

September 2024

Educational Visits Policy

This document relates to

Shaftesbury Victoria School



Shaftesbury Education



Contents

1. Introduction	3
2. Purpose	3
3. Responsibilities	3
3.1 Headteacher	3
3.2 Educational Visits Coordinator	4
3.3 Trip leader	4
3.4 Staff attending trip	5
4. Parental engagement	5
5. Damage to personal property	6
6. Emergency procedure	6
7. Outside school hours	6
Appendices	9

1. Introduction

Victoria School aims to offer a broad and balanced range of exciting and engaging educational visits across all pathways and year groups. The opportunities will be linked to students' curriculum and learning objectives whilst promoting independence, curiosity, life skills and experience within our local community.

2. Purpose

- Provide a safe environment for our students to learn in the community.
- To support teachers/carers in ensuring that all potential risks/hazards are planned for or anticipated.
- To ensure the highest regard is given to the health and safety of each student on every off-site visit.
- To ensure good practice in planning any off-site visit.
- A risk assessment of any proposed off-site activity will be completed prior to the trip.
- The safety of the students is always of paramount importance.

3. Responsibilities

Allocated members of staff on the school site and all staff on a trip have a responsibility for the care, education and welfare of our students and for each other. The main roles and responsibilities are summarised below. A checklist is available for guidance to ensure everyone is aware of their duties in the lead up, during and following an off-site trip. (see Appendix 2).

3.1 Headteacher

- To monitor and be aware of all educational trips leaving the school site, and the key learning objectives.
- To ensure the school has a robust sign off and risk assessment process in place which is embedded and practised.
- To be responsible for implementing and reviewing the policy and culture of educational visits.

3.2 Educational Visits Coordinator

- To oversee all items leading up to and involving the running of a trip off the school site.
- Liaise with all appropriate persons during the planning and organisation stage. This includes the selection and training of appropriate staff to assist in leading and planning trips off-site and clear delegation of any specific roles.
- Available for training and providing advice to those leading and planning trips.
- Oversee the sign off process, ensuring all trips have been through the correct procedures to complete the EVOLVE form.
- Responsible for receiving and, where identified, acting on feedback from all trips and seeing that information is utilised to enhance and improve further trips.

3.3 Trip Leader

- Submit the completed EVOLVE form, ensuring all relevant sections have been filled in and documents added, and final approval sought from the Headteacher.
- Complete a full risk assessment relevant to the current needs of the students and staff attending the trip and the location of the off-site activity.
- Obtain and/or confirm permissions are in place, where needed, for any trips.
- Ensure no changes that impact the safe running and documentation of the trip arise on the day due to absence or staffing changes.
- Ensure all steps have been taken to enable standard procedures to be carried out when off site, including and not exclusive to; eating and drinking, moving and handling, first aid, medications, epilepsy.
- To brief all persons of the risks of the trip and highlight any areas of concern before leaving the site.
- To appoint, where considered appropriate, any competent deputy or deputies in support of any visit off site.
- Ensure as much relevant information as possible is obtained on any proposed trip, the location and venue for a risk assessment to be carried out. This may include an exploratory visit beforehand.
- Ensure the needs of all those taking part in the trip are assessed and provided for.
- To ensure that risk assessment(s) determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.

- Trip leader **MUST** include details of a mobile phone number on the EVOLVE form so they can be contacted while off site. The mobile phone is to be charged and kept with volume on for the duration of the trip, with checks carried out at regular intervals to ensure no calls have been missed. Mobile phone use must adhere to school policies and procedures.
- Ensure that all equipment and materials required for the visit are adequate and arrangements are made to store them safely and correctly.
- Ensure parents are provided with all the necessary information about the educational visit, any equipment etc. they need to provide, and the standards of conduct expected of their child(ren).
- Where appropriate, invite parents to any briefing sessions. This should take account of any difficulties that parents may have if they have disabilities, if English is their second language, etc.
- Brief all group members, including students and parents, on the main elements of the trip, the standards expected and the roles and responsibilities of all prior to commencing the visit.
- Finalise all details and arrangements with the responsible person named in this policy.

3.4 Staff attending trip

- Support the trip leader in all requirements and follow instructions.
- Assume any roles delegated by the trip leader prior to or during the trip.
- Look out for the health and safety of themselves, those around them and for whom they also have appointed responsibility.
- Assist in general control and good order of school representatives while off-site.
- Inform the trip leader of any concerns, observed or otherwise.

4. Parental engagement

Parents are asked to respond in a timely manner and accurately to any communications regarding trips. All parents and carers are required to complete the relevant parent permissions/consent form in the school welcome pack when joining the school. We ask parents/carers to inform us of any change to information so our records can be updated.

Students are not required to have a mobile phone in school. School landlines are used to contact parents in an emergency. Parents can, of course, contact school via the **main reception - 01202 763697**. This position is continuously staffed.

On the occasion that your call should be diverted to answer phone, messages will be responded to promptly.

All communications between home and school must take place through the appropriate channels and should never take place on personal mobile phones.

Students cannot phone home from their mobile and arrange to go home or make any alternative arrangements impacting on the school day.

5. Damage to personal property

We are unfortunately not able to offer any financial reimbursement to any student who brings a mobile/smart phone or tablet into school. Should you choose to bring a mobile device or tablet into school you do so at your own risk.

Victoria School will not be held responsible for any loss, damage or health effects (potential or actual) resulting from mobile/smart phone use.

6. Emergency procedure

All staff attending the trip are responsible for supporting the students in their care during an emergency.

Trip leaders should all be aware of what to do during an emergency and use the staff/ volunteers under their direction to delegate and allocate roles to ensure any immediate/ individual need or response is met, as well as ensuring the remainder of the group is supported and communications are simultaneously completed.

Communication should be made direct to emergency services if needed, using a 999 call and following their guidance.

The school should be notified as soon as reasonably possible and will adopt the responsibility of making any further communications. A member of the **Senior Leadership Team** should be responsible for any parent contact regarding an emergency on an off-site trip

Further guidance and advice on managing an emergency while on a trip, can be found on the Outdoor Education Advisors Panel (OAEP) website, oeapng.info

7. Outside school hours

The leader of any trip that may or does require to run outside school hours, **MUST** complete the following:

- Trip leader to obtain prior approval from the Headteacher.

- Produce and share a proposed itinerary, to be shared with attendees/ Senior Leaders/ EVC/ Parents (uploaded to EVOLVE)
- Arrange an allocated named person (member of the Senior Leadership Team) to contact in the event of an emergency.
- Obtain approval for any agreed overtime with the Headteacher.
- Trip leader is responsible for ensuring all persons attending have and are permitted their allocated break times.
- Follow all school policies and Code of Conduct while working outside school hours and employed by the school.

Policy Ownership

Name	Version
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Educational Visits Policy	V2.0
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Date published	Date for next review
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October 2023	November 2024
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Approved by	Date
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Ed Potterton	October 2023
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V1.0	October 2023	Sean Mogg	Reviewed, updated
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V2.1	September 2024	Helen Barnes	Updated branding
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Appendices

This policy should be read in conjunction with the related school policies and documents:

Safeguarding and Child Protection Policy

Anti-Bullying Policy

Online Safety Policy

Staff Code of Conduct

Resources

Keeping Children Safe in Education

Mental Capacity Act Deprivation of Liberty safeguards

Outdoor Advisors' Education Panel

Appendix 2: Off-site Checklist Guide



VICTORIA TRIPS OFFSITE CHECK LIST

Task	Responsible	Complete
Permission:		
Has the trip been fully agreed (GREEN)	Trip leader	
Have you obtained parental permission (if needed)	Trip Leader	
Risk Assessment		
Visit or have good knowledge of location	Trip Leader	
Check facilities are suitable and accessible	Trip Leader	
Produce and share a completed Risk Assessment for each trip	Trip Leader	
Make staff and students aware of any hazards before and during the trip	Trip Leader	
EVOLVE form		
Submit for outline approval (2 weeks prior)	Trip Leader	
Outline approval given	Head Teacher	
Complete remainder of form inc. Risk Assessment	Trip Leader	
Medical sign off	Nurse	
Staffing sign off	Student Services Team	
Final Approval	Head Teacher	
Arrange lunches:		
Submit form to kitchen (minimum 7 days prior to trip)	To be allocated by Trip Leader	
Check in with kitchen on day of any changes	To be allocated by Trip Leader	
Collect food from kitchen	To be allocated by Trip Leader	
Ensure you have sufficient and appropriate fluids	Liaise with SaLT	
Ensure you have suitable dining equipment for any offsite eating	Liaise with O.T	
Care needs		
Plan what equipment and resources are needed	Trip leader	
Arrange any additional equipment: M&H training	Liaise with Physio	
Arrange safe transport of equipment if needed	Liaise with Lee W	
Student folders		
Sign out folders	Trip Leader	
If group separates (separate buses) divide folders appropriately	Trip Leader	
Ensure staff are familiar with files	Trip Leader	
Sign all student files back in (on return to school)	Trip Leader	
Medical needs		
Check what medication you require	Trip Leader	
Have you booked a nurse (1 week notice)	Trip Leader	
Do you have trained emergency medics staff (eg barcolana epiden)	Trip Leader	
Ensure spare gastrotonomy kit available (for each student)	To be allocated by Trip Leader	
Minibus		
Book your bus (minimum 1 week notice)	To be allocated by Trip Leader	
Ensure driver has valid MIDAS training	The named Driver	
Allow driver time to check their bus in the morning	Trip Leader	
Complete paperwork within the bus (mileage)	The named Driver	
Return keys to storage	The named Driver	
Finance		
Obtain approval from budget holder	Trip Leader	
Liaise with Finance to arrange payment (1 week prior)	Trip Leader	
Collect monies/ payment receipt from Finance on day	Trip Leader	
Return all monies and receipts on same day	Trip Leader	