 an up to date risk assessment. The school will put their own risk assessment into place.

10. Staff checklist

The following outlines what the visit leader is responsible for and what should happen before, during and after a visit.

Before the visit		
What	When	Tick
Identify the need for a trip and the possible outcomes.	When the need arises.	
Discuss the trip with the EVC to discuss dates and minibus availability, viability of the trip, its purpose and the necessary pupil: staff ratio.	Once the need has been identified (at least 2 months before departure. Longer if it is a residential.)	
Through discussion with the EVC appoint: <ul style="list-style-type: none"> - A visit leader - A deputy group leader - A named, trained person to carry and administer medication Other staff and volunteers to be involved in the trip.	Within a week of the initial discussion with the EVC.	
Discuss transport requirements with office staff and request provisional costing.	Within a week of the initial discussion with the EVC.	
Discuss requirements with venue and request provisional costing.	Within a week of the initial discussion with the EVC.	
Discuss all aspects of the trip with the head teacher including the purpose, the outcomes, the destination, projected costs and the necessary staff ratios.	7 weeks before the departure date.	
Confirm bookings for venue. Ensure confirmation of all bookings is received in writing.	6 weeks before the departure date.	
Undertake and complete the planning and preparation of the visit. Confirm plans with the EVC.	Once the trip has been confirmed.	
Send out parental confirmation and medical letters.	As soon as the trip has been confirmed.	

What	When	Tick
Complete the necessary forms on Evolve and undertake and complete any required risk assessment. Where necessary, the RA should be based on a pre-visit. The RA should be completed by more than one person. Attach all documents to Evolve.	3 weeks before departure date. (Earlier if possible.)	
Share all plans with the Headteacher.	Once trip is approved by the EVC.	
Provide kitchen staff with provisional details of the trip.	Following return of permission letters.	
Re-confirm bookings and venue.	2 weeks before departure.	
Allocate groups of children to staff.	2 weeks before departure.	
Brief all staff involved ensuring they are clear about their responsibilities.	1 week before departure.	
Ensure students are aware of their responsibilities and information they need to know (e.g. money, clothing etc.)	At least one day before departure.	
Ensure all paperwork is ready (Visit summary sheet, RA, Emergency contact, original consent forms (a copy left at school), staff medical forms, staff emergency contact numbers).	At least one day before departure.	
During the visit		
What		Tick
Changes to staffing/students notes on EVOLVE, sign out at reception.		
Oversee the loading of the coach on the day, including lunches for children.		
Ensure children are appropriately seated – according to seating plan		
Complete a double head count before departure.		
Meet the appropriate person at the venue and organise children.		
Confirm lunch arrangements on arrival.		
Ensure groups are in the appropriate place at the appropriate time.		
Ensure double head counts occur throughout the day.		
Ensure children are back on the transport ready for the departure time.		
Contact the school to notify when the transport departs. Discuss arrival time.		
If the transport will be arriving late notify the school again.		

Supervise the children disembarking the transport. Ensure all belongings are collected.	
Ensure any incidents are reported to the Headteacher/EVC and correct paperwork completed.	

After the visit (to be completed within 1 week of arrival)	
What	Tick
Liaise with First Aid leader to ensure stock is replenished and put away.	
Complete evaluation forms on Evolve.	
File 1 consent form.	
Feedback to EVC/Headteacher/children and parents (where necessary) on any successes/problems – notes on EVOLVE	
If appropriate, write as a class, or individually, a letter of gratitude to the venue/coach company.	

11. Monitoring

Monitoring of educational visits will take place on a regular basis. This is so that the Headteacher is confident in knowing that students are safe at all times and that proposed outcomes are met. Monitoring will be the responsibility of the Headteacher and the EVC, and external monitoring will also be carried out by the LA.

The following areas will be monitored:

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

12. 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 Meadows School has adopted the Sandwell 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.

13. Mandatory forms

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

- Emergency Consent form
- Parental consent form – Specific consent is required if the visit is residential, overseas or has an element of adventurous activity.
- Risk assessments of site/activities.

All of the above forms are available on Evolve under the pink resources tab.