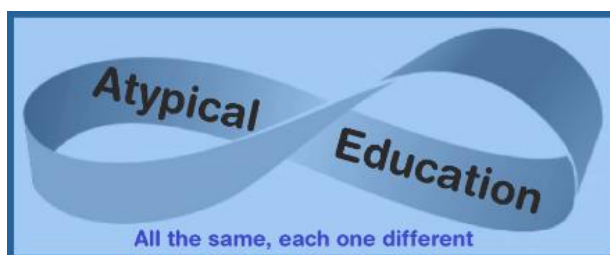


Educational Visits Policy

Atypical Education



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Role	Name	Contact Details
Designated Safeguarding Lead	Emma Oxnam	07471 344 408

1. Aims

Educational visits are an integral part of the entitlement of every young person to a practical and balanced learning experience. Appropriately planned visits are known to enhance learning and improve attainment, forming a crucial part of what makes Atypical Education 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 learning, making, creativity, developing learning relationships, and practising strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust
- Improved achievement and attainment across a range of subjects.
- 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 various contexts. i.e., encouraging young people to become more risk-aware as opposed to risk-averse
- A greater sense of personal responsibility
- Possibilities 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

2. Legislation and Guidance

This policy covers any external visit. This Educational Visits Policy is based on,

1. The Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**'
2. Adopts National Guidance <https://oeapng.info/> (as recommended by the LA).

3. Types of visits

There are three types of visits:

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 overseas, residential, or involve an adventurous activity.

4. Roles and responsibilities

Visit leaders are responsible for the planning of their visits and have responsibility for ensuring that their visits will comply with all relevant guidelines and requirements. The Educational Visits Coordinator (EVC) is Emma Oxnam.

5. Staff Competence

We recognise that staff competence is the most critical factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Staff to attend training courses relevant to their role
- The prospective leader's ability to make dynamic risk management judgments and take charge in the event of an emergency
- Knowledge of the pupils, the venue, and the activities to be undertaken

6. Approval

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

1. Local and Day visits follow the 'Extending learning locality' policy (Appendix 1). Risk assessments for local visits must be recorded and updated. Parental Consent is agreed upon referral.
2. Visits that are overseas, residential, or involve an adventurous activity (see LA guidance for definition of 'adventurous') Risk assessments for adventurous visits must be recorded and updated, and parental consent must be obtained.

7. Emergency procedures

A critical incident is any event beyond the visit leadership team's usual coping mechanisms and experience.

The staff has an emergency plan to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan.

When an incident overwhelms the establishment's emergency response capability, where it involves serious injury or fatality, or where it is likely to attract media attention, the local authority will seek assistance.

8. Educational Visits Checklist

Atypical Education's Educational Visits Checklist forms part of the risk management process for visits and offsite activities. This has been adapted from LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES.'

9. Parental Consent

Parents can consent to all visits during the referral process through a traditional paper consent form. Staff are in loco parentis and can consent to all other visits. Parental consent for any alternative activities can be obtained through messages if required.

10. Charging/funding for visits

Atypical Education does not require young people or staff to pay for educational trips or visits, although additional funds can be used to buy food or non-essential items.

11. Transport

Private vehicles are used for educational visits, and staff must follow the lone working policy. The driver must do a pre-check of the vehicle. Staff and young people must follow the behaviour policy.

Appendix 1 - Extended Learning Locality

This area includes the following frequently used venues:

- Nowton Park
- Local Supermarkets and cafes
- Bury Town Centre and shops
- Anywhere in a 35-mile radius
- Stonham Barns
- Newmarket
- Stowmarket

We use this extended area regularly for a variety of learning activities.

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

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

A combination of the following manages these:

- Only staff judged competent to supervise young people in this environment.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school
- Staff are familiar with the area, including any 'no go areas, and have practised appropriate management techniques
- Pupils have been trained and have practised standard techniques for emergencies
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group
- Pupils' clothing and footwear are checked for appropriateness before leaving school
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available
- A staff mobile is taken

Appendix 2 – Emergency Procedure

Atypical Education's 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 referring school office or young person's parent)
2. For all activities, the staff will be aware of any relevant medical information and emergency contact information for all participants, including staff.
3. The visiting leader knows to request support from the local authority if an incident overwhelms the establishment's emergency response capability, involves severe injury or fatality, or where it is likely to attract media attention
4. For visits outside the 'extended learning locality', the visit leader will carry either: An Emergency 'Card' (See EVOLVE resources) or an OEAP National Guidance Emergency action card (Available via www.oep.info). Emergency information can be found on the back of staff name badges.

Appendix 3 - Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in planning. However, alternative approaches to considering the relevant issues are equally as valid.

In advance of the visit:

1. Have the intended outcomes of the visit been identified? yes
2. Is the visit appropriate to the young person's age, ability and aptitude? yes
3. Has there been a suitable progression/preparation for participants before the visit? yes
4. Does the visit comply with any guidelines specific to your Establishment? yes
5. Does the visit comply with any specific LA guidelines? yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA? yes n/a
7. If using an external provider or tour operator, does the provider hold a LOTC Quality Badge (see www.lotcqualitybadge.org.uk), or have they satisfactorily completed and returned a 'Provider Form'? yes n/a
8. Are transport arrangements suitable and satisfactory? yes n/a
9. If residential, have appropriate measures been taken to ensure the suitability of accommodation? yes n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the activity's suitability and participants' safety? yes n/a
11. Has a pre-visit taken place? (standard procedure for most visits within the UK). If not, have appropriate additional checks been made? yes
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training or briefing to clarify your expectations). yes
13. Have any adult helpers been approved by the Head of Establishment as to their suitability? yes n/a
14. Is the staffing level sufficient for appropriate supervision at all times? yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and are they comfortable with their role? yes
16. Are all support staff aware of and comfortable with their roles? yes n/a
17. Are all helpers aware of and comfortable with their roles? yes n/a
18. If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? yes n/a
19. Is insurance coverage adequate? yes n/a
20. Does at least one staff member know the participants being taken away, including any behavioural traits? yes
21. Have participants been advised in advance about expectations for their behaviour? If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? yes
22. Are participants aware of the nature and purpose of the visit? yes
23. Have parents fully aware of the nature (including contingency plans) and the purpose of the visit, and has consent been obtained? yes
24. Have all relevant details been issued? (e.g. itinerary, kit lists, etc?) yes n/a
25. Are staff aware of any medical needs or other relevant details of participants? yes

26. Has parental consent been gained for staff to administer specific drugs/injections, and have named staff received appropriate training if necessary? yes n/a
27. Are staff aware of any relevant medical conditions of other staff within the group? yes n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? yes
29. Is a first aid kit (appropriate to the visit) available? yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc., e.g. 'Plan B's, and have these plans been risk assessed and parental consent been obtained? yes
31. For journeys outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? yes n/a
32. Are full details of the visit recorded, and if appropriate, with the establishment's Emergency Contact(s)? yes n/a
33. Are staff aware of the appropriate action to be taken in the event of an accident, incident or emergency? yes
34. Is a weather forecast and other local information necessary, and can staff access and act upon it appropriately if necessary? yes n/a
35. If undertaking water-margin activities, have a copy of 'Group Safety at Water Margins' been made available to all supervising staff before the visit? yes n/a
36. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
37. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
38. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
39. Have all financial matters been dealt with appropriately? yes n/a
40. Has the visit been approved by the Head of Establishment and EVC and in line with Governing Body policy (where appropriate)? yes n/a
41. If residential, overseas or involving adventurous activities, has the LA approved the visit? yes n/a

During the visit

42. Do all staff have a list of participants/groups? + Emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's regular hours? yes
43. Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? yes
44. Do staff have sufficient funds to allow for any contingencies? yes n/a
45. Do staff have any relevant literature, worksheets, clipboards, etc.? yes n/a
46. Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc., if needed? yes
47. Are participant numbers being checked at appropriate times? yes
48. Has the group been warned of potential hazards in advance? Have specific arrangements been made to supervise these areas, if necessary? yes n/a

49. Are participants aware of the procedure in areas with traffic? (e.g. if walking, is it pairs, crocodiles, or groups? - may participants run? - are participants aware of the procedure at road crossings? etc.)
 yes n/a
50. Has a transparent recall system been arranged if the group works away from you? Do participants understand this, and will they be able to respond effectively?
 yes n/a
51. If a rendezvous for the group has been arranged after some time, does each participant and member of staff know exactly where and when to meet?
 yes n/a
52. Do participants know what action to take if they separate from the group?
 yes
53. Is ongoing risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)?
 yes

At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants?
 yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator?
 yes n/a
56. Has the group been debriefed, and has any relevant follow-up work been completed?
 yes n/a
57. Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?
 yes n/a
58. Has the visit been evaluated, and if appropriate, have notes been made of points to be considered for future visits?
 yes n/a
59. Have all staff and helpers involved in the visit been thanked for their input?
 yes n/a