



# Biddick Academy

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|--------------------------------------|--|
| <i>Name of Policy</i>                | <b>Educational Visits</b>  |
| <i>Aims of Policy</i>                | <ul style="list-style-type: none"><li>At Biddick Academy we aim to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The Academy's Headteacher, Trustees and Directors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.</li></ul> |
| <i>Date Valid</i>                    | February 2020 – January 2022   |
| <i>Date of Approval</i>              | February 2020 - Headteacher<br>January 2020 - Full Trustee Board   |
| <i>Next Review and Approval Date</i> | January 2022   |
| <i>Responsibility for Review</i>     | Assistant Headteacher  |

# Educational Visits Policy

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### Introduction

All offsite visits and activities that are organised and undertaken by the Academy are regarded as “educational visits”. Whenever pupils leave the Academy site under the direct or indirect supervision of staff, they are undertaking an educational visit.

### Aims and Objectives (1.1)

At Biddick Academy we aim to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The Academy’s Headteacher, Trustees and Directors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

### Types of visits (1.2)

All Biddick Academy, all students have a right to learn in environments best suited to the subject to which they are studying be it locally, regionally, nationally or internationally. Opportunities for students to develop both knowledge and skills in both formal and informal contexts enable our students to leave as well rounded individuals. With this in mind, all visits should have purposeful objectives linked to that young persons needs, either academic and/or social.

### When can a visit take place? (1.3)

#### International Visits/Residential Visits

Visits with clearly defined learning outcomes linked to the curriculum can take place during school time. For a first time visit, a rationale form must be completed with the initial proposal. Where a visit links indirectly to the curriculum and the focus is purely sport and leisure based, then these may be authorised to take place using time taken from school week combined with a school holiday. (eg. Ajax football tour)

All year group reward visits should be planned and approved a term in advance with guidance from the senior team.

All form rewards should take place at the end of a school day.

## Inclusion & Equality (1.4)

External visits should be available to all students, regardless of background or abilities. All visits and activities must ensure that their provision meets the requirements of Sunderland City Council's Equality Scheme (under the Equality Act 2010), and the Special Educational Needs and Disability Act 2001. Guidance about inclusion can be found on the OEAP National Guidance website and within the School Inclusion policy. If it is felt that it is necessary to bar a pupil from undertaking the activity the matter should be discussed with the Head teacher designated signatory or the EVC.

## Charging Policy (1.5)

The Academy will work to get the best value for all educational visits. A non-returnable deposit will be collected to secure a place on any visit.

## Access to Policies and Guidelines (1.6)

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed. Biddick Academy/Sunderland Council has adopted the national guidance published by the Outdoor Education Advisers Panel (OEAP) on the website [www.oeapeg.info](http://www.oeapeg.info). This provides detailed guidance about many aspects of off-site visits and outdoor learning, and includes Essential Reading for all key staff roles.

## Part 2

### Training, Advice and Guidance (2.1)

Biddick Academy and the City Council will provide advice, guidance and training regarding the management of external visits and Learning Outside the Classroom. Further support is available through the External Visits Advisory Service based at Derwent Hill.

### Training Record (2.2)

| Training                                | To Whom                      | Delivered by   | Date       |
|---|------------------------------|----------------|------------|
| EVC Revalidation                        | Jamie Houghton<br>Paul Brown | LA EVAS        | 2016       |
| Policy/Procedure Update                 | Visit Leaders                | Jamie Houghton | March 2017 |
| Biddick Academy Policy/Procedure Update | All staff                    | Jamie Houghton | March 2015 |
| Biddick Academy Visit Leader training   | See Register                 | Jamie Houghton | Jan 2018   |

New staff are given support from the EVC when required.

### Monitoring (2.3)

The purpose of monitoring visits is to assure that high standards and quality of provision is maintained. The monitoring process will be undertaken utilising Form 4 (**see appendix 1**). The Headteacher designated signatory(s) or the EVC will accompany at least three visits per year to monitor the visit, the implementation of policies and the quality of provision. These records will be held centrally by an appropriate person. Any reported incidents and accidents will be reported using Evolve

## Safeguarding Young People

### Roles and Responsibilities (3.1)

|                                |                           |
|--------------------------------|---------------------------|
| Headteacher                    | Miss K Morris             |
| Designated Signatory           | Mr J Houghton             |
| Educational Visits Coordinator | Mr J Houghton/ Paul Brown |

### Responsibility of Trustees/Designated Signatory (3.2)

- All educational visits will be linked to the objectives of the Academy and planned sufficiently well in advance in accordance with good practice and effective planning procedures;
- Directors and Trustees will include in their role the support of the Academy policy and procedures for educational visits. In addition there will be a nominated Director who will receive information which is placed on Evolve.
- The Headteacher or Designated Signatory(s) will be responsible for the approval of all visits but may delegate the approval of local routine and low risk visits (Category 1) to the Educational Visits Coordinator;
- The Headteacher or Designated Signatory will approve all higher risk visits. including adventure activities, residential experience and foreign travel (Categories 2 and 3). Both of these categories will be submitted to the Local Authority by means of Evolve. Category 3 visits require approval by the Local Authority.
- A named Educational Visits Coordinator (EVC) will be appointed.

### Responsibility Educational Visit Coordinator (3.3)

- The EVC will support the Directors and Trustees and Head Teacher in the management of educational visits in accordance with 'Safety Guidelines for Educational Visits and Adventure Activities' and in particular as described in 'DfES: Standards for LEAs in Overseeing Educational Visits' section 6; OEAP and Sunderland LA guidance.
- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the Trustee body in any decision on approval.
- Assign competent staff to lead and help with trips.
- Verify that all accompanying adults have been CRB checked.
- Make sure that all consent and medical forms are obtained.

- Keep records of visits and provide after-visit evaluation to aid future visits.

### Responsibility of the Visit Leader (3.4)

- For all visits and activities there will be a named and approved Group Leader (and where appropriate, deputy).
- Working with the EVC, as necessary, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including ongoing risk assessment (dynamic risk assessment), in accordance with 'Safety Guidelines for Educational Visits and Adventure Activities' following OEAP guidance;
- The Group Leader will ensure Best Value principles are used when purchasing goods and services; that appropriate checks are made; that appropriate insurance and financial procedures have been followed.
- To ensure all students are registered and contact information and key information is left with the student office and the EVC if it is a residential.
- All key information is shared with parents to allow for adequate preparation arrangements to be made.

### Responsibility of accompanying Staff (3.5)

- All staff are responsible for the safety and well being of all young people in their care
- All staff should support the visit leader and have clearly identified responsibilities whilst on the visit
- All staff should be aware of the needs of all young people in their care and act appropriately to keep them safe
- All staff should act in a professional manner at all times whilst working with young people.
- Intervene if they deem an activity to be dangerous or the risk assessment is not being adhered to.

### Parents/Guardians (3.6)

- The Academy Prospectus will provide parents with information about policy and procedures relating to the safe management of educational visits.
- Parents or guardians will give consent for their child to undertake Category 1 visits at the beginning of every year.
- For activities taking place outside the school day Parents or guardians will be given sufficient information about the visit or activity to enable them to make informed decisions and give written consent together with appropriate medical and

emergency contact details. Whenever there is a high risk or overseas visit a briefing meeting with parents and guardians will be arranged to inform them about the expectations and procedures which will be followed.

- Expectations with regard to behaviour and codes of conduct will be explained to parents and guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.
- The leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer/international visits. The visit leader should also tell parents how they can prepare their child for the visit, for example, reinforcing the visit's code of conduct.
- Parents must: provide the group leader with emergency contact details, sign relevant consent forms and give all details about their child's health prior to the visit taking place.

### **Pupils (3.7)**

- Wherever possible pupils should be involved with the planning of an educational visit; establishing codes of conduct; assessing and managing risk and evaluating their own learning.
- Pupils should be briefed about aims, expectations and codes of conduct for all educational visits. Regular ongoing briefings and review briefings are an important element of learning and safety especially on residential visits.

### **Volunteers (3.8)**

- Only in exceptional circumstances will a volunteer be used as a party leader and only after discussion with appropriate members of the SLT. Accountability means that they are engaged through a thorough recruitment process which includes vetting and induction into the establishment's policies and procedures.

### **Registers (3.9)**

- It is the visit leaders responsibility to ensure that an accurate register is taken and handed to the student office in a timely manner. Registers for all visit participants are held by the visit leader, the school office and the EVC prior to the visit departing. For all out of school hours visits this needs to include parental contact information and any medical information held on the child. The office keeps a record of all students to try and ensure that our offer is as inclusive as possible.

## **Procedure For Planning Educational Visits**

### **Planning (4.1)**

- Visits should be recorded, checked, and approved in accordance with the following procedures:

| Category   | Definition   | Requirement for notification & approval   |
|------------|--|---|
| Category 1 | Straightforward routine visits defined as Category 1 in a written policy by Biddick Academy covered by: <ul style="list-style-type: none"> <li>• an updated generic risk assessment, regularly reviewed</li> <li>• blanket informed parent/guardian consent</li> <li>• Academy operating procedures</li> </ul> | All visits must be logged by the student office and generic risk assessments followed. (see additional BA guidance)<br><br>Completion of Evolve. To be submitted at least 2 weeks prior to the visit. |
| Category 2 | Visits requiring enhanced planning with event-specific risk assessment, including: <ul style="list-style-type: none"> <li>• All residential visits not in Category 3</li> <li>• Non-residential visits not in Categories 1 or 3</li> </ul>   | Must be authorised by Headteacher/signatory. To be submitted using Evolve at least six weeks prior to the visit   |
| Category 3 | Higher risk visits, defined as: <ul style="list-style-type: none"> <li>• Visits outside the UK</li> <li>• Visits which include adventure activities</li> <li>• Visits to remote or hazardous locations</li> </ul>  | Must be authorised by the Headteacher / Designated Signatory/EVC using Evolve at least eight weeks before the visit.  |

The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities;
- Curriculum objectives
- Supervision/pupil ratios
- Itinerary
- Supervisory details

- Emergency contact details



A visit may be cancelled at any point in this process if it is deemed that insufficient time or planning has taken place resulting in a potential risk to young people or staff.

## Behaviour (4.2)

Pupils will be made fully aware of the behaviour expectations on any visit. If a young person fails to adhere to these guidelines and it is deemed unsafe to remain on the trip, parents will have the responsibility to fund any associated costs for returning their child home from any given destination. They will be fully briefed prior to taking part in any off site activity.

## Minibus driving (4.3)

There are clear guidelines for the use of the mini bus and these are to be found in the document entitled 'Mini Bus Operation – Code of practice. Staff should be fully conversant with this document before driving the mini-bus. Anyone new to the school should discuss matters relating to this with the Head teacher designated signatory, the EVC or the Financial Director prior to booking any excursion involving the use of an Academy mini bus.

## Emergency Procedures (4.4)

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention. They will follow Sunderland emergency procedure protocol and support the visit leader. All visit leaders carry their 'what to do in an emergency' checklist. This enables them act appropriately when under pressure. This includes SLT contact information as well as an authority link.

## Communicating With Parents/Guardians (4.5)

Parents need to be aware that teachers on the visit will be acting in their place and will be exercising the same care that a prudent parent would. The following information on matters that may affect pupils' health and safety is useful to parents, and will be included in a letter prior to the visit.

- Dates of visit
- Times of departure and return
- Mode(s) of transport including the name of the travel company
- Details of accommodation with security arrangements onsite
- Names of the leader and other staff attending
- Visit objectives
- Details of planned activities and how the assessed risks will be managed
- Schools insurance policy
- Clothing/equipment to be taken
- Money to be taken

Consent will be sought for:

- Adventurous activities
- Residential/International visits

Parents will be informed if the school intends to take their child off site as part of the curriculum delivery.

## Assessing Venues and Providers (4.6)

The OEAP National Guidance includes guidance on Preliminary Visits and Provider Assurances. The Learning Outside the Classroom Quality Badge provides sufficient reassurance that a provider meets nationally required minimum standards of safety and quality. Details of a provider's status can be checked on the Quality Badge website [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk). If a provider of activities does not hold the Quality Badge, then detailed checks should be made to ensure that it meets required standards. Provider forms can be found on the EVOLVE website. For Outdoor or Adventure Centres AALA Licensed premises should be used) --- this can be checked on [www.aals.org.uk/aals/provider\\_search.php](http://www.aals.org.uk/aals/provider_search.php)

## External Visits Advisory Service (4.7)

Sunderland City Council's External Visits Advisory Service is based at Derwent Hill Outdoor Education & Training Centre, and may be contacted by phone on 017687 72005 or by email to [EVAS@sunderland.gov.uk](mailto:EVAS@sunderland.gov.uk).