



## **EDUCATIONAL VISITS POLICY**

### **1 Aims**

School has a strong commitment to the added value of learning outside the school day and beyond the classroom. Trips and visits are an integral part of the educational experience and all students are offered a range of opportunities during their time at school. A huge variety of trips are organised each year. The following types of activities all constitute a trip or visit: out of hours clubs; sports teams; regular visits to nearby schools, museums, places of worship and shops; day trips for Year groups; adventurous activities; residential and overseas visits.

### **2 Scope & Remit**

This policy and associated guidance (Section 2) applies to Cannock Chase High School employees, contractors and volunteers whose work involves any one of the following, regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate experiences of, or for, young people undertaking experiences beyond the boundary of their normal operational base.

This policy and associated guidance does not incorporate the following:

- work experience as defined in the publication "Work Experience: a guide for secondary schools" (DfES 2002);
- Physical Education activities, led by CCHS employees, that do not fall within the scope of Adventurous Activities, as defined in the Employer Guidance (Section 21). The activity supervision should be that required or recommended by specialist PE guidance, such as that provided by the Association for Physical Education (AfPE). The journey to and from the venue and any Adventurous Activities and activities provided by third parties are covered by this policy and associated guidance.

As the employer, CCHS will provide:

- appropriate guidance relating to off-site visits and activities;
- access to training courses to support the guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training from appointed Advisers, who have expertise and professional understanding of the guidance, the training and expectations set by current good practice.



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## 4 EVOLVE

EVOLVE is a web-based system that provides the following:

- an online Notification and Approval system for visits;
- definitive versions of CCHS Educational Visits Policy;
- definitive versions of CCHS forms and documents, referenced in the Employer Guidance and essential for the visit process;
- definitive versions of establishment forms and documents, essential for the visit process;
- best-practice forms and documents that may be adapted by establishments to support the visit process;
- links to important national documents referenced in the Employer Guidance;
- Search and Reporting facilities.

All staff involved in the visit process must be given an appropriate personal EVOLVE account to enable them to access: key policies; employer and national guidance; good-practice forms and documents; the notification and approval process for visits.

## 5 Student Entitlement and Behaviour Expectations

All efforts are made to ensure that trips and visits are made reasonably possible to all students who wish to participate irrespective of disability, religion or belief, ethnic origin, sex, gender, sexual orientation, gender reassignment. Discussion with the SENDCo team is an essential part of this process when SEN students are involved.

The school has a clear code of conduct for trips and visits based on the school's behaviour policy.

The school operates a strict no smoking and no drinking alcohol policy on all trips and visits.

The parents or guardians of any student who fails to meet these expectations may be contacted and in extreme circumstances this could involve the withdrawal or removal of their child from a trip, parents/guardians would be expected to cover cost implications.

Pre-existing poor behaviour in school will be taken in to account when a child applies for a trip or visit. In extreme cases the child will not be included but only after discussion with parents

## 6 Finance

Careful consideration is given to the cost of all trips to avoid putting some families under excessive financial pressure.

The Trip Leader and Finance Officer work closely together to ensure that all trips and visits are financially viable.

Parents can apply for financial assistance in line with the school's Charging and Remissions Policy.

There are a small number of trips that are a statutory requirement for certain subjects and students

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following these courses can apply for financial assistance from the Trips and Visits budget or Pupil Premium funds.

Although parents can apply for financial assistance this could make a trip unviable and, therefore, liable to cancellation.

High cost trips will incur an initial non-refundable deposit of up to 25% of the total trip cost. Deposit dates will always be provided with the initial letter of information and regular reminders will be given by the Trip Leader.

Trips that are likely to fall in to a deficit or have insufficient numbers will be cancelled.

Oversubscribed trips will be decided by an open ballot on the closing date. Parents will, in both cases, be informed immediately and where applicable reimbursed. Students unsuccessful in the ballot for a major overseas residential trip will, where possible, be given priority on that trip during the following year.

Cover teacher costs are built in to the trip costs in line with the school's Charging and Remissions Policy.

A charge is added to all trips and visits to cover administrative costs.

If a trip or visit has a surplus then a refund will be given to the parents in line with schools Charging and Remissions Policy.

All payments will be made through ParentPay. For further details please refer to the school's Charging and Remissions Policy.

## **7 Role-Specific Requirements**

Each establishment is required to have an Educational Visits Co-ordinator (EVC) in place who, through experience and training, is appropriately competent to fulfil that role in their establishment.

The EVC may receive administrative support but remains responsible for scrutinising visit approval requests and either the subsequent submission of visit approval forms to the Headteacher (or the delegated deputy) or return of the visit form to the Visit Leader.

The Headteacher is responsible for ensuring that visits are authorised in accordance with CCHS's requirements in Appendix 1 of the CCHS Guidance for Off-site Visits and Related Activities. The Headteacher may delegate authorisation to a senior member of staff.

An EVC who has previously scrutinised a visit and submitted it for authorisation, should not also authorise that visit under delegation by the Headteacher.

Every off-site visit must have a designated Visit Leader. The Visit Leader must be a Leader who is accompanying the visit. Where a visit is to be unaccompanied, a Visit Leader must be designated and identified on the visit form with a note clearly stating the visit is to be unaccompanied. Joint Visit Leaders are not permitted, though Deputy Visit Leader(s) may be appointed as required.

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The establishment policy for off-site visits and related activities should outline the roles and responsibilities of the key stakeholders in the visit process: Governing Body; Headteacher; EVC; Visit Leader; Leader; Volunteer; those in a position of Parental Authority.

Stakeholder roles and responsibilities should reflect those detailed in OEAP National Guidance: Section 3.1b Requirements and Recommendations for Establishments.

Establishments are required to ensure that all Visit Leaders and Leaders have been assessed as competent and confident to undertake responsibilities they have been assigned in line with OEAP National Guidance: Section 3.2d Assessment of Competence.

*See also OEAP National Guidance: Section 3.4: Roles & Responsibilities*

## **8 Advice and Support**

The EVOLVE Resources area contains links and downloadable documents that provide a comprehensive range of information from key sources. Employees must be familiar with this policy, the latest version of CCHS Guidance for Off-site Visits and Related Activities, CCHS's key documents, forms and checklists and how to access OEAP National Guidance.

For the purposes of day-to-day updating of information, EVCs and Visit/Activity Leaders are directed to the posting of EVC Update, an occasional newsletter, in the EVOLVE Resources area.

Where an employee experiences problems finding specific material, or requires clarification or further help and guidance, they must contact the Educational Visits Co-ordinator (EVC) in the first instance.

If the EVC is unable to resolve a problem, they should contact the Headteacher.

## **9 Notification and Approval of Off-Site Visits & Related Activities**

The CCHS procedure for the notification and approval of off-site visits and related activities may be found in Appendix 1 of the CCHS Guidance for Off-site Visits and Related Activities (Employer Guidance).

Establishments are required to notify and seek Local Authority approval for the following types of visits:

- those extending beyond the UK (Overseas);
- those involving one or more overnight stays (Residential);
- those involving Adventurous Activities as defined in Section 21 of the Employer Guidance (Adventurous).

CCHS will require at least 40 working days' notice for visits described above. For overseas visits and those involving complex arrangements, staff must be prepared to discuss such visits with the Leadership Team well in advance, possibly 12 months before the departure date. The EVC/Leadership Team should be consulted about such visits during the early planning stage and before a financial or contractual commitment is made with any third-party provider.

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Approval of all other types of visits and activities is delegated to the Leadership Team and must be notified at least 15 working days prior to the activity.

Establishments are required to record, notify and authorise visits and activities described above, in advance of the departure date of the visit, in accordance with CCHS procedures.

## 10 Monitoring

The responsibility for monitoring the implementation of this policy and associated guidance is the responsibility of the Headteacher.

Monitoring should be carried out through systems put in place by the establishment Headteacher and EVC in accordance with OEAP National Guidance: Section 3.2b Monitoring. This will include monitoring, on a sample basis, visits in progress (sometimes referred to as field monitoring).

*See also OEAP National Guidance: Section 3.2b Monitoring*

## 11 Risk Management

Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity in accordance with Section 7 of the Employer's Guidance.

Risk management tasks should be carried out by the Visit Leader (and Leaders) with the support of EVCs and other colleagues as required.

Establishments should arrange training for staff in risk management, as required. See Section 9.

*See also OEAP National Guidance: Section 4.3c Risk Management*

## 12 Training

Cannock Chase High School has adopted Staffordshire County Council's 'Policy Statement of Management of Learning Outside the Classroom (LOtC) and Offsite Visits'.

CCHS recognises, requires and recommends, as appropriate, the following basic training courses for visit stakeholders:

- Educational Visits Co-ordinator (EVC) Training;
  - The EVC must have completed an EVC Training course delivered by the Local Authority Educational Visits Adviser.
  - Newly appointed EVCs or staff who are due to assume the role in the future, must attend the next Local Authority EVC training course training.
  - EVCs must renew their training prior to the 4th anniversary of the last EVC training course they attended.
  - Where EVCs fail to meet the requirements stated above, their EVC status may be removed.
- EVC on-going professional development;

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- EVCs will also be kept up to date on an ad hoc basis by the Local Authority Educational Visits Adviser via E-mail, EVOLVE Message or EVC Update newsletters. CCHS requires EVCs to be familiar with and share information, when necessary, and implement actions in these communications.
- CCHS may provide additional continuing professional development opportunities for EVC and Head account holders that will provide training to raise awareness and competence to supplement previously completed EVC training.
- Leader Training;
  - Leaders are required to be appropriately competent to fulfil their responsibilities. This will require them to be current in their knowledge of good practice and be able to apply it when planning and leading visits.
  - Leaders and particularly Visit Leaders are recommended to complete Leader Training (min. 3 hours), from an CCHS approved provider, which includes the OEAP core messages for those leading off-site visits and activities.
  - The following training courses are also recognised for Visit Leaders in certain visit contexts:
    - Off-Site Safety Management, OSSM (Royal Geographical Society, RGS) – recommended.
    - Overseas Expeditions and Fieldwork Training (RGS) – recommended (see Employer Guidance section 26).
  - Staff must have been on a comparable school trip before they can be considered as a Trip Leader for that type of trip.
  - All staff are provided with an Educational Visits Procedures sheet as part of planning their trip.
  - All trip Leaders will receive in-house EVOLVE computer system training.
  - Ski trip and DofE must be led by a Trip Leader with the appropriate qualifications and must have previously accompanied an experienced Trip Leader.

Further advice and information relating to training for off-site visit stakeholders may be obtained from the EVC.

### 13 Insurance

Employer's and public liability policies are fully operative to indemnify the establishment in the event of personal injury claim being brought against the establishment.

CCHS should be aware of the limitations and exclusions stated in the policy and should arrange additional cover if necessary.

Establishments should not purchase insurance cover from third parties for activities and events that are already covered by the CCHS policy.

*See also OEAP National Guidance: Section 4.4c Insurance*

### 14 Management of Incidents, Emergencies and Critical Incidents

Establishments must be familiar with and follow the CCHS Guidance for Managing Incidents, Emergencies and Critical Incidents (see Employer Guidance Section 27).

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Establishments must have written procedures in place to deal with incidents occurring on visits and Leaders need to be familiar with them and know what to do in the event of an incident, emergency or critical incident occurring during an off-site visit (see Employer Guidance Section 27).

Establishment managers must ensure they meet the requirements of the RIDDOR regulations and good practice.

<b>Implementation date:</b>	January 2023
<b>Last review date:</b>	
<b>Next Review date:</b>	January 2024
<b>Statutory Policy:</b>	No