



THE JUDD SCHOOL

Educational Visits Policy

Policy dated: September 2022

Review date: September 2024

Outline and Purpose

The School has adopted the guidance in the key document 'The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities', all guidance within this policy MUST be read in conjunction with the detailed advice contained in this document. The guidance from the outdoor education advisory panel (OEAP) is also adopted and many of their key documents can be found under the resources tab within Evolve. Further essential reading and resources may be found on the OEAP website <https://oeapng.info/> as appropriate to the type of activity taking place.

Definition of an Educational Visit

As defined in the The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities, this policy covers *'Any occasion when a young person takes part in a structured and employee-led learning activity which is carried out beyond the boundary of the normal operational base'*. All activities which fall under this category will be expected to comply with this policy with the exception of Physical Education (PE): where only the journey to and from the venue is covered. The activity supervision should be that required or recommended by specialist PE guidance, The Association for Physical Education (AfPE).

Statement of Intent

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of students, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; an **Educational Visits Coordinator (EVC)** will be nominated in each school or establishment to carry out this role and they will attend an **EVC training course**, and an EVC update course every 3 years. This role can be retained by the Headteacher / Manager or delegated to an appropriate staff member.
- The Governing Body has designated a Governor with direct responsibility for oversight and monitoring of Outdoor Learning and Educational Visits; this could be incorporated into existing Governor's Health and Safety responsibilities, or form a new role.
- Visits and activities are planned with clear educational aims and objectives, based on students' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.
- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.
- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.

- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.
- Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These should be shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.

Roles and Responsibilities

Role of the Governors

See The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities paragraph 3.2.

- To ensure that the Headteacher and the Educational Visits Co-ordinator adhere to the guidelines contained within The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities.
- To define which type of visits should be approved by the Governing Body, and/or the Headteacher, and/ or LA and/or the Educational Visit Co-ordinator.
- To ensure that visits defined by this policy are approved by the LA wherever necessary.
- To approve visits on a case by case basis which fall outside this policy.
- To ensure that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. (It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.)
- To ensure that each visit has specific, stated and appropriate objectives and is delivered within the resources of the School.
- To ensure measures exist to obtain parental consent on a basis of full information, to investigate parental complaints.
- To ensure that appropriate insurance cover is in place
- To review and approve every two years the Educational Visits (EVC) policy, procedures and experience.

Role of the Headteacher

See The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities paragraph 3.3.

- To ensure that visits comply with the guidelines and regulations provided by the LA (The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities) and the schools own Health and Safety Policy.
- To review and approve the EV policy and procedures every two years.
- To approve new visits as defined by this policy, or as advised by the EVC.
- To ensure that the Educational Visits Co-ordinator (EVC) is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- To ensure that the EVC keeps him or her informed of the progress of the visit and that this information is relayed to relevant parties as necessary and on a timely basis.
- To review the group leaders' competency (experience and training) to undertake all activities, before and after. This can be delegated to the EVC by the Headteacher.
- To check that the EVC has designated an appropriately competent group leader (GL) who will meet the LA's criteria. For less routine visits, the Headteacher will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- To ensure that in the event of a major incident or accident school guidelines are adhered to in terms of informing, parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated. In event of emergency the GL should liaise with the emergency contact (normally the EVC) and the EVC or another member of SLT will instruct the process in light of the type of emergency we experience.

Role of the Educational Visit Co-ordinator with Educational Visits Administrators

It is recognised as good practice for this school to have an **Educational Visit Co-ordinator (EVC)**, whose role is to support the Headteacher in ensuring that all visits follow LA regulations and guidance and all of the School's relevant policies and procedures. The EVC, supported by the Educational Visits Administrators (EVAs), will act on behalf of the Headteacher:

- To approve visits as defined by this policy and any other trip procedures.
- To provide adequate documentation to support planning of all trips and visits and ensure all off-site visits are thoroughly planned using standardised whole-School documentation.
- To ensure all staff are aware of the guidelines available through The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities concerning their particular visit.
- To assign competent people to supervise a visit. Competence of other adults proposed to provide support or lead activities within a visit will commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.
- To ensure staff ratios are adhered to on all trips, including the availability of first aid skills, and to gain the Headteacher's consent prior to staff taking their partners on the trip. Where partners are acting as "in loco parentis" and therefore "working" whilst on the trip the cost will be covered by the trip itself. However if they are extras then they must pay full price for all activity undertaken.
- To check and approve all parental letters for educational visits.

- It is the School's policy not to allow staff attending trips to take any dependents with them on the trip. This may be allowed in very exceptional circumstances but only with the permission of both the EVC and the Headteacher. In these circumstances the dependent(s) will also pay full price for the trip and will not be subsidised in anyway by the students attending the trip.
- To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication, special needs and behaviour management, where necessary.
- To work with the GL to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- To act as the Emergency Contact for each visit and if not able to organise the emergency arrangements and ensure there is an emergency contact for each visit.
- To ensure an emergency/incident escalation procedure is put in place and followed for any such emergencies. In all cases every trip has an emergency contact who will be the first contact by the GL, in the event of any issues. The emergency contact will communicate with the EVC if they are not EVC themselves. The EVC will, if available, take on the process of managing through the emergency.
- To keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses'). Including accident forms and statements. Accident and incident records should be reviewed regularly, and this information used to inform future visits. A full debrief, if deemed necessary, will take place after the trip and risk assessments altered accordingly for future visits.
- To ensure that arrangements are in place for the Governor with responsibility for trips to able to view the School calendar termly so as to be aware of up and coming visits so that questions can be asked as necessary.
- To ensure that for trips requiring LA approval an Evolve form has been completed in full by the GL with the support of the EVA and has been submitted to the Outdoor Education Unit **six weeks** before the visit is due to depart and in line with any pre-agreed deadlines with EVC and EVA; any new trips should be flagged up with Outdoor Ed as soon as possible to allow them time to check new providers, activity etc.
- To ensure that for all other trips the Google Form for requesting a trip (available on RMuNify) has been submitted to the EVC for outline approval at least 6 weeks prior to the visit.
- To review systems, monitor practice and revise EVC policy every two years for SLT approval..
- Devise and amend when necessary all procedural paperwork and processes relating to trips with regard to the details of this policy.
- EVA to prepare trip packs for the trips and ensure GL's sign these off before they leave. Details held within these packs to be agreed in the procedural documentation.

Role of the Group Leader

The document '3.4k Visit or Activity Leader' (available from OEAPNG or on the resources tab of Evolve) is adopted by the School as 'good practice'.

The GL has full responsibility for the safe running of the activity, including pre-planning and following guidance and ensuring all participants are aware of their roles. To achieve this, the GL will:

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation and a full Evolve form and obtain EVC approval for any visit off-site, no matter how short its duration; this will include overnight sports fixtures, World Challenge expeditions, CCF trips and off-site Duke of Edinburgh training and expeditions.
- Wherever possible notice of a trip should be at a least 6 weeks for any day trip and 9-12

months for any residential trip. New residential trips will require longer than the 12 months typically; allowing parents time to pay and all necessary trip checks to be undertaken (e.g. a pre-visit).

- Be included in the preparation of a financial budget for the trip, with the support of the trip administrators and finance department, and to obtain approval by the School Business Manager. Each trip must be charged in line with the School's Charging Policy; no trips should make a loss.
- Be comfortable with the trip finances and ensure they are understood.
- Ensure all trips are fully paid up, where relevant, with the support of Finance.
- Obtain value for money for each trip.
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times, particularly on residential trips.
- Inform the attendance officer which students will be absent from school in advance of the trip taking place. The GL should also inform the relevant teaching staff where students will be missing from lessons.
- Have prior knowledge of the venue where practicable – the GL should normally have made an exploratory pre-visit, see The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities paragraph 4.10. A risk-benefit analysis should be undertaken in conjunction with the EVC and Headteacher where a pre-visit will add significant cost to a trip.
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit. If visit is during School hours, parents only need to be informed and consent is not necessary.
- Ensure all required parental consents are received BEFORE the trip takes place. These must include medical forms for all residential/adventurous trips and codes of conduct forms.
- Ensure all staff, partners and volunteers are appropriately vetted, e.g. DBS.
- To ensure they are familiar with any special needs/health requirements of the students on the trip and ensure expert advice is obtained from the relevant staff (e.g. SENCO).
- Take full responsibility for managing the trip, its staff/volunteers and students.
- Ensure the school is represented appropriately whilst off site by all participants in the trip.
- To ensure no alcohol is consumed on any trip whilst any supervising staff/volunteers are directly managing the students. When students have retired for the night no more than 50% of the staff may drink on any one night. All staff who are consuming any alcohol must do so in moderation and must not be incapacitated that evening nor the following day when expected/needed to supervise students.
- Allocate supervisory responsibility to each adult for named students and ensure that each adult knows which students they are responsible for. To ensure that each student knows which adult is responsible for them and that all adults understand that they are responsible to the GL for the supervision of the students assigned to them.
- To ensure that all adults involved in supervising the visit are aware of the risk assessments, including any 'Plan B', and the expected standards of behaviour.
- To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- Ensure that we have medical forms completed for all staff on the trips and that if any member of staff has any medical issues they are considered in line with our insurance cover at the planning stage to allow time for additional letters to be obtained if required. These forms are required for insurance purposes and to record next-of-kin information in case of emergency.

- Ensure parents/guardians and School emergency contact staff members know how and who to contact in case of queries or emergencies.
- To contact the Emergency Contact following an incident that requires external support & to ensure adequate records are kept of the incident, including student statement taken at the time. These should be passed to reception for recording and forwarding to KCC/HSE where necessary and in line with any school policy.
- Should gifts be purchased for instructors/guides on non-staff led activities, e.g. ski instructors/sailing instructors/coach drivers, it is not appropriate for alcoholic presents to be purchased using trip funds.
- Ensure all required trip documentation, phones, medication etc. is collected from the EVAs at pre-agreed times and taken with the GL on the trip. Ensure where a trip involves split responsibilities, such as break out groups, different vehicles for travel, the relevant information is passed to the sub group leader. Each trip packs must be returned to the EVA ideally within 24 hours of their return or as soon as possible thereafter for either retention or destruction; this includes any equipment borrowed.
- Retain receipts for any expenditure during the trip and return unused funds or these receipts (detailed on a form) within 24 hours of return or as soon as is feasibly possible thereafter.
- All trip data must be kept secure and safe whilst off site and any losses must be reported to the Data Protection Officer as soon as possible.

Role of the Emergency Contact (EC)

- To be in a position to access the trip pack for all information.
- To liaise with other key staff, if necessary, to facilitate the support network which may be required.
- In serious cases, the Headteacher should be contacted and briefed, to ensure the Critical Incident Policy is complied with at all times.
- The EVC should be contacted and advised of any issues as soon as is practical to do so.

Role of the Student

- To be aware of the risk assessments including 'Plan B'.
- To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and adhere to the expected standards of behaviour/code of conduct.
- Take responsibility for their medical needs, including ensuring relevant and necessary volumes of medication is carried with them at all times. For residential trips the GL needs to be advised when medication is administered.

The school reserves the right to refuse any student a place on a trip or remove them from it at any point should, they not adhere to the Code of Conduct policy, both before the trip has departed and during it. The charging policy clearly defines where a refund may or may not be given if a student has to be removed from a trip and monies have been paid.

Role of Parent/Guardian

(we note this is not enforceable but it is the school's wish that parents adhere to these requests)

- Before financial commitment is made ensure their son/daughter is willing to attend the trip.
- Complete all necessary paperwork/tasks requested from the school, on time, accurately and to the best of their knowledge.
- Advise the GL or EVA of any significant changes that they are aware of that might impact the trip for their child.
- Pay for trips in line with payment dates agreed.
- Ensure their child has read and understood all requirements of the trip both before during and after the trip has taken place.
- Attend, wherever possible, all trip related meetings so they are aware of what is required for the trip and what their child might be doing whilst on each trip.
- Provide their child with all the necessary clothing, equipment, food etc. for the trip and as advised by the school.
- Ensure their child does not take anything on the trip that would be considered unsafe to do so.
- Ensure their child has sufficient medication required for each trip.
- Ensure all travel documents are up to date, valid for travel and any visas necessary are notified to the school as soon as possible.
- Ensure they or a named individual is provided as a contact in the case of an emergency.

