




King  
Egbert  
School

# Educational Visits Policy and Procedures

<b>Date ratified:</b>	11.10. 2017
<b>Governors/Committee Meeting:</b>	Full
<b>Signature of Chair:</b>	

## King Egbert School Education Visits Policy and Procedures

King Egbert School is a caring, safe, happy and productive school that values and celebrates diversity. All our policies are based on our key values:-

- ***Academic excellence for all***
- ***Showing respect at all times***
- ***Having high aspirations and personal goals that go beyond our time in school***

We are committed to promoting positive mental health and emotional well-being for every member of our staff and student body. We pursue this commitment using both universal whole school approaches and specialised targeted intervention.

### 1.0 Definition of a Visit

For the purpose of this Policy, a school visit is defined as “any occasion when pupils take part in learning activities which are carried out beyond the boundary of the school.”

### 2.0 The Value of Visits

The Learning Outside the Classroom [LOtC] Manifesto (DCSF, November 2006) states:

“We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.”

And also:

“Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about **what** is learned but importantly **how** and **where** we learn.”

Governors agree wholeheartedly with these sentiments and recognise and endorse learning in ‘the real world’. Governors support, in principle, all school visits that are not only consistent with the above but also support the principles of inclusion.

### **3.0 Roles, Responsibilities and Expectations regarding the Visits Policy**

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer. The employer is Mercia Learning Trust.

Sheffield LA has a set of *Visits Guidelines* for employees to follow, which can be found in Evolve (see below) in Resources / Guidance Materials

#### **3.1 Employers have duties to ensure, so far as is reasonably practicable:**

- the health, safety and welfare of all employees.
- the health, safety and welfare of young people
- the health, safety and welfare of volunteers

#### **3.2 Employees have a duty to:**

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

#### **3.3 Responsibility Chain**

- 1 Employer
- 2 Governing Body (if not employer)
- 3 Headteacher
- 4 EVC
- 5 Visit Leader
- 6 Other employed staff supporting the visit
- 7 Other adults accompanying the visit
- 8 Parents
- 9 Pupils

#### **3.4 Visits requiring employer (Mercia Learning Trust) Approval**

The following categories of visits require specific approval by the employer: Visits abroad; residential visits (*including overnight camping*); hazardous locations (*mainly coast/beaches or natural inland waters*); adventurous activities (*climbing, sailing, canoeing, abseiling etc.*); remote supervision.

Prior to 1<sup>st</sup> October 2012, these categories of visits would have been submitted for approval by Sheffield LA via the electronic approval system EVOLVE. Details of these visits (including risk assessments etc) must still be submitted to Sheffield LA via EVOLVE who will advise in their expert capacity whether King Ecgbert School should approve this visit.

#### **3.5 The Governing Body also has a responsibility to ensure that:**

- there is an appropriately trained Educational Visits Co-ordinator (EVC) in place (the LA provides initial and update training for EVCs)
- a commitment to ensure that those staff who need it - EVC, Visit Leaders, in particular, and all staff accompanying visits - receive appropriate training (Group Leader training is provided by the LA)

- there are notification and approval processes both at school level and between the school and the employer
- visit leaders follow the employer's guidance
- governors are made aware of any visits requiring LA/employer approval
- the school visit policy supports the principles of inclusion
- there are monitoring procedures in place for all visits and the LGB receives regular (appropriate) reports about visits - especially about those requiring LA/employer approval and any where there are relatively serious incidents or near misses

### **3.6 The Headteacher must**

- Follow the employer's guidance
- Formally authorise all visits and has overall responsibility for their safe planning and execution.
- Appoint an Educational Visits Co-ordinator (EVC)
- Be satisfied that visit leaders have the correct qualifications (if appropriate) training, experience and personal qualities to undertake responsibility for the planned visit.
- Ensure appropriate training, where necessary.  
(In order to help facilitate sufficient leaders with the above qualities/experience etc. an "apprentice" approach to visits is recommended)
- Ensure there is access to high quality first aid on all visits
- Ensure that Visit Leaders (as well as other appropriate staff) are aware of the procedures for Critical Incidents and that Visit Emergency Procedures are in place for each visit and are understood by all staff involved.
- Ensure that relevant visits (outlined above) receive Employer Approval prior to the visit

**3.7.** All trip lists of students must be risk assessed by pastoral and SEND staff who will have to sign off the students as suitable to join the trip or whether a separate risk assessment is required. Trip leaders should be made aware of significant concerns or the result of risk assessments by SEN, pastoral or safeguarding staff. Pupils with ASD should be risk assessed as a matter of course, in negotiation with the IR.

**3.8** On residential trips or trips that are due to return to school after 5pm, contact details will not only be taken as a report from SIMS but in addition parents will have to sign a slip detailing their whereabouts during the trip and how they can be contacted in case of emergency.

**3.9.** Overseas trips will be staffed by a minimum of 3 employees of the Mercia Learning Trust with appropriate safeguarding check.

**3.10** All senior staff will have the two school mobile numbers in their phones so that emergency calls from an unknown number are not neglected. Trip leaders of overseas or residential trips should take more than two student emergency contact numbers, though use of first and second priority numbers should be retained.

**3.11** Trip leaders of residential and overseas trips to make use of the facility to take a float of petty cash for emergency use.

#### **4. Breaches of expectations**

**4.1** Pupils whose conduct on a residential trip breaches the high expectations that have been outlined by staff will be barred from future residential trips.

**4.2** The Chair of Governors should be informed of any serious breaches of safety or conduct as soon as possible.

#### **Statement**

The Governors and Headteacher of King Egbert School accept their responsibilities under the Health and Safety at Work Act in relation to school visits.

Signed: \_\_\_\_\_ (Chair of Governors)

Signed \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

#### **4.0 Charging and voluntary contributions**

When the cost of a trip or event has been calculated then the trip leader will consider how it will be financed and must comply with the school's charging policy.

In summary, this states that school must ask for voluntary contributions rather than charging parents/carers. Charges cannot be made for the following:

- Non-residential visits held solely during school hours
- Non-residential visits where half or more of the visit (including travel) is inside school hours
- Residential visits where the number of school time sessions (being a half day) outnumber the non-school time sessions (a charge can be made for board/lodging except where the family is on low income or in receipt of benefits or where the visit is provided to meet duties of the curriculum)

Charges can be applied for:

- Non-residential visits which wholly take place outside school hours
- Non-residential visits where more than half the time (including travel) is outside school hours

In asking for voluntary contributions from parents/carers to assist in the cost of running a trip/event, the letter must be clear that any financial contribution is voluntary and that if a parent/carer is not able to financially contribute then their child will not be treated

differently. It is permissible for the school to ask parents/carers to contribute more than the minimum amount in order to subsidise those pupils whose parents/carers have not contributed.

The letter must state that if not enough voluntary contributions have been received then the trip/event may not be able to proceed.

The essential point is that no student will be left out of an activity because his or her parents/carers cannot or will not make a financial contribution of any kind. Trip leaders should be aware of students in their cohort who receive **free school meals** and consequently should take assertive action to ensure that these students benefit from the trip/event. This may include contacting parents/carers more directly to ensure that finance is not a barrier in participation in the trip or event.

## 5.0 Procedures

Staff wishing to take students out of lessons and/or off site should complete an Educational Activity Initial Approval Form (EA1). This should be completed at least **4 weeks'** notice prior to the activity (**6 weeks** if residential or hazardous in Britain, **10 weeks** if abroad and **20 weeks** if an expedition abroad). The form should then be handed to Matt Bailey (Educational Visits and Events Co-ordinator- EVC).

At weekly diary meeting SLT discuss the visit/trip – educational benefit, implications regarding finance/cover and if appropriate give initial “in principle” approval. A member of SLT (usually the EVC) is then allocated as the link person for this activity and may wish to add comments on the EA1.

EA1 should then be returned to Karen Allen (KA) in the office. The visit/trip is then logged and all necessary admin actioned – transport, insurance and any other requirements arranged. A copy of the EA1 is given to the Educational Visits Co-ordinator (EVC), SLT link person (if different) and the member of staff in charge on visit/trip.

Once approved in principle by SLT, the visit leader must now complete the detailed online approval form which can be found at [sheffieldvisits.org.uk](http://sheffieldvisits.org.uk). This will take the leader through a checklist of questions to aid risk assessment and planning. Risk assessment forms, student lists and parental letters must be uploaded here and submitted up to **2 weeks** before the date of the visit.

For activities involving a residential element, adventurous activities or taking place in a hazardous environment, the online approval form must be submitted to the Local Authority up to **4 weeks if in Britain, 8 weeks if abroad and 18 weeks if an expedition** before the date of the visit so that governors can get approval advice. The LA will advise the Academy Trust governors (as the employer) to approve the visit, to make amendments to the planning of the visit or not approve the visit.

Member of staff running the visit/trip then plan/organise the trip:

- Letters home informing parents of all details of the activity (letter to be uploaded)
- Obtain parental consent
- Organise the budget
- Obtain up to date medical and contact details of all students from KA
- Provide JA and any relevant staff a list of students who will be missing lessons (student lists to be uploaded)
- Carry out a risk assessment for the activity (these are to be uploaded)
- Ensure adequate first aid arrangements are in place
- Provide contact details of staff whilst on the visit



EA2 should be completed to EVC for signing (who will check online details). Once approved and signed by both parties copy then returned to KA retained in the school office.



Once the activity is completed the member of staff in charge of the trip will be asked to complete EA3 form giving review of the visit/trip. This is then returned to the EVC to evaluate and sign. The form is then returned to KA to file with remainder of documentation.

## 6.0 Forms for completion by visit leaders

### 6.1 EDUCATIONAL ACTIVITY APPROVAL FORM (EA1)

#### EDUCATIONAL ACTIVITY INITIAL APPROVAL FORM

**Please complete this form for any activity where students will be taken out of lessons and / or taken-off site.**

**This form should be given to your SLT line manager/SLT EVC coordinator (MBA) to be taken to SLT Diary for approval.**

**Please give at least 4 weeks notice prior to the activity (6 weeks if residential or hazardous).**

**If exact details are not known at this stage please complete giving approximations where needed.**

**Please do not assume approval is automatic.**

<b>Member of Staff in Charge</b>	
<b>Nature of Activity</b> (Please indicate whether the activity is essential or desirable)	
<b>Purpose of visit/Learning objectives</b> (please add additional notes on reverse if necessary)	

<b>Date of Activity</b> (Does the activity take place during school time?)								
<b>Other Staff Involved</b> (Please list relevant qualifications where applicable)								
<b>Location of Activity</b> (Please give specific venue for off-site visits)								
<b>Total Number of students</b> (students details on separate sheet)		<b>Y7</b>	<b>Y8</b>	<b>Y9</b>	<b>Y10</b>	<b>Y11</b>	<b>Y12</b>	<b>Y13</b>
	<b>Male</b>							
	<b>Female</b>							
<b>Transport Requirements</b> (Please circle- KA will book minibuses or coaches as needed. Please provide details directly to <a href="mailto:kallen@ecgbert.sheffield.sch.uk">kallen@ecgbert.sheffield.sch.uk</a> )	<b>Public Transport</b>		<b>Coach</b>	<b>School Minibus</b>		<b>Hired Minibus</b>		
	<b>None</b>			<b>x1</b>		<b>With driver</b>		
				<b>x2</b>		<b>Without driver</b>		
<b>Cover requirements</b> (Please tick to clarify which lessons will need cover)	<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>	<b>P5</b>			
<b>Lessons affected</b> (Please tick to clarify the number of lessons students will be missing)	<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>	<b>P5</b>			
<b>Financial Cost</b>	Cost per student:				Cost to school:			

<b>1. SLT approval</b> (please initial as appropriate)	<b>2. Diary Entry made:</b>	<b>3. Processed (KA):</b>
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**Name of SLT with responsibility for activity:**

**SLT Comments** (please use reverse if necessary)

**Action Required**

**Please provide Student Reception and other relevant staff a list of students who will be missing from lessons**

**Please complete form EA2 and return to KA at least three weeks before the activity**

**For off-site activities please complete the on-line approval form on EVOLVE** (please see EVC if unsure)

**For off-site activities involving a residential element, adventurous activities or taking place in a hazardous environment the visit will require LA as well as school approval. The online notification must be completed at least 12 weeks prior to the visit.**



## 6.2 Off-Site Activity Checklist (EA2)

<b>Has parental consent been obtained?</b> (Parents should be aware and consent to all aspects of the visit)		Yes	No
<b>Have all contact and medical details been obtained?</b> (All details can be accessed through Staff Shared Documents/Write Staff/Contact Details)		Yes	No
<b>Has a list of students' names been forwarded to Student Reception and relevant staff?</b> (Pupil details are required to maintain accurate registers)		Yes	No
<b>Has a preliminary visit of the venue taken place?</b>		Yes	No
<b>Are external providers being used?</b> (If yes have they completed the external providers check sheet?)		Yes	No
<b>Has an event specific risk management strategy been completed?</b> (See Evolve website and upload your amended forms)		Yes	No
<b>First Aid Arrangements</b>			
<b>Contact details whilst on visit</b> (Include mobile phone numbers, and the point of contact, address and phone number of the venue)			
<b>Senior Staff Emergency Contact Details have been obtained</b>		Yes	No

### To be completed by the member of staff in charge of the trip:

This trip will run in accordance with school and LA guidelines		Yes	No
Copies of all relevant documentation have been filed and are available		Yes	No
<b>Signature</b>		<b>Date</b>	

### Senior Staff Approval:

I am satisfied that the member of staff in charge of this trip has followed the school / LA guidelines regarding school visits.		Yes	No
<b>Senior staff signature</b>		<b>Date</b>	

Copies of all relevant documentation should be retained by the member of staff in charge, the designated emergency contact and the school office.

### 6.3 Educational Activity Review (EA3)

<b>Member of staff in charge</b>			
<b>Nature of activity</b>			
<b>Date of activity</b>			
<b>Was the trip successful?</b>	Yes	No	
<b>Were there any things you would change for future trips?</b>	Yes	No	
Please provide the details below			
<b>Were there any pupils whose behaviour was a cause for concern?</b>	Yes	No	
Please provide the details below			
<b>Were there any accidents or injuries during the visit?</b>	Yes	No	
Please provide the details below			

Please complete and discuss with the senior member of staff who authorised the trip and sign below.

Signature.....member of staff in charge

Signature.....Senior member of staff

Return completed copy to KA in the office.

### 6.3 Trips letter template

Date:

Ref:

Dear Parent/Carer

**Title of event or trip and date(s)**

Introductory paragraph including the educational reason why the trip has been organised.

Outline of programme, including departure times, arrival times, lunch arrangements etc.

Details of the cost of the trip, calculated per student...the letter must include the following form of words:

In order for the trip to proceed, we are asking parents/carers to make a voluntary contribution of £xx per child. In cases of genuine financial hardship (for example, a child receives free school meals), then the school may be able to access alternative sources of finance to fund voluntary contributions. If you think you may need financial help, please send a note, in confidence, along with the reply slip.

If we do not receive sufficient voluntary contributions to cover the full cost of this trip/event, then it may not be able to run and contributions will be refunded. Please make cheque payments payable to King Ecgbert School with your child's name and the title of the trip written on the reverse.

If you would like your child to participate in this trip/event, please sign and return the consent form attached.

Yours faithfully

Trip leader