

**Future Schools Trust**



# **EDUCATIONAL VISITS POLICY**

**December 2016**

**DOCUMENT CONTROL**

<b>Author/Contacts</b>	Jon Spurling, CWS, Helen Startup – NLL, Charlotte Scott, Tiger Primary School Email: <a href="mailto:jon.spurling@futureschoolstrust.com">jon.spurling@futureschoolstrust.com</a> <a href="mailto:Helen.startup@futureschoolstrust.com">Helen.startup@futureschoolstrust.com</a> <a href="mailto:Charlotte.scott@futureschoolstrust.com">Charlotte.scott@futureschoolstrust.com</a>	
<b>Document Reference</b>	Educational Visits Policy	
<b>Version</b>	02	
<b>Status</b>	Approved	
<b>Publication Date</b>	December 2016	
<b>Related Policies</b>	Medical Needs Policy	
<b>Review Date</b>	September 2017	
<b>Approved/Ratified by</b>	Resources Committee/FGB	Date: Nov/Dec 2016
<b>Distribution:</b>		
Future Schools Trust Staff		
<b>Please note that the version of this document contained within the VLE is the only version that is maintained.</b>		
Any printed copies should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.		

<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Author</b>
01	23.6.15		S Parish
02	7.12.16	Amendment approved by Resources Committee	L Russell
	12.12.16	Ratified by FGB Committee	L Russell

**Review Process Prior to Ratification:**

<b>Name of Committee</b>	<b>Date</b>
Safeguarding	23 <sup>rd</sup> June 2015

The Future Schools Trust Educational Visits Policy is based upon KCC guidelines, full details of which can be found on the Outdoor Education website. The Educational Visits Co-ordinator has regular updates from KCC and is responsible for approving/declining all visits applications.

Future Schools Trust encourages school visits for a variety of educational, social and experimental learning. All of the information in this policy and on the Learning Platform has been provided for your information and you should read carefully before applying for a visit. If the procedures are **not followed correctly** then this may result in your visit **not being approved**.

It is the Future Schools Trust policy that all visits must be applied for via the Trust Application Pack and paper copies fully filled in should be handed directly to the EVC. Communicating with and discussing your plans with the EVC is essential. You will also gain approval or be given suggestions for improvements through email.

For the purpose of this policy, where the EVC is referred to this means the Educational Visits Co-ordinator (EVC). The Future Schools Trust EVCs are found in Appendix 1.

## VISIT CRITERIA

All visits that are applied for should fulfil the following:

- All visits should be relevant and integrated part of the curriculum and should promote the personal, social and academic development of the students/pupils involved.
- Materials used for visits should be structured, differentiated and of direct benefit and relevant to the curriculum of the students/pupils involved.
- The time scale for applying for your visit must be adhered to.
- All visits must be self-funding. Before paying any money out for a visit you should have obtained a non-refundable deposit from all of the participants and the visit be approved.
- Before any booking or advertising takes place you must have successfully pre-checked your visit with the EVC.
- All visits must follow the procedures set out in this policy.
- To ensure students/pupils numbers on residential visits, it is advised to send out "letters of interest" before a decision can be made.

## TIME SCALE FOR APPLYING FOR VISITS

- If a **residential or adventurous** visit you must give a minimum 6 months' notice of your intention to go on the visit. Clear instructions will then be given. If the visit has not run before 9 months should be given.
- Any **other day** visits a full application online must be completed and approved by the EVC at least 6 school weeks prior to the visit. If you haven't received approval via the EVC then you should contact them immediately. No visit should be confirmed without gaining a written approval from the EVC.
- In special circumstances if a visit is required to take place in a shorter period of time please contact the EVC directly for authorisation.

## VISITS PROCEDURES

Regulations for strict observation by Future Schools Trust:

- It is the responsibility of staff arranging any out of school visit to be aware of the necessary regulations. Safe practice for offsite activities published by KCC is available on the KELSI website, guidance on staff responsibilities is also available from the DOE.
- Parents must always be informed where their child will be off school premises and except for very local visits during the school day (e.g. team matches) a parental consent form is required. The **specimen copy** of a parental consent form can be downloaded and adapted for your visit, or can be requested from the main school office.
- On all Visits and for all Sports Fixtures, a spread sheet with full parental contact details and any medical details must be completed and taken by the visit leader. A tick list of received parental permission should also be present.

Teacher ratios - the minimum teacher: students/pupils ratio for:

Field study and non-residential visits is 1:20

Residential visits in the UK is 1:15

Residential Visit Abroad is 1:10

Adventurous activity trips (refer to provider guidelines)

Ratios within Tiger Primary School:

- Reception - should have higher ratio than 1:6. *This could be as high as 1:1 and should be decided having carried out a risk assessment for each particular visit.*  
Years 1-3 is 1:6  
Years 4-6 is 1:10 – 1:15

At least one male and one female teacher should accompany mixed sex groups on residential, as should a member of SLT where possible, however this is at the discretion of the EVC.

- On residential visits you must take at least 1 extra person than necessary in case of emergencies (unless agreed by the EVC).
- If any pupils on the visit are on the AEN register then the number of staff required to supervise needs to be reviewed accordingly and TA's supporting where necessary. This should be discussed in advance with the AEN Department.
- It is encouraged that support and admin staff are invited to supervise on visits, please seek advice from the EVC.
- First Aid provision should be planned and considered for the duration of the visit.

## CHECKING YOU HAVE COMPLETED EVERYTHING

A checklist has been provided for your use throughout your visit. You should print off and tick as each job is covered. This should be included in your application and then checked for completion prior to your departure.

## VISIT JUSTIFICATION AND OBJECTIVES

Each visit applied for must be fully justified in terms of educational value and must meet the criteria set out above. There should be clear objectives and outcomes. These must be detailed in the initial application and will be considered closely by the EVC when authorising the visits. Reward trips are not deemed to be of educational value and are therefore not permitted.

## HEALTH AND SAFETY ON VISITS

The Health and Safety Policy must be read in conjunction with this policy. The Academies'/School health and safety policy will be adhered to during all visits. As detailed below risk assessments and pre-visit checks where possible will be carried out for all visits. Any accident occurring on a visit should be dealt with according to the accident report flow diagram attached to this policy. Any near misses are to be recorded in the visit evaluation and are to be used to inform future risk assessments.

## RISK ASSESSMENTS

All visits require a risk assessment to be completed. This should be done and attached to the application. A pro-forma for the risk assessment is on the VLE along with other generic assessments that can be used for your visit, but these must be updated according to the nature of the current visit. Guidance on **completing the risk assessment** is attached to this policy. Where using an external provider information such as technical qualifications and insurance certificates may be required.

Risk Factors we consider when approving a visit:

- Country
- Current economic and social climate
- Experience of VL planning and running
- Cost
- Timescales
- Interest of students/pupils
- Potential Staffing
- Risk Factors – cultural and religious expectations in the place visited
- Dress Expectations – in relations to staff and students, depending on place of visit

## PRE VISIT CHECKS

These should be done where possible for every visit, unless it is to a regular destination. This is of course particularly relevant for residential visits especially those abroad. These should be discussed fully with your EVC before you proceed and should be costed into the total visit price. The Pre-Visit is where the Visit Leader completes a full Risk Assessment at the destination and all the activities which they will be partaking in.

**Staff responsibility on School Visits**

- Do not change from your responsibilities at school regardless of whether they are out of school hours.
- During all school visits staff act in “loco parentis” for the duration. They have been put in a position of trust by parents to take responsibility of their child.
- Staff are required to act appropriately and in line with teacher’s responsibilities – remembering at every point they are on duty. This includes ensuring they do not consume alcohol or misuse social media.
- Please refer to thorough guidance on “Health and Safety of pupils on educational visits” published by the DfE, which includes guidance on:
  - Supervision of students both close and remote
  - Head Counts
  - Rearranging of groups
  - Down Time – plans and supervision
  - Night time arrangements
  - Travel
  - Risk Assessment, both initial and on-going, implementing medical issues, medical emergencies, administration of medical and Health Care plan
  - Emergency plans

**BEHAVIOUR POLICY**

Please refer to the Academies’/School Discipline and Behaviour Policy. This still applies whilst students/pupils are offsite on school visits. Any student/pupil that becomes “a risk to health and safety” can be removed from a visit both day and residential. The Visit Leader should contact the EVC immediately who will inform the parent/guardian and the student/pupil will be collected from that visit destination. Code of conduct forms should be used where advised by the EVC for day visit but will be required for all residential visits.

**EMERGENCY PROVISION**

In the event of an emergency or an issue occurring where you feel you may need advice please contact the relevant people, as listed under ‘Emergency Provision’ in Appendix 1

**VISIT MOBILE**

Please obtain advice from your EVC with regards to contact whilst on a school visit.

**COVER**

Needs to be cleared and planned with the cover co-ordinator and signed off prior to full visit approval.

## INSURANCE

Every visit must be covered by insurance. The Academies/School holds a policy which is available from the EVC. Parents should be informed of the level of cover for all foreign trips and should be given the opportunity to purchase extra themselves if they are not happy with the policy we hold.

## COSTING YOUR VISIT

**All visits must be self-funding – please also refer to the Charging and Remissions Policy**

The application form will help with costing your visit. When looking at expenditure all of the following should be taken into account if it is relevant:

- Pre- visit costs: e.g. transport/travel/accommodation
- Any pre-training courses
- Travel
- Accommodation – combine with travel if an all-in package
- Entrance fees/ticket costs etc. Main or incidental
- Insurance
- Photocopying
- Catering – including refreshments for pre/post meetings
- Cash float for emergencies
- Supply teacher costs for cover
- First Aid training
- Other

Costs must be signed off and agreed with either finance or the EVC.

In the event that money is left over, providing it is more than £5 per students/pupils this will be returned to all participants via cheque. It is your responsibility to give instruction to the finance officer once your visit paperwork is complete. Anything lower than £5 will be retained for administration costs.

The cost of the visit should be clearly outlined in the visits offer letter and should explain what is included in the price and the expectation of other money that may be required. Deposits should always be non-refundable. Letters **must** be seen by the EVC and the Academy office before being sent out to parents.

## COLLECTING MONEY

Money can be collected in 2 ways:

1. Money can be sent directly to the finance officer, based in the students/pupils reception. All money is to be in an envelope clearly marked with the students/pupils name, form, trip title and amount. Any cheques should have the pupils name and trip title written on the back. If you are using this method it is your responsibility to keep a regular check on the visit income to ensure students/pupils have paid.

2. Online Payments – as of September 2012 parents will be able to use the online payment system called Tucasi. The visit leader will need to contact finance to ensure they track all payments coming in for their visit. Parents and/or guardians will be able to make payments via credit/debit card for visits either by calling into the school or via an online platform set up for the Academies.

Ideally any visit money should be paid to the school at least 2 weeks prior to the visit date, to allow for you to chase any outstanding before the visit takes place.

In the appendixes of this policy there are various forms and information which will help you in the planning of your visit. Please look through them carefully and any questions you may have, please refer them to the EVC as soon as possible.

### **PAYMENT PLANS – FUNDING VISITS**

Occasionally a student/pupil may require assistance with funding to allow them to participate on the visit. When a student/pupil has been identified the parent/guardian should contact the relevant Academy/School via letter explaining the financial situation and reason for requiring assistance. This letter should be addressed to the Finance director who will deal with all requests.

### **AT RISK STUDENTS/PUPILS**

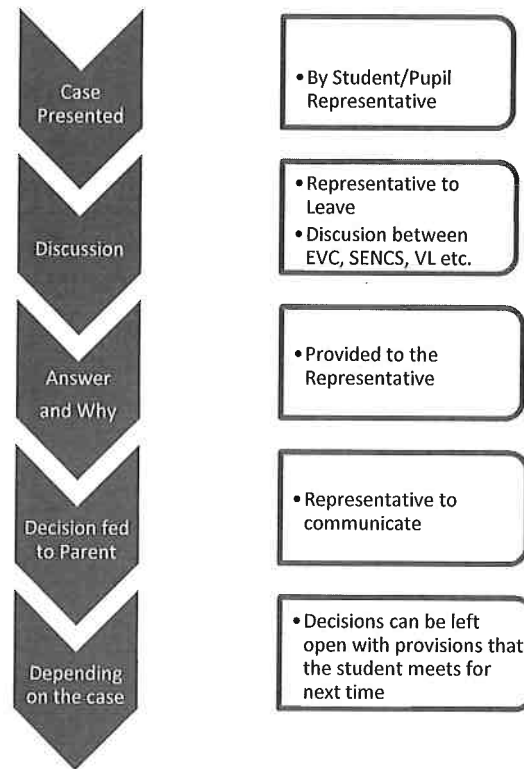
Any student/pupil identified and considered “at risk” are to be monitored and their place on the visit discussed before the students/pupils is permitted to participate. A student/pupil is deemed to “at risk” if they fall under any of the following:

- Medical Grounds
- AEN
- Are on the Pastoral Protocols
- Have a high level of behaviour points

Each student/pupil deemed to be of significant risk will be evaluated by the EVC using the “Individual Risk Assessment for Student/Pupil of Concern” forms and any information gathered from SIMS, Well Being Leads, SENCO and any other relevant documentation. This information will be presented at a meeting with the EVC, Visit Leader, and SENCO etc. along with a representative for the student/pupil.

The students/pupils assessment meeting will follow the format of:





**PROCESS FOR REPORTING TO GOVERNORS**

All international and residential visits must be approved and signed off by Governor before they are offered to students. Please wait for advice from EVC before confirming or offering any visits to students. For New Line Learning *only* Governor approval should be sought for all visits.

**REFERENCES**

- Cornwallis Academy: Discipline and Self-Management Policy
- New Line Learning Academy: Discipline and Behaviour Policy
- Tiger Primary School: Behaviour Policy
- Educational visits Pack

**APPENDIX 1 – EDUCATIONAL VISIT CO-ORDINATORS (EVCs)**

- Cornwallis Academy EVC: John Spurling
- New Line Learning Academy EVC: Helen Startup
- Tiger Primary School EVC: Charlotte Scott

**APPENDIX 1 - EMERGENCY PROVISION**

In the event of an emergency or any issue occurring where you feel you may need advice please contact the relevant people as listed below:

- Cornwallis Academy: Isabelle Linney-Drouet 07725 761793 or Jon Spurling 07894 566775
- New Line Learning Academy: Jane Hadlow or Helen Startup 01622 743286
- Tiger Primary: Charlotte Scott 07894 567940

**GOVERNOR:** Eric Hotson

