



EDUCATIONAL VISITS POLICY

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Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes REACH a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the Centre is covered by this policy, whether as part of the curriculum, during School time, or outside the normal School day.

In addition to this Educational Visits Policy, REACH:

1. Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance.
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).

All staff are required to plan and execute visits in line with REACH Policy (i.e. this document), Local Authority Policy, and National Guidelines. Staff are particularly required to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit

There are three types of visit:

1. Routine local visits in the 'Extended Learning Locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are overseas, and/or residential, and/or involve an adventurous activity.

Roles and Responsibilities

Visit leaders are responsible for the planning of their visits. They should obtain outline permission for a visit from the Centre Manger or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Louise Cusiter who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans before submitting them to the Centre Manager.

The Centre Manager has responsibility for authorising all visits and for submitting overseas, residential or adventurous activity visits to the LA for approval.

The Directors' roles are that of a 'critical friend'. *Directors* will be briefed on Educational Visits which are outside of the Extended Learning Locality.

The Local Authority is responsible for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing this aspect in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Centre Manager will take into account the following factors:

- Relevant experience
- Previous relevant training
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency
- Knowledge of the pupils, the venue, and the activities to be undertaken

Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'Extending Learning Locality', a generic class risk

assessment, which is to be used but does not need to be handed in until 14 days prior unless it has changed.

2. Day visits within the UK that do not involve an adventurous activity must be submitted to the EVC for checking at least 14 days in advance, and then forwarded to the Centre Manager for approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Centre Manager to the LA for approval.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

REACH has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are to be familiar with this plan and it is to be tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Local Authority.

Educational Visits Checklist

REACH Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. REACH Educational Visits Checklist may be downloaded from Educational Visits file stored in google.

Parental Consent

REACH obtains blanket consent at initial visit for activities that fall within the 'Extended Learning Locality' (see Appendix 1). Parents sign a consent form.

Specific, (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (letters, meetings, etc.), so that consent is given on a 'fully informed' basis.

Inclusion

REACH complies with the Equality Act 2010.

Transport

REACH minibus must have at least one other staff member other than the driver and students are not permitted to travel in the front unless because of a medical condition. Drivers must submit their licences for checking by the Centre Manager who is to ensure that they are valid for driving the REACH minibus. Where staff use their own vehicles to transport pupils they must be in possession of business insurance and are to hand in a photocopy of the policy and their registration document to the Centre Manager.

Insurance

Additional School journey insurance is for overseas visits, this needs to be put in place by the Visit Leader and checked by the Centre Manager and EVC.

Appendix 1 - Extended Learning Locality

Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues:

-
-
-
-

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing REACH visit approval process, provided they follow the Operating Procedure below.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.)

These are managed by a combination of the following:

- The Centre Manager or EVC must give verbal approval before a group leaves if the generic risk assessment has changed or not all students are able to attend due to behaviour or illness
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office
- The concept and Operating Procedure of the 'Extended Learning Locality' is explained to all new parents when their child joins the REACH

- There will normally be a minimum of two adults, unless the generic risk assessment states otherwise
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques
- Pupils have been trained and have practiced standard techniques for road crossings in a group and will be supervised on all crossings
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving REACH.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available including that which may be required for emergencies.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A REACH mobile is taken with each group and the Centre Manager has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- Lunches - Pupils who receive free School dinners are entitled to a free School packed lunch. However, it is advisable to give parents the option of providing a lunch of their child's preferred foods when sending a letter home. Please advise Centre Manager of numbers for packed lunches.
- Funding - Where possible ask companies to invoice REACH for payment. If this is not possible then the Centre Manager will make funds available. If you require cash then please let the Centre Manager know the amount when you send the calendar invite, as large amounts of cash are not kept on the REACH premises.

Funding is not to be used to buy students ice creams etc.

- Costing - The trip leader should total the cost of the whole visit including admissions and travel and calculate the cost per pupil. The cost of the trip should be approved by the EVC and Centre Manager. However this may in some instances, be referred to the Centre Manager if a request for subsidy has been made. Parents/carers are asked for a voluntary contribution to fund the visit. Parents/carers should be given the option to pay in weekly instalments if this is easier for them. However, all students have the right to be included in a visit that takes place within normal school hours as this is part of their curriculum entitlement and as such, they cannot be discriminated against on the grounds parents/carers have not contributed financially.

Off Site Register

For an all day visits enter a v for each session in the class register.

For a half day visit enter v for the relevant session in the class register.

For a visit that is not out for either a full morning or afternoon then the Off-Site Register must be completed.

Participation

All students must have the opportunity to participate in all educational off site excursions. If a student is not able to attend or it is deemed that a student is not safe to attend, this must be discussed with the Centre Manager.

CHECKLIST FOR TRIPS PRIOR TO VISIT

Complete your Educational Visit on the Calendar.

Remember to invite Centre Manager and EVC

Add in the following details:

- Trip title
- Free lunches required
- Money required on day
- Confirm with EVC that your staffing ratio ensures pupil safety. Send your Risk Assessment to Louise.
- Book minibus on outlook calendar.
- Complete letter to parents and pass to Centre Manager for approval. Once Louise has approved Risk assessment Letter can be set to parents•

- Ensure parents are given at least 4 weeks notice if they are required to pay for the trip.
- Check generic risk assessment and amend if necessary. Share with team on trip.
- Medium risk trip – submit RA to EVC for approval 2 weeks in advance.
- High risk trip – complete county RA 4 weeks in advance.
- Permission slips are only required for out of hours trips or activities out of the norm.

DAY OF VISIT

- Collect packed lunches
- Hand approval request form page with names to Centre Manager or EVC(This acts as your off site register)

REMEMBER IF THE TRIP IS CANCELLED PLEASE ENSURE YOU CANCEL THE CALENDAR APPOINTMENT.

Educational Visits Checklist	Completed Y/N
Key Stage//Line manager has been informed	
Booked on the calendar <ul style="list-style-type: none"> ● Lunches booked ● Medication booked ● Funding in place 	
Generic Risk Assessment has been sent to Azeelia Northover for Approval	
Minibus has been booked	
Parents or Guardians informed	
Knowledge of the trip area	

Educational Visits Approval Request	
Destination	
Date of visit	
Class	
Visit Leader	
Additional Staff	
Pupils	
Objectives for the visit	
Evaluation of visit	
EVC approval	

Time	Venue / Activity

Educational Visits Risk Assessment Class/Group/Year

Hazard (List significant hazards which may result in harm or affect several people.)	Who may be affected (Students Name)	Control Measure (List controls or note where the information may be found (e.g. positive handling plans, additional risk assessments)	Is risk adequately controlled ?
Mobility needs		Ensure the location is accessible to students and staff with mobility needs. Consider the terrain of the location, re: mobility needs. e.g. Pupil will need to be supported on and off the bus.	Y
Medical needs		Care plans where appropriate, including relevant medicine etc. Aware of potential risks with allergies.	Y
Stranger danger	All	Staff ratio to ensure adequate supervision. Pre-talk: children told not to talk to strangers and awareness of safe adults.	Y
Dogs	All	Pre-talk: children told not to approach dogs.	Y
Separation	All	Identify meeting point. Mobile phones to be taken.	Y
Road safety (including car parks)	All	Pre-talk: children instructed in road safety. Identified adults to supervise groups, roads crossed as whole-group.	Y
Public toilets	All	Children supervised whilst using public toilets. Where appropriate, same-sex adults with groups. Hands washed after use.	Y
Extreme behaviour			

Appendix 2 – Emergency Procedure

REACHs emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during School hours this is the Centre Manager Mobile 07720805658).
2. This nominated base contact will either be:
 - a) An experienced member of the senior management team or
 - b) An individual who will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal School hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal School hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leaders and the base contacts know to request support from the Local Authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'Extended Learning Locality', the visit leader will carry either:
 - a. A LA Emergency 'Card' or
 - b. An OEAP National Guidance Emergency action card (*Available via www.oeap.info*)
7. This Emergency Procedure is tested through both desktop exercises and periodic scenario calls from visit leaders.