

Policy and Procedure: Educational Visits

Date of Board Approval: April 2018

Review date: February 2019



1. General Statement of Policy

Khalsa Science Academy recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

- 1.1. EVOLVE visit notifications will, as a minimum, state
 - the educational purpose of the visit,
 - its aims and objectives and
 - how it conforms to the school's curriculum aims.
- 1.2 EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3 Approval of visits will be outlined within the arrangements section of this policy.
- 1.4 Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
- 1.5 Where the school uses external providers, each provider will be required to complete and return the External Provider checklists, E2 and/or E3.
- 1.6 Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 1.7 The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE.
- 1.8 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 trip.
- 1.9 No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.
- 1.10 Every trip or visit will be subject to a review on EVOLVE.

2. Organisation

Responsibility for educational visits rests with the Governing Body and Principal. The respective roles of each are outlined within the Handbook for Educational Visits and OEAP National Guidance.

2.1 Governing Body

- 2.1.1 Approval of visits in category 3 will be undertaken by the Chair of Trustees.
- 2.1.2 The person named above will be the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at www.oeapng.info.

2.1.3 The Principal's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually.

2.1.4 A review of the visit will be available to view on EVOLVE.

2.2 Principal

2.2.1 The Principal will be responsible for ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, that the supervisors are competent and that governor assent has been given.

2.2.2 The Principal will authorise all visits via EVOLVE.

2.2.3 The Principal will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

2.3 Educational Visits Co-ordinator (EVC)

2.3.1 The school's Educational Visits Co-ordinator is the Principal.

2.3.2 They will undertake duties as agreed between them and the Principal in line with the responsibilities listed in the Handbook for Educational Visits.

2.3.3 The EVC will be fully conversant with the Handbook for Educational Visits and OEAP National Guidance.

2.4 Visit Leader

2.4.1 The Visit Leader will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance.

2.4.2 The Visit Leader will ensure that the notification is completed on EVOLVE and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.

2.4.3 The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.

2.4.4 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.

2.4.5 The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.

2.4.6 The Visit Leader will review their trip on EVOLVE.

2.5 Supervisory staff

- 2.5.1 All staff assisting with supervision on any trip will be conversant with the Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.
- 2.5.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- 2.5.3 All 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 trip to be completed.

3. Arrangements

3.1 Proposals

- 3.1.1 The Visit Leader will submit a proposal to the Principal within the following timescale for each category of visit

Category	Latest date for submission to Principal
1	1 week (recommended)
2	2 weeks (recommended)
3	4 weeks (mandatory)

- 3.1.2 The EVOLVE notification must be completed for all category 3 visits.
- 3.1.3 Parents should be given sufficient information 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.
- 3.1.4 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.
- 3.2.2 The Visit Leader is responsible for planning the visit.
- 3.2.3 The Principal will ensure that the Visit Leader carries out this task.

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 dynamic 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 Leeds City Council using the forms CF50 and/or CF50a upon the return of the group to school.
- 3.3.4 Any accidents that result in a pupil 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 Health and Safety team in Leeds City Council.

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, Principal, Senior Manager or member of the Governing Body will accompany a group.
- 3.4.3 The school may also request Leeds City Council Health and Safety 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 review will be completed on EVOLVE.
- 3.5.2 The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.
- 3.5.3 Every visit will be reviewed by the Visit Leader.
- 3.5.4 The results of the evaluation and review process will be available to the Principal via EVOLVE.
- 3.5.5 The Principal's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.