

Promoting Ambition for Change

TEMPLE LEARNING ACADEMY



**EDUCATIONAL VISITS POLICY
2016 - 2017**

CONTENTS

	Page	
Para 1	General statement of this policy	3
Para 2	Organisation	4
Para 2.1	The Governing Body	4
Para 2.2	The Principal	4
Para 2.3	Educational Visits Coordinator	4
Para 2.4	Visit Leader	4
Para 2.5	Supervisory Staff	5
Para 3	Arrangements	5
Para 3.1	Proposals	5
Para 3.2	Notification	5
Para 3.3	Undertaking the visit	5-6
Para 3.4	Monitoring	6
Para 3.5	Evaluation and Review	6

This policy was adopted by the Governing Body of the Temple Learning Academy

EDUCATIONAL VISITS POLICY

1. General statement of this policy

- 1.1 Temple Learning Academy recognises the value of off-site educational visits to learners as enrichment to their studies, and to their personal and social development. Such visits can strengthen the learner's sense of belonging to the school and help generate positive relationships with their teachers and peers.
- 1.2 It is vital that such visits are competently planned and run in terms of health and safety of all participants, and in order to achieve the aims of the visit.
- 1.3 It is the responsibility of the Governing Body to ensure that such visits conform to this policy. In brief the following steps should be taken:
 - 1.3.1 Proposals for visits should state the educational purpose of the visit, its aims and objectives and how it conforms to the school's curriculum aims.
 - 1.3.2 The Principals must nominate the Educational Visits Co-ordinator (EVC). Via the Service Level Agreement with the Leeds City Council (LCC) the Health, Safety and Wellbeing team are to be notified of the person nominated as EVC and their designation.
 - 1.3.3 The Principals and Chair of the Governing Body must approve visits in category 3 and must ensure LCC are informed of category 3 visits using the EVOLVE on line approval system. Category 3 visits are:
 - i. overseas visit,
 - ii. residential visit
 - iii. visit including an adventurous activity led by an external provider
 - iv. visit including an adventurous activity led by a member of school staff
 - 1.3.4 Any visits in categories 1 and 2 require the approval of the Principals and the Governing Body are to be informed by the Principals of these visits at each full Governing Body meeting.
- 1.4 Staff competencies and responsibilities required for the EVC, Visit Leader and for teaching and support staff will be clearly defined and adopted from the LCC's Handbook for Educational Visits, page 42 onwards.
- 1.5 Where the school uses external providers, the checklists (E2 External Provider Form) must be completed by the provider. All necessary training must be provided and if there is any doubt advice should be sought from the LCC Health, Safety and Wellbeing team.
- 1.6 Risk assessments and procedures for managing risks must be in place. Sample risk assessments from the EVOLVE system must be adapted by the Visit Leader to suit individual visit requirements and circumstances and if required individual risk assessments may still be necessary.

- 1.7 Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the visit.
- 1.8 No child will be allowed to embark on any visit without producing a consent form signed by their parent/carer.
- 1.9 Visits will be subject to a review where relevant.

2. Organisation

Responsibility for educational visits rests with the Governing Body and Principals. The respective roles of each are outlined within the LCC Handbook for Educational Visits.

2.1 The Governing Body

- 2.1.1 Approval of visits in LCC category 3 will be undertaken by: Tim Kitching, Chair of Governors.
- 2.1.2 The Governor named will oversee and monitor this policy: **Tim Kitching**
- 2.1.3 The Principal's report outlining visits planned and any relevant reviews of visits undertaken will be submitted to each full Governing Body meeting.

2.2 Principals

- 2.2.1 The Principals will be responsible for ensuring that educational visits are planned, organised, undertaken, controlled, monitored and reviewed. The Principals will agree, with the named Educational Visits Coordinator, the duties delegated to the Educational Visits Coordinator.
- 2.2.2 The Principals will authorise all visits using the EVOLVE on line approval system.
- 2.2.3 The Principals will report visits planned and any relevant reviews of visits undertaken to the Governing Body.

2.3 Educational Visits Coordinator

- 2.3.1 The school's EVC is: **Dave Noble** (Business Director & Company Secretary)
- 2.3.2 The EVC will review each visit application to ensure compliance with this policy and the requirements of LCC's Handbook for Educational Visits using the EVOLVE on line approval system.
- 2.3.3 The EVC will be fully conversant with LCC's Handbook for Educational Visits.

2.4 Visit Leader

- 2.4.1 The Visit Leader will comply with the requirements outlined in LCC's Handbook for Educational Visits. As such every Group Leader must be conversant with the competencies and responsibilities as outlined in page 43 onwards of LCC's Handbook for Educational Visits.

- 2.4.2 The Visit Leader will ensure that the planning checklist within the EVOLVE on line approval system is completed and that approval is obtained by the relevant authorising person prior to any educational visit taking place.
- 2.4.3 The Visit Leader will ensure that any activities or events that may place staff or students at significant risk are assessed and that safety measures are in place prior to the visit taking place.
- 2.4.4 The Visit Leader will ensure that all parents of students on their visit are provided with all information required and that any questions raised are answered prior to the visit taking place.
- 2.4.5 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- 2.4.6 The Visit Leader will liaise with the Educational Visits Coordinator throughout the planning and preparation of their visit.
- 2.4.7 The Visit Leader when relevant will review their visit and provide details of their review to the Educational Visits Coordinator.

2.5 Supervisory Staff

- 2.5.1 Staff assisting with supervision on any trip will be conversant with the LCC Handbook for Educational Visits and will be aware of the Code of Practice and Guidance.
- 2.5.2 Staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- 2.5.3 Staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.
- 2.5.4 Staff will feedback information to the Visit Leader to enable a full review of the visit to be completed when relevant.

3. Arrangements

3.1 Proposals

- 3.1.1 The Visit Leader will submit a proposal to the EVC and Principal within the following timescale for each category of visit:
 - i. Category 1: Latest date for submission to Principal – 2 weeks prior to visit;
 - ii. Category 2: Latest date for submission to Principal – 4 weeks prior to visit;
 - iii. Category 3: Latest date for submission to Principal – 8 weeks prior to visit;
- 3.1.2 The Educational Visit proposal and notification on line approval system, EVOLVE, must be completed for each visit.
- 3.1.3 The means of complying with the requirements outlined in the LCC planning checklist must be outlined. Proposed visits should have a clear organisational framework which will include a contact point for parents, emergency contact details and processes for the school to provide information to parents and students, and for the group leader to inform

the Principal. It is essential all staff on the visit are aware of the school emergency procedures and have relevant contact numbers.

- 3.1.4 Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions.
- 3.1.5 Parents should be given sufficient information and an opportunity to view risk assessments to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form(s), and provide emergency contact number(s) and all relevant medical details.
- 3.1.6 Where coach or minibus travel is to be used it must be in accordance with LCC regulations.

3.2 Notification

- 3.2.1 Notification will be made using EVOLVE on line approval system.
- 3.2.2 Notification to the Local Authority will be via the EVOLVE on line approval system only after the Governing Body and Principal are satisfied that the application has been fully completed and that any requisite additional information is attached.
- 3.2.3 The Principal is responsible for sending the notification to the LA via the EVOLVE system.

3.3 Undertaking the visit

- 3.3.1 Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a risk assessment made prior to the alteration taking place.
- 3.3.2 A record must be kept of all such instances for evaluation and review purposes.
- 3.3.3 Any accidents or near misses that occur during a visit will be reported to the LCC Health, Safety and Wellbeing Team using the forms CF/50 and/or CF/50a upon the return of the group to school.
- 3.3.4 Any accidents that result in a student or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the LCC Health, Safety and Wellbeing team.

3.4 Monitoring

- 3.4.1 The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- 3.4.2 On occasions the EVC, Principals, Senior Manager or member of the Governing Body will accompany a group.
- 3.4.3 The school may also request the LCC Health, Safety and Wellbeing Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

3.5 Evaluation and Review

- 3.5.1 The evaluation form within EVOLVE will be completed by the Visit Leader at the end of every visit where any relevant issues that arise that may affect other visits in school or other schools using the locations or facilities.
- 3.5.2 The results of the evaluation and review process will be provided to the Principal and the LCC Health, Safety and Wellbeing team if required.
- 3.5.3 The Principal's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.
- 3.5.4 The evaluation and review report will be maintained in the school's educational visits file for reference.