



## Educational Visits Policy

The Leek Federation acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The Federation works within the requirements set out in Staffordshire County Council's Educational Visits Policy, which can be found on EVOLVE, and the formally adopted Outdoor Education Advisers' Panel 'National Guidance' (available at <http://oeapng.info>)

All staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### 1. PROCEDURES

- 1.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the Headteacher for permission to plan the visit.
- 1.2 Outline permission will be granted when all the requirements identified in ***Educational Visits (paragraph 33)*** have been considered, the visit can be accommodated within the school's timetable and the ethos of the visit is one with which the school wishes to be associated.
- 1.3 Once granted they add the details through the EVOLVE system which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.
- 1.4 When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the County Council Educational Visits Adviser by the EVC for approval that all the procedures have been satisfactorily completed.
- 1.5 Visits requiring LA approval should be submitted six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.
- 1.6 Once outline permission, and any necessary county approval, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of 7 days before the visit.
- 1.7 When providers are used it is a requirement for them to hold Public Liability Insurance cover with a minimum limit of indemnity of £5M.
- 1.8 Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

- 1.9 Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the EVC.
- 1.10 The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-site Activities guidance document which can be found on EVOLVE.

Note: Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action. The Youth Service is the designated operating authority for The Duke of Edinburgh’s Award and should be liaised with in regard to relevant expeditions and activities.

**2. ROLES AND RESPONSIBILITIES**

2.1 The Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

2.2 The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -

- To confirm the Headteacher’s verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance.
- To ensure the annual record of visits is maintained.
- To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
- To liaise with the County Council on any visit involving residential or foreign travel and additional or high risk activities.
- To ensure that there is a sample monitoring of visits in keeping with the recommendations of employer policy and guidance

The schools’ current EVCs are

Churnet View Middle School	<b>LOUISE STATON</b>
Leek High School	<b>SIMON BROAD</b>
Westwood College	<b>MIKE ARMSTON</b>

The Headteacher will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Note: Any tasks not indicated in the above list remain that of the Headteacher.

2.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

### 3. RISK MANAGEMENT

- 3.1 The risk management of an activity should be informed by the benefits to be gained from participating. The Leek Federation recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.
- 3.2 This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principals of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risks for themselves.
- 3.3 There is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

### 4. EMERGENCY PROCEDURES

- 4.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency. This will usually be the Headteacher or Executive Principal.
- 4.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: -
  - A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
  - B. If the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Executive Principal, Headteacher or the home contact will contact Staffordshire County Council using the emergency contact phone number and details given below:

*The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire and Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the above numbers are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication.*

*Under no circumstances should these numbers be given to young people or to their parents or guardians.*

- 4.3 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

**5. THE GOVERNING BODY**

- 5.1 All accidents will be handled in line with Staffordshire County Council’s Accident Policy
- 5.2 Accident investigation and employee hazard forms are available from the Health and Safety intranet site alongside other relevant policies and useful information.
- 5.3 A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE.

**6. THE GOVERNING BODY**

- 6.1 The governing body wishes to be informed about the following categories of visit prior to them taking place (if any): -  
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- 6.2 The governing body will receive reports from the Headteachers’ detailing the schools visits that have taken place.

**ADOPTED BY THE GOVERNORS ON:** February 2015  
**POLICY REVIEW DATE:** February 2017