



Educational Visits Policy

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| Published: March 2021 | Next review: February 2022 | Statutory/non: Statutory | Lead: Kristy Boothroyd |
| Associated documents: | | | |
| | | | |
| Links to: | | | |
| <ul style="list-style-type: none"> • NCC Visits Guidance for Children and Young People • Educational Visits Financial Planning • Emergency cards • Approval form for Category A Visits | | <ul style="list-style-type: none"> • Governor Approval form for Category C visits • Volunteer Drivers Form • Provider Assurance Checklist • Visit Leader Checklist • Visits Parental Consent Form • Significant incident Form for visits | |

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1 Introduction

NCEA recognise that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities, the Leadership Team will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from the academy, whether provided by a contracted provider or the academy itself.

The Educational Visits Policy is to ensure that the safety of students, employees and others is managed, to minimise risk as far as practicable and in developing its procedures, and is guided by national guidance issued by the DfE and the Outdoor Education Advisers Panel.

2 Scope and remit

This guidance is specific to all situations where staff (or volunteers) acting in the course of their employment take responsibility for children and young people taking part in activities off academy premises. This includes outdoor learning, off site visits, residential and overseas events.

Nottinghamshire County Council's Guidance and OEAP National Guidance is not pertinent to situations where schools operate on split sites, work experience placements or Physical Education events (excepting aspects of managing the journey either side of a sporting activity) where activity supervision should be that recommended by specialist PE Guidance such as that provided by the Association for Physical Education (AfPE).

3 Buy-back support for educational visit support

We arrange annually the service support of Nottinghamshire County Council, Educational Visits and Outdoor Education Advisory Service and use the Evolve risk management and visit planning system.

4 Responsibilities

The Health and Safety at Work Act 1974 places the overall responsibility for health and safety on educational visits with the employer.

The employer's responsibilities are provision of guidance, information and a policy framework for staff to work within (these are itemised on P11 of the Notts. County Council Visits Guidance document), the content of this document here, and the reason why NCEA choose to pay for support in maintaining some of these functions.

4.1 Responsibility of Academy Committee and Principal

The overall responsibility for the management of all visit's rests with the academy Committee, and Principal at the Academy. The respective roles of each are outlined within the Nottinghamshire County Council's Visits Guidance for Children and Young People.

Governors must ensure that all visits are properly planned, and the necessary approval obtained before a visit takes place. There should be standing items at the appropriate Governors meetings where approval to proceed with plans is given.

Please see flow chart for approval of all categories of visits in Appendix 4.

There must be a named member of the Leadership Team, who has delegated responsibility from the Principal and a Governor responsible for monitoring and overseeing Educational Visits.

4.2 Responsibility of the named educational visits senior leadership team member in charge of educational visits

The leadership team member in charge of educational visits will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations and authorise when everything is in place. The Principal can also authorise visits in his/her absence.

It is essential that the Senior Leader takes on the responsibility in ensuring that rules and policy are actively followed and that proposed visits are suitable for the Academy and the organisation's policies.

4.3 Responsibility of the Governor and Principal

The Principal, Governor and the local authority must authorise and give approval for all Category C (High Risk) events. Following this approval and authorisation, the final checks and NCEA approval will be given by the Principal who will ensure that a full detailed process, in line with policy requirements, has been followed.

4.4 Responsibility of the Educational Visits Co-ordinator (EVC) and Deputy EVC

There must be an assigned Educational Visits Co-ordinator (EVC) in the Academy with a further deputy EVC to support as required.

The EVC/Deputy EVC should be conversant with the Nottinghamshire County Council's Visits Guidance, service specific guidance, and this policy and will comply with these requirements.

They will undertake duties as agreed between themselves and the educational visits senior leadership team member. Reference to common duties and responsibilities should be made as contained within the Nottinghamshire County Council's EVOLVE system.

The EVC should ensure that the Deputy EVC is updated on a regular basis and support as required should any absence of the EVC occur.

4.5 Responsibility of Visit Leaders (VL) – Named person planning and taking a visit

The VL will be conversant with the Nottinghamshire County Council's Visits Guidance, this policy, service specific guidance and policy and will comply with these requirements. The VL will liaise with the EVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The VL will ensure that all parents of children on their visit are provided with all the required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The VL named for each visit will have overall responsibility for that visit whilst it is underway.

The VL will be fully familiar with emergency procedures and contact numbers and assign a Deputy VL as required to be fully conversant with all the visit information.

4.6 Responsibility of other supervisory staff on visits

All staff assisting with supervision on any visit will be conversant with the Nottinghamshire County Council's Visits Guidance, this policy and the specific risk assessments for the event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the visit has commenced, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the VL.

Staff will feed back information to the VL to enable a full review of the visit to be completed.

5 Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. Then online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

The NCEA flow chart template should be used for ensuring the correct authorisation process is adhered to as a minimum – however, this may be amended for local arrangements in agreement with the Principal.

When staff are using their own vehicles the vehicle driver form should be completed.

A visit leader checklist must be used and kept on record of all visits.

6 Visit categories

There are three categories of visits within the Nottinghamshire County Council Visits Guidance for Children and Young People and these have been adopted as the same for NCEA. All three require different levels of approval which is shown in Appendix 2.

7 Financial planning for a visit

All visits require a financial plan to be completed and handed to the EVC before any authorisation of a visit can be made. All visit leaders should refer to the Financial Handbook and Visits Financial Planning Form when preparing a visit.

8 Emergency planning

The academy Emergency Plan is to be populated with procedures for educational visits and all staff should have access to this information and handed a copy when taking a visit. Emergency Cards should be issued with the appropriate guidance and contact numbers to ALL STAFF taking part in a visit. A copy of all contact

details and information as outlined in the Nottinghamshire County Council Educational Visits Guidance document should be left at the Academy prior to any visit departing.

A log of 'near misses' should be kept by the Educational Visits Co-ordinator for the Academy until a shared working environment is established. This should be sent to the Principal on a termly basis. In the case of a significant incident on any visit the Incident Form should be completed.

9 Training requirements for staff involved in educational visits

Nottinghamshire County Council offer a wide range of training and development for any staff who have a responsibility for educational Visits.

10 Support and funding for pupil premium/FSM/disadvantaged students

All requests for remission should be authorised using the Parental Request form. In the case of pupil premium/FSM pupils this can be requested by a member of staff leading the visit. In all cases the approval forms should be authorised by the Senior Leader for Educational Visits.

The following percentage contribution for visits should be used when offering academy financial support for visits to pupil premium and disadvantaged students:

| Visit Category | Percentage of Support towards full cost of visit | Maximum number of visits per year that financial support can be applied for or offered |
|-----------------------|---|---|
| Category A | Up to 100% | 2 |
| Category B | Up to 75% | 2 |
| Category C | Up to 50% | 1 |

All support for visits needs to be approved and at the discretion of the Senior Leader responsible for Educational Visits and should not be guaranteed to parents until final approval has been given.

11 Monitoring, support and review

Information and support on Educational Visits can be requested from:

1. Local Academy Educational Visits Co-ordinator and Senior Leader for Educational Visits
2. Nottinghamshire County Council Outdoor Education Team outdoor.environmental@nottscc.gov.uk

Appendix 1 - Academy responsibilities 2020-2021

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| The National Church of England Academy Annesley Road Hucknall Nottingham NG15 7DB | |
| Principal | Mr M Brailsford |
| Governor i/c educational visits Responsible for overseeing and monitoring educational visits in the academy | Mr B Marshall Vice Chair of Governors |
| Senior Leader i/c Visits Responsible for authorising, overseeing and monitoring educational visits in the academy | Mrs K Boothroyd Vice Principal |
| Educational Visits Co-ordinator | Ms J Sanders |
| Deputy Educational Visits Co-ordinator | Mrs A Morrison |

As staff responsible for educational visits at National Church of England Academy we confirm that we have read, understood and will ensure that all statutory regulations and guidance for educational visits as outlined in the Educational Visits Policy (and appendices), DfE visits guidance and Nottinghamshire Educational Visits Guidance are used and applied.

Signed _____ Chair of Governors Date _____

Signed _____ Governor i/c educational visits Date _____

Signed _____ Principal Date _____

Signed _____ Senior Leader i/c Visits Date _____

Signed _____ EVC Date _____

Signed _____ Deputy EVC Date _____

Appendix 2 – authorisation of educational visits

Category A – Locally approved visits

All such events will be approved by the Senior Leader for Educational Visits and managed by the Academy by adherence to Nottinghamshire County Council visits guidance and Academy specific operating procedures. This academy's operating procedures for visits are:

All parents must complete the EV4 form (parental consent). Without this form, students will not be allowed on the visit.

The Approval Form for Category A visits must be submitted to EVC for checking and authorisation

A generic risk management/operational procedure should be maintained in the Academy in the form of:

- a signing in/out system for all students and staff taking part in the visit
- a suitable emergency protocol for the visit
- review annually the parental consent arrangements.

Category B – Service approved visits

Visits not normally forming part of your normal work, such as all day excursions or day trips.

All events will be processed via the EVOLVE system, approved by the Senior Lead in the Academy for Educational Visits and managed by adherence to Nottinghamshire County Council's visits guidance and Academy specific operating procedures.

Academies are allowed to include a tear off slip on letters for parental consent to be given for such events that do not have any high risk activities. This will complement the annual parental consent form and should always be checked that this is in place and up to date.

A specific risk assessment needs to be prepared or a generic risk assessment is required to be amended for such visits.

Category C – Service, Nottinghamshire County Council Outdoor Education and Governor approved visits

Residential visits, visits requiring specific competency to deliver more hazardous events.

Prior to commencing the planning of a Category C visit the Governor Approval Form should be completed and approved. All such events will be processed by the EVOLVE system, approved by the delegated Senior Leader, sent to the Local Authority for approval and checking. Only when all approval has been received can the visit go ahead. A specific risk assessment and more detailed programme will be required for these events as part of the submission process.

Where the Academy uses any external provider for activity provision, suitable assurance must be sought by the Academy to ensure that they are suitable and appropriate for use. When using an outside provider for any category of visits the provider checklist form **must** be completed.

First Aid provision should be provided on all trips in agreement with the EVC.

Appendix 3 – flow chart for arranging off site visits

