

# EDUCATIONAL VISITS POLICY

JANUARY 2017



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## ETHOS

We believe that educational visits are an integral part of the entitlement of every student to support a spiritual, moral, social, cultural balanced curriculum. Appropriately planned visits are known to enhance learning, social wellbeing and improve attainment and inform a key part of what makes the New Horizons Federation a supportive and effective learning environment. The benefits to students of taking part in visits and learning outside the classroom include, but are not exhaustive of:

- 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. Students are active participant's 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.
- Have different cultural and social experiences.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging students 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 school grounds 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, New Horizons Federation:

1. Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' - which all staff have access to via EVOLVE.
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval and monitoring and communication system for off-site activities.
4. All trips are required to be planned and executed in line with the timeframes outlined in Appendix 1. Staff should also 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' expectations (Friday Reward Trips).

2. Day visits within the UK that does 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, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Head Teacher 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 required to support and critique visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for visit related advice and will review final visit plans on EVOLVE before submitting them to the Head of School. The EVC sets up and manages the staff accounts on EVOLVE and uploads generic school documents, etc.

**THE EDUCATIONAL VISITS OFFICER (EVO)** has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

**THE GOVERNING BODY** – is required to be a ‘critical friend’. Individual Governors may request ‘read-only’ access to EVOLVE.

**THE LOCAL AUTHORITY** - is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## STAFF COMPETENCE

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

- EVC and EVO delivered training across Federation.
- Evolve Resource packs and guidance provided to all sites/schools.
- Access to ‘shadowing’ where staff who are 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 EVO 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 students, the venue, and the activities to be undertaken.

## APPROVAL

The approval process is as follows for each NHF visit:

1. Local visits follow the ‘Extending learning locality’ expectations.

2. Day visits within the UK that does not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 14 days in advance, and then forwarded to the Head of School for approval. Failure to do so may result in a trip not achieving approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are submitted the Head of School 4 weeks in advance and then the Head of School will forward to the LA for final approval.

## EMERGENCY PROCEDURES

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

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

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 then assistance will be sought from the Local Authority.

## EDUCATIONAL VISITS CHECKLIST/TRIP APPLICATION PROCESS/EVOLVE GUIDANCE NOTES

New Horizons Federation Educational Visits Checklist (Appendix 3) & Evolve Guidance Notes (Appendix 4) 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'. New Horizons Federation Educational Visits Checklist may be downloaded from EVOLVE Resources Establishment Documents.

New Horizons Federation Educational Trip Front Sheet should be completed for every trip and taken on the trip by the Journey Leader. A copy should also be left in the school office. This should be completed fully with current contact details and medical information included. If the trip is outside of school hours, a copy should be left with the 2 designated 'On Call' Staff, 1 of which should be a member of the Senior Leadership Team (Appendix 5).

## PARENTAL CONSENT

As part of the admissions process all parents sign a generic consent form in relation to local, weekly reward or curriculum based trip which fall into the 'Extended learning locality' expectations, providing the Friday reward trip is within Bexley and does NOT involve adventurous activities or residential. NHF good practice dictates all trips outside of this remit will require specific parental consent (Appendix 6).

## TRANSPORT

New Horizons Federation will use its own transport (Minibus) when possible. The driver must hold a current valid driving license and undertaken any necessary training required and must be accompanied by another member of staff when transporting students. The driver MUST complete the minibus check list before and after the school journey.

Whatever mode of transport is used, the journey leader must upload a Risk Assessment onto the Evolve system for each method of transport used (including walking). All risk assessments must be in date.

## USE OF STAFF CARS TO TRANSPORT STUDENTS

Staff are only to transport students in their own vehicles if they have the appropriate current insurance, their vehicle has a current MOT, Tax and is roadworthy. Students undertaking journeys must be appropriately risk assessed to do so and give consent. Verbal is acceptable. Parent/carer consent should be gained unless in exceptional circumstances where a student's wellbeing or the wellbeing of others is at risk. Staff must have the permission of their line manager and/or Head of School before trips are undertaken. Staff must inform their line manager/Head of School of their return.

## INSURANCE

New Horizons Federation has taken out the LA's insurance for visits and staff are only to transport students in their own vehicles if they have the appropriate current insurance,

## EXTENDED LEARNING LOCALITY

Any school journey within Bexley Borough as long as it does not involve hazardous activities or residential does not need to be added onto the EVOLVE system, provided the staff follow the Operating Procedure. However good practice dictates NHF uploads all trips on to the Evolve system. This will ensure the termly and annual educational visits report is accurate and includes every trip/off site activity.

## RESIDENTIAL/OVERSEAS

Whilst on a residential/overseas trip, staff must maintain the level of professionalism expected by NHF. We understand at times environments on a residential may be more relaxed due to the nature of the trip/activities however professional boundaries must still remain clear at all times.

Under no circumstances must staff consume alcohol whilst on a residential/overseas trip either as a group or with students. Staff must not enter a student's room unless there is a valid emergency or there are two members of staff. If staff need to speak to a student in their room the door must remain open at all times when possible with staff standing in the door way being visible at all times.

# NHF EVOLVE TRIP APPLICATION PROCESS (APPENDIX 1)

## GENERAL INFORMATION

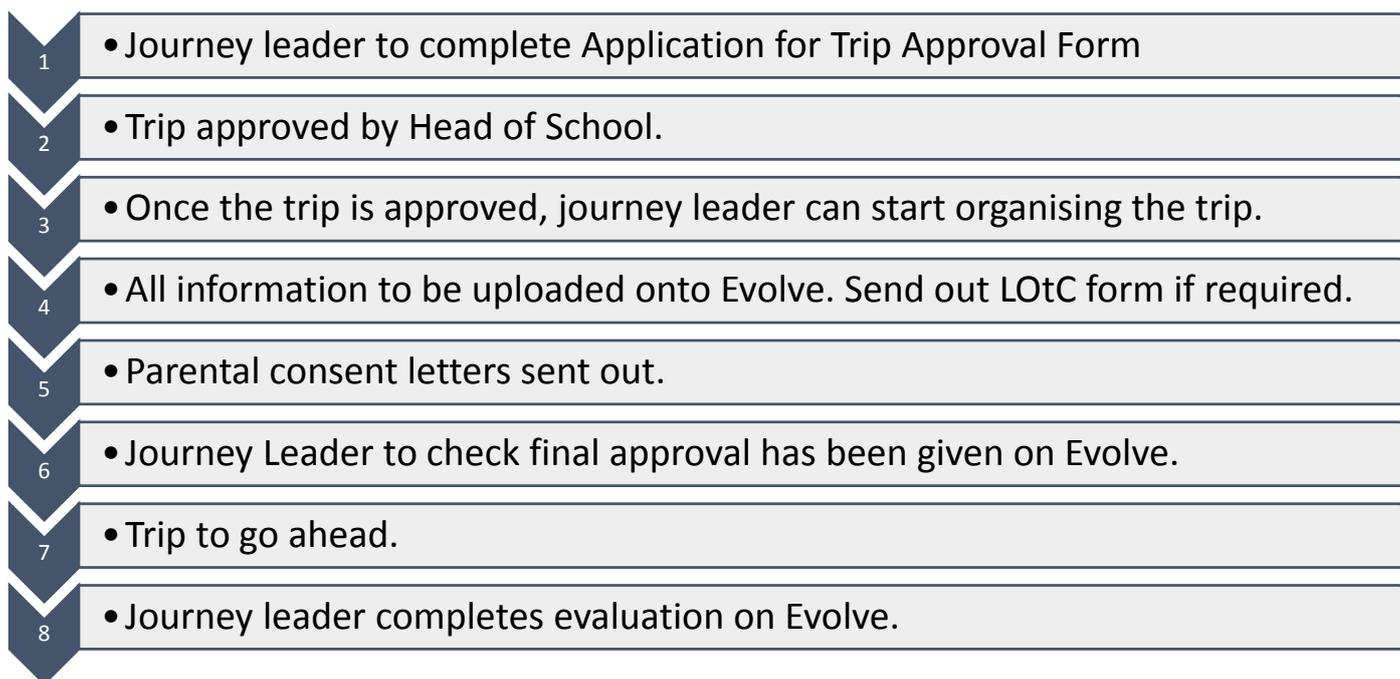
Before any school journey, residential or activities of a potentially hazardous nature is booked, an application form needs to be submitted to the Head of Centre. This application needs to be completed at least 4 weeks prior to the trip date. If the trip involves residential or hazardous activities this would need LA approval and would need to be completed at least 6 weeks prior to the trip date.

Once the trip has been approved by the Head of School staff can then start planning, booking and uploading this trip onto Evolve.

## TRIP APPLICATION FLOW CHART:

1. Complete the Application for trip approval. This application needs to be completed at least 2 weeks prior to the trip date. If the trip involves residential or hazardous activities this would need LA approval and would therefore need to be completed at least 4 weeks prior to the trip date. If this is a Friday reward trip/activity, the application needs to be completed and on Evolve by 2.00pm the Tuesday before the trip.
2. Once the trip has been approved, you may then start booking, arranging transport, sending consent forms out and uploading the information onto Evolve.
3. Providers that do not hold an LOfC Quality Badge and that are to be used by New Horizons Federation, are required to complete and return the Provider Form in advance of the trip.
4. Keep checking Evolve for final approval. Once approved you will need to gather the information needed for the off-site pack which should include:
  - a. Consent Forms
  - b. Emergency Procedures Form
  - c. Print out of weather forecast for the duration of the trip
  - d. Front sheet (This sheet contains student/staff information).
5. The Journey Leader should carry the removal pack at all times. A copy of the top sheet to be left with the Office Manager if the trip is during school hours. If the trip is out of school hours or partly out of school hours, a copy of the top sheet must be left with 2 emergency contacts who will be on call in case of an emergency.

## EVOLVE FLOW CHART



## EMERGENCY PROCEDURES (APPENDIX 2)

### PROCEDURE IN THE EVENT OF AN EMERGENCY

In the event of an emergency:

1. Ascertain the nature of the emergency
2. Render first aid and attend to the casualty(ies).
3. Make sure all other group members are accounted for, are safe from danger and are well looked after.
4. Call the emergency services as required. The Police will take statements. A member of staff in the party should accompany the casualties to hospital.
5. Collect the remainder of the group and arrange for their safe return to school/home.
6. Arrange for one staff member to remain at the accident site to assist or liaise with the search/rescue/emergency services.
7. Contact the centre where you are staying and inform them.
8. Contact the centre manager (or negotiated manager) and designated contact persons. Give them the following information:
  - a. Your name
  - b. Nature, date and time of the incident
  - c. Location of the injuries
  - d. Names of all involved
  - e. Actions taken so far
  - f. Telephone numbers for future communications. For a serious incident, try to identify alternative phone numbers, as lines could be jammed.
9. If the press are involved before you have time to contact base, make no comment and refer them to the Journey Leader or to the local police.
10. The Journey Leader should rapidly appraise the situation. Where the accident is clearly serious s/he should immediately contact the designated person on call who may need to contact the Head of School.
11. The Head of School will make all necessary contacts and establish incident procedures (including informing the Chief Education Officer).
12. The Head of School will contact the Press Office. All media interest will be channelled through them.
13. The Head of School will contact the Bexley LEA Department and the insurance companies.
14. The Journey Leader will arrange to contact parents as soon as possible and establish all necessary links locally.
15. At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency services officers.
16. Restrict telephone calls to the essential and keep emergency numbers as clear as possible.
17. Legal liability should not be discussed or admitted.
18. The Chief Education Officer will determine whether an enquiry into the organisation of the visit and the conditions which preceded the emergency.

## CHECKLIST (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 Journey Leader in the planning process.

#### In advance of the visit:

- |     |  |                          |                          |
|-----|--|--------------------------|--------------------------|
| 1.  | The planning of this trip is within the agreed timescale for the type of trip  | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 2.  | All risk assessments have been uploaded specific to the group and in date  | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 3.  | The trip has had Head's approval and a scanned copy has been uploaded  | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 4.  | A copy of the parental consent and covering letter has been uploaded   | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 5.  | A blank copy of the front sheet has been uploaded. Completed copy uploaded before trip goes out and a copy left in school/emergency contacts                       | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 6.  | If using an external provider or tour operator, does the provider hold an LOfC Quality Badge or have they satisfactorily completed and returned a 'Provider Form'? | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 7.  | Are transport arrangements suitable and satisfactory?  | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 8.  | If residential, have appropriate measure been taken to ensure the suitability of accommodation?  | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
| 9.  | Has a pre-visit taken place? (normal procedure for most visits within the UK).<br>If not, have appropriate additional checks been made?                            | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 10. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?  | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 11. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?   | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 12. | Are all support staff aware of and comfortable with their roles?   | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |
| 13. | If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties?  | <input type="checkbox"/> | <input type="checkbox"/> |
|     |  | yes                      | n/a                      |
|     | Have participants been advised in advance about expectations for their behaviour?  | <input type="checkbox"/> |                          |
| 14. | If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff?   | <input type="checkbox"/> |                          |
|     |  | yes                      |                          |

15. Are staff aware of any medical needs and/or other relevant details of participants/staff?  yes
16. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment?  yes
17. Is a first aid kit (appropriate to the visit) available?  yes
18. For journeys taking place outside the school's 'normal' hours, will a front sheet be with 2 designated home contacts at least one of the emergency contacts needs to be Head of School?  yes  n/a
19. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? A copy of this is included in the removal pack.  yes
20. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary?  yes

**\*Once completed and if you have been able to answer YES to all relevant questions, this trip is now able to be submitted onto Evolve and a copy filed for reference.**

## EVOLVE STAFF GUIDANCE (APPENDIX 4)

### TRIPS:

All trips need initial approval by the Head and all the information uploaded for final approval.

### THE DIFFERENT TYPES OF TRIPS AND TIMESCALES:

- Friday reward trips MUST be uploaded by 2.00pm on the Tuesday. These trips can only be local (within Bexley) and not require LA approval. Any trips uploaded after this time will NOT be authorised.
- 2 weeks in advance for any other trip that needs Heads approval.
- 4 weeks in advance if the trip needs LA approval.
- Any trip that has multiple dates can only be a maximum 1 term (6 weeks) in duration. If any information changes during that term these changes MUST be made on Evolve by the Journey Leader.
- Trips may be cancelled if this notice is not given.

### DOCUMENTS THAT NEED TO BE UPLOADED ONTO EVOLVE:

- All risk assessments including transport, venue and activity.
- Copy of the parental consent form.
- Copy of the covering letter with trip information.
- If the venue does not hold a LOtC Badge staff must upload a completed LOtC Provider form which can be found in documents on Evolve.
- Scanned copy of Head of School initial approval form.
- A copy of the front sheet (register), This sheet will need to be filled out and taken on all trips and a copy left at school/2 staff who are on call. Once completed a copy to be uploaded onto Evolve.

### RISK ASSESSMENTS:

- All copies of generic risk assessments are on the staff drive and have now been uploaded onto Evolve.
- All risk assessments are generic.
- Staff that use these RA will need to amend to suit the risks posed by individual students/groups/environment.
- Staff Need to ensure all risk assessments are in date.
- Any trips submitted with out of date RA will NOT be authorised.

### TRIP EVALUATION:

- After each trip, the journey leader must complete the trip evaluation which can be found on Evolve. This will evidence outcomes are met, SLT require printed termly and annual reports and OFSTED will require access to Evolve to see how we meet LOtC (Learning Outside the Classroom).

### GENERAL GUIDANCE:

- When uploading information onto Evolve, if you require further information on the activities there are 2 tabs one is called OEAP National Guidance and the other one is called Evolve National Library. To locate these when you are on your home page there is a tab in the top right of the screen that says NG (National Guidance), click this tab and you will then be able to search and find the information needed.

- If you are planning a trip that involves residential, hazardous activities or is overseas you will need to ensure the providers have the national LOTC quality mark. There is a database called Kaddi which you can use to see if the providers already hold the LOTC mark. To find Kaddi from your home screen, click on resources then Kaddi. If the provider does not hold the LOTC mark you would need to email them the LOTC application form to complete and return. Once returned you will need to upload to Kaddi.
- Staff who have certain qualifications (First Aid, Rock Climbing etc) need to upload their qualifications onto their profile. This can be done from the home screen click my profile then click awards and training. Once here click the blue plus sign and upload.
- If you are unsure about anything there is a red question mark in the top right corner of the screen, click then and you are able to search for what you are looking for. Alternatively you can contact John Seal or Sam Morton Hoare for support.
- You have all received a starter guide for your reference and a copy of the planning forms which can also be found on the Evolve and the staff drive.

## FRONT SHEET (APPENDIX 5)

### New Horizons Federation Offsite & Residential Student & Staff Information Sheet

(Copy to be left in the school office and a copy to both emergency contacts if trip is out of school hours.)

<b>Emergency Contacts:</b>	
School (School hours only)	
1 <sup>st</sup> Emergency Contact (Out of school hours)	
2 <sup>nd</sup> Emergency Contact (Out of school hours)	

<b>Destination (name and full address including post code)</b>		<b>Telephone numbers of staff going on trip</b>	
		Lead Worker:	
		Support Worker:	
		Vehicle registration if known:	
Date of trip:		Start Time:	Finish Time:

<b>Student Information:</b>								
First Name	Last Name	D.O.B	Address	Contact Name	Home Contact	Contact Mobile no.	Medical Condition	Doctors Details

<b>Staff Information:</b>								
First Name	Last Name	D.O.B	Address	Contact Name	Home Contact	Mobile Number	Medical Condition	Doctors Details

**The Information in this document is private and confidential. Staff to keep this document safe at all times**

## PARENTAL CONSENT (APPENDIX 6)

Trip to:	
From (date/time)	
Until (date/time)	
Cost	
Party leader	

Contact Information		Doctor's Details	
Student name		Name of doctor	
Date of birth		Doctor's address	
Student mobile no			
Full home address			
Emergency contact numbers during trip			

Medical Information/Consent – please answer the questions and sign below:		
Has your son/daughter had any of the following:	Y/N	If the answer to any of the questions are yes, please give details (or attach details on a separate sheet)
Asthma or bronchitis?		
Heart condition?		
Fits/fainting/blackouts?		
Severe headaches?		
Diabetes?		
Allergies to any medication?		
Any other allergies?		
Recent illness?		
Special dietary requirements?		
Prone to travel sickness?		
Has your child been vaccinated against tetanus within the last 10 years?		
Specific medical advice to follow in emergencies?		
Is your child currently having any medical treatment/taking medication? (please provide full details)		
I consent to any emergency medical treatment necessary during the course of the visit		Signed:  Parent/Guardian

**Parental Agreement – please read and sign below**

- I wish my son/daughter to be allowed to take part in the above mentioned trip, and having read the information provided, agree to his/her taking part in any or all of the activities described.
- I have ensured that my son/daughter understands that it is important for their safety and for the safety of the group, that any rules or instructions given by staff are obeyed.
- I understand that, while New Horizon Staff and instructors responsible for the trip/residential will take all reasonable care of my son/daughter, they cannot be held responsible for any loss, damage or injury suffered to my son/daughter in travelling to or from or taking part in any of these activities unless such loss, damage or injury is due to a direct attribute to the negligence of the staff in charge of the group.

**Transport**

- I consent to my son/daughter travelling by any form of public transport and/or in a motor vehicle driven by the trip leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.
- I accept that New Horizons Federation reserves the right to send my child home if they jeopardize the safety to themselves, others or the good name of the Federation. If your child needs to be sent home it is your responsibility to either pick them up or cover all travel expenses incurred.

**Health**

- I confirm to the best of my knowledge my son/daughter is in good health. I am aware of no reason on medical grounds why my child should not be able to attend this trip/residential.

**Accidents/illness**

- I consent to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

**Personal effects of the pupil**

- I acknowledge that my son/daughter will be responsible for the safety of their own money and personal effects. I will not hold New Horizons Federation responsible for damage or losses unless caused by negligence of the staff/federation.

**Remotely supervised time**

- I consent to my son/daughter having remotely supervised time in the daytime in a group of students with the prior permission of the journey leader.

**Swimming and other activities near water**

- I certify that my son/daughter is/is not a competent swimmer (please delete one and initial). I agree to my child taking part in all of the activities.

**Signature of parent/carer/guardian**

- I confirm that I have completed the information requested above and overleaf. I have read, understood and give my consent for my child to attend and participate in the activities planned on this trip.
- I agree to inform New Horizons Federation as soon as possible of any changes in the medical or other circumstances between now and the commencement of the trip.

**Signed:**

**Parent/Guardian**

**Print Name:**

**Date:**

## DOCUMENT REVISION

Date	Who	Description
Jan 2017		Reviewed
Feb 2017	Governors	Approved
Dec 2017	JH	Re-formatted