

Title:	Educational Trips and Visits Policy
Associated Policies:	<ul style="list-style-type: none"> • Health and Safety Policy. • Risk Assessment Policy. • Critical Incident Policy. • Charging and Remissions Policy. • School Minibus Charging and Procedures. • Behaviour Policy. • Misuse of Drugs and Substances Policy. • Child Protection and Safeguarding Policy. • Outdoor Education Advisors' Panel (OEAP) National Guidance.

1 Policy Statement

	<p>1.1. Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.</p> <p>1.2. Learning outside the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.</p> <p>1.3. It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning outside the classroom adds much value to classroom learning.</p> <p>1.4. This Policy applies to all learning outside of the classroom experiences, off-site visits and all adventurous activities carried out with young people, with the exception of work experience placements.</p> <p>1.5. At Northampton School for Girls (NSG) we seek to ensure that opportunities for learning are available to all students, regardless of social background, race, religion, gender, LGBTQI, or ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum and extend learning opportunities for our students, we aim to offer a range of educational visits and other activities to all students.</p> <p>1.6. Our educational visits policy and procedures follow guidelines set out in the National Guidance of the Outdoor Education Advisors' Panel (OEAP).</p>
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2 Who does this policy apply to?

	<p>2.1. This policy applies to all staff, students and volunteers involved in the planning, approval and running of learning outside the classroom, including trips and visits.</p>
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3 Who is responsible for carrying out this policy?

	<p>3.1. The implementation of this policy will be monitored by the Headteacher and Governors of Northampton School for Girls and remain under review.</p> <p>3.2. The EVC will be responsible for ensuring all trips are run in accordance with this policy.</p>
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4	What are the principles behind this policy?
	<p>4.1. This policy provides guidance to Northampton School for Girls to ensure appropriate systems and procedures are in place to support the planning and operation of visits and learning outside the classroom. This policy is intended to provide clarity of roles and responsibilities for the operation of trips and learning outside the classroom at Northampton School for Girls.</p> <p>4.2. It is intended to ensure that all students participating in trips and learning outside the classroom do so in safe and well managed environments.</p> <p>4.3. It sets out expectations that will ensure a consistent level of quality is applied to all trips and learning outside the classroom planned and carried out at Northampton School for Girls.</p> <p>4.4. It also sets out clear guidelines regarding the approval of trip leaders.</p> <p>4.5. The policy provides employees of Northampton School for Girls with:</p> <ul style="list-style-type: none">• Guidance relating to visits and learning outside the classroom activity.• Details of where and how to access advice, support and further training.
5	Procedures and Standards
	<p>5.1. Requirements for all off-site visits</p> <ol style="list-style-type: none">1. As an Academy we will continue to use the Local Authority (West Northamptonshire Council) guidance for educational visits in line with OEAP National Guidance. As such we will have a trained Educational Visits Co-ordinator (EVC). The EVC is a senior member of staff who will approve all visits and promote good practice. The EVC will also train Visit Leaders.2. The procedures outlined in this policy must be followed for any off-site visits.3. The school's EVC and the Headteacher approve all visits in advance. Residential, overseas visits, visits near or on water or any 'higher risk' visit (Category C visits) must also be approved by the Governing Board who consider cost and benefit of the trip, and risk assessments which must be approved by an accredited OEAP, which is currently Ruth Hawker, the Health and Safety Advisor, at Plumsun. <p>5.2. Organising educational visits</p> <p>Educational visits take three forms; visits that are part of our Applied Learning days, visits that take place at other times and weekend visits. There are five Applied Learning days across any one academic year and the majority of educational visits take place during these five days. For any visit that does not fall during these days every effort must be made so that the trip can take place in the evening, during a school holiday or during timetabled lessons for the subject area running the trip. There are occasions when a trip has to take place during the school day and outside of timetabled lessons. These should be limited to targeted groups, e.g. the Brilliant Club, STEAM, course related research/coursework and only considered when the educational and enrichment benefits outweigh the disruption to the school day. Approval from the Headteacher must be sought for such trips.</p> <p>The intention is to ensure that any disruption to timetabled lessons is minimised and only ever occurs with good reason.</p> <p>Subject areas plan educational visits and activities which support student learning, build opportunities for social and moral growth and enhance subject understanding. Some subject areas build educational visits into specific</p>

coursework or examination requirements. Where educational visits are a compulsory part of the course, this information is stated clearly in the Post 16 Choices and Year 9 Choices booklets so that parents/carers and students can make an informed choice.

There are three categories of visits:

1. **Category A visits: Low risk level activities:** In-school out of term time.

These comprise of activities that present no significant risks e.g. trips and visits close to school, done on a regular basis involving environments known to the staff. It would include normal daily life activities with no need for the Visit Leader to have specific qualification or accreditation. Approval must be given by the EVC and Headteacher.

2. **Category B: Medium risk level activities:**

Local /day trips. Activities which require that the Visit Leader has undergone an additional familiarisation process of training, specific to the location and/or activity. Approval must be given by the EVC, Headteacher and Chair of Governors.

3. **Category C: Higher risk level activities:** Higher risk activities including residential, overseas visits, adventure activities, Duke of Edinburgh and visits near or on water, which need approval by the EVC, Headteacher, Chair of Governors and risk assessments which must be approved by an accredited OEAP, which is currently Ruth Hawker, the Health and Safety Advisor, at Plumsun.

5.3. Educational Visits Co-ordinator (EVC)

The EVC is supported by a trained member of the senior administrative staff. The functions of the EVC are to:

- Ensure educational visits meet the requirements as outlined in this policy.
- Support the Headteacher and Governors with approval and other decisions.
- Assess competence of prospective Trip Leaders and staff in terms of qualifications and/or experience.
- Ensure the Visit Leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- Ensure the Visit Leader or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Check the ratio of young people to supervisors is appropriate.
- Ensure generic and specific risk assessments meet requirements.
- Ensure arrangements have been made for the medical and special educational needs of the young people and that risk assessments have been amended according to the needs of the individual students.

- Stay alert to local and national news before and during the visit to monitor the threat of terrorism.
- In the case of a threat of terrorism seek advice from the appropriate agency.
- Organise in-school training for Visit Leaders and keep a record of those who are trained. Ensure Visit Leaders undertake regular refresher training.
- Ensure the mode of travel is appropriate.
- Ensure travel times out and back are known including pick up and drop off points.
- Ensure that Disclosure Barring Service disclosures are in place as necessary.
- Ensure child protection and safeguarding procedures are in place.
- Ensure parents are informed and give consent.
- Ensure adequate first aid provision will be available.
- Ensure a member of SLT has access to the School mobile outside of school hours and the Visit Leader has the number.
- Ensure the Visit Leader and member of SLT have copies of all contact details, venue details, relevant timings and the critical incident procedure.
- Organise emergency arrangements when necessary.
- Ensure all necessary actions have been completed, including the controls set out in the risk assessment, before the visit begins.
- Keep records of visits, incidents and near-accidents.
- Review systems, monitor practice and share best practice with other schools and similar organisations.

5.4. Responsibilities of the Headteacher:

- Agree the procedure for the approval of a visit at school level.
- Ensure that arrangements are in place for the Chair of Governors to be made aware of visits so questions can be asked as necessary.
- Promote the principle of 'value for money' in relation to all visits.
- Help to ensure that serious incidents, accidents and near-accidents are investigated and recorded.
- Ensure that the school has an up-to-date critical incident policy.
- Ensure that the EVC keeps them informed of the progress of any visit as required and that this information is relayed to the Chair of Governors (and to parents/carers as necessary).

5.5. Responsibilities of the Chair of Governors and/or Vice Chair of Governors:

It is the responsibility of the Chair of Governors to ensure that:

1. The EVC and Headteacher are aware of their responsibilities.
2. Policies and procedures relating to health and safety, child protection and safeguarding have been considered as part of the visit planning process.
3. Category C visits do not take place unless they have been planned thoroughly and risk assessments completed.

In addition, it is good practice for all Governing Boards to:

1. Ensure that they are informed of less routine visits well in advance.
2. Ensure that the Headteacher and the EVC are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities.
3. Ascertain what Governor training is available and relevant, and ensure Governors undertake appropriate training.
4. Ensure that the Headteacher and the EVC have taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a visit.

5.6. Responsibilities of Visit Leaders

Visit Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that students and staff are safe. The Visit Leader should be familiar with all the School's critical incident procedure and emergency planning arrangements. The Visit Leader is also responsible for briefing all accompanying staff, parents/carers and students.

One person, the Visit Leader, must have overall responsibility for the supervision and conduct of students on the visit.

The Visit Leader should:

- Obtain approval before any off-site visit takes place and ensure all paperwork listed in the check list provided in the Education Visits Planning Pack is completed.
- Be familiar with and follow the school's agreed policies, including policies for child protection, safeguarding, behaviour and misuse of substances.
- Appoint a Deputy Visit Leader.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Wherever possible hold at least one formal briefing meeting for the whole adult team prior to the visit.

- Conduct an exploratory visit (where possible) in order to undertake a proper risk assessment.
- Clearly define each accompanying member of staff's role. Ensure that everyone is aware of and accepts the nature of the particular responsibilities and roles they will assume.
- Be able to control and lead students of the relevant age range.
- Be suitably competent, as judged by the EVC, to instruct students in an activity and be familiar with the location/centre where the activity will take place (where relevant).
- The Visit Leader has to ensure that it is reasonably practicable to implement any controls set out in the risk assessment (including First Aid provision) and escalates any missing controls prior to the start of the visit, for example ensuring that first aid kits are collected from student services prior to departure.
- Undertake and complete a comprehensive risk assessment for the visit and update the risk assessments following the completion of consent forms from parents/carers which may give further details of the medical or special educational needs of students.
- Ensure that the accompanying staff have the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Agree, wherever possible on a visit or activity rendezvous arrangements with an appropriate place and time, should the party become separated.
- Agree and 'unacceptable' amount of time for a student to be missing before acting according to the critical incident procedure.
- The Visit Leader must brief all the students about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit. Where appropriate, draw up a code of conduct for students to sign. Examples can be obtained from the EVC. Code of conduct should make specific reference to the Behaviour Policy and Misuse of Substances Policy.
- Communicate information to all relevant parties on, during and after the visit.
- Ensure that all members of staff and students on the visit have the school mobile phone number.
- Ensure that all members of staff carry with them, at all times, the emergency contact card.

5.7. Financial considerations for school visits

- Visit Leaders must calculate the full cost of all trips including the cost of using the school minibus where applicable.
- The cost of staff attending the visit (including meals) to supervise and organise the students must also be included and recharged to the students.

- Educational visits that are a compulsory part of the school curriculum can only be funded by voluntary contributions from parents/carers. For further details see the Charging and Remissions Policy.
- Subsidies are available for families struggling to meet the cost of the school visits. A subsidy form is available on request.
- Families with outstanding payments for buses or music tuition will be contacted before their child/children are offered a place on the trip. A place on the trip may be refused if there is a significant outstanding debt. Families are advised to complete the subsidy/request for financial assistance form if necessary.
- Any staff not involved in supervising the students, or family members of staff of students must be charged the full cost.
- Visit Leaders should ensure that parents/carers are contacted informing them of the costs together with when payments are expected to be made. Parents/carers will be given details of the rules of cancellation so that they will not expect a full refund should they withdraw their child.
- Visit Leaders should ensure that payments from parents are timed so that the cost is manageable for families and so that the school is not making payments for the trip without sufficient monies having been received.
- In normal circumstances the letter to parents/carers will request payments for the trip by ParentPay, although cheques, card payments and cash will also be accepted.
- It is the Visit Leader's responsibility to ensure that all monies have been received by the due date and to chase late payers.
- Minimal charges apply to the use of the school minibus to cover maintenance and petrol. Please refer to the school Minibus Charging and Procedures.

Finance staff play an important role in managing the trip process. Staff should ensure that all financial planning for a trip has been approved by a member of the finance team before it is passed to the EVC for approval.

5 Procedures (standards)

5.8. Requirements for all off-site visits

4. As an Academy we will continue to use the [Local Authority \(West Northamptonshire Council\) guidance for educational visits](#) in line with OEAP National Guidance. As such we will have a trained Educational Visits Co-ordinator (EVC). The EVC is a senior member of staff who will approve all visits and promote good practice. The EVC will also train Visit Leaders.
5. The procedures outlined in this policy must be followed for any off-site visits.
6. The school's EVC and the Headteacher approve all visits in advance. Residential, overseas visits, visits near or on water or any 'higher risk' visit (Category C visits) must also be approved by the Governing Board who consider cost and benefit of the trip, and risk assessments which must be approved by an accredited OEAP, which is currently Ruth Hawker, the Health and Safety Advisor, at Plumsun.

5.9. Organising educational visits

Educational visits take three forms; visits that are part of our Applied Learning days, visits that take place at other times and weekend visits. There are five Applied Learning days across any one academic year and the majority of educational visits take place during these five days. For any visit that does not fall during these days every effort must be made so that the trip can take place in the evening, during a school holiday or during timetabled lessons for the subject area running the trip. There are occasions when a trip has to take place during the school day and outside of timetabled lessons. These should be limited to targeted groups, e.g. the Brilliant Club, STEAM, course related research/coursework and only considered when the educational and enrichment benefits outweigh the disruption to the school day. Approval from the Headteacher must be sought for such trips.

The intention is to ensure that any disruption to timetabled lessons is minimised and only ever occurs with good reason.

Subject areas plan educational visits and activities which support student learning, build opportunities for social and moral growth and enhance subject understanding. Some subject areas build educational visits into specific coursework or examination requirements. Where educational visits are a compulsory part of the course, this information is stated clearly in the Post 16 Choices and Year 9 Choices booklets so that parents/carers and students can make an informed choice.

There are three categories of visits:

4. **Category A visits: Low risk level activities** – In-school out of term time. These comprise of activities that present no significant risks e.g. trips and visits close to school, done on a regular basis involving environments known to the staff. It would include normal daily life activities with no need for the Visit Leader to have specific qualification or accreditation. Approval must be given by the EVC and Headteacher.
5. **Category B: Medium risk level activities** – Local /day trips. Activities which require that the Visit Leader has undergone an additional familiarisation process of training, specific to the location and/or activity. Approval must be given by the EVC, Headteacher and Chair of Governors.
6. **Category C: Higher risk level activities** – Higher risk activities including residential, overseas visits, adventure activities, Duke of Edinburgh and visits near or on water, which need approval by the

EVC, Headteacher, Chair of Governors and risk assessments which must be approved by an accredited OEAP, which is currently Ruth Hawker, the Health and Safety Advisor, at Plumsun.

5.10. Educational Visits Co-ordinator (EVC)

The EVC is supported by a trained member of the senior administrative staff. The functions of the EVC are to:

1. Ensure educational visits meet the requirements as outlined in this policy.
2. Support the Headteacher and Governors with approval and other decisions.
3. Assess competence of prospective Trip Leaders and staff in terms of qualifications and/or experience.
4. Ensure the Visit Leader has experience in supervising the age groups going on the visit and will organise the group effectively.
5. Ensure the Visit Leader or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
6. Check the ratio of young people to supervisors is appropriate.
7. Ensure generic and specific risk assessments meet requirements.
8. Ensure arrangements have been made for the medical and special educational needs of the young people and that risk assessments have been amended according to the needs of the individual students.
9. Stay alert to local and national news before and during the visit to monitor the threat of terrorism.
10. In the case of a threat of terrorism seek advice from the appropriate agency.
11. Organise in-school training for Visit Leaders and keep a record of those who are trained. Ensure Visit Leaders undertake refresher training every three years.
12. Ensure the mode of travel is appropriate.
13. Ensure travel times out and back are known including pick up and drop off points.
14. Ensure that Disclosure Barring Service disclosures are in place as necessary.
15. Ensure child protection and safeguarding procedures are in place.
16. Ensure parents are informed and give consent.
17. Ensure adequate first aid provision will be available.
18. Ensure a member of SLT has access to the school mobile outside of school hours and the Visit Leader has the number.

19. Ensure the Visit Leader and member of SLT have copies of all contact details, venue details, relevant timings and the critical incident procedure.
20. Organise emergency arrangements when necessary.
21. Ensure all necessary actions have been completed, including the controls set out in the risk assessment, before the visit begins.
22. Keep records of visits, incidents and near-accidents.
23. Review systems, monitor practice and share best practice with other schools and similar organisations.

5.11. Responsibilities of the Headteacher:

1. Agree the procedure for the approval of a visit at school level.
2. Ensure that arrangements are in place for the Chair of Governors to be made aware of visits so questions can be asked as necessary.
3. Promote the principle of value for money in relation to all visits.
4. Help to ensure that serious incidents, accidents and near-accidents are investigated and recorded.
5. Ensure that the school has an up to date critical incident policy.
6. Ensure that the EVC keeps them informed of the progress of any visit as required and that this information is relayed to the Chair of Governors (and to parents/carers as necessary).

5.12. Responsibilities of the Chair of Governors:

It is the responsibility of the Chair of Governors to ensure that:

4. The EVC and Headteacher are aware of their responsibilities.
5. Policies and procedures relating to health and safety, child protection and safeguarding have been considered as part of the visit planning process.
6. Category C visits do not take place unless they have been planned thoroughly and risk assessments completed.

In addition, it is good practice for all Governing Boards to:

5. Ensure that they are informed of less routine visits well in advance.
6. Ensure that the Headteacher and the EVC are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities.
7. Ascertain what Governor training is available and relevant, and ensure Governors undertake appropriate training.

8. Ensure that the Headteacher and the EVC have taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a visit.

5.13. Responsibilities of Visit Leaders

Visit Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that students and staff are safe. The Visit Leader should be familiar with all the school's critical incident procedure and emergency planning arrangements. The Visit Leader is also responsible for briefing all accompanying staff, parents/carers and students.

One person, the Visit Leader, must have overall responsibility for the supervision and conduct of students on the visit.

The Visit Leader should:

1. Obtain approval before any off-site visit takes place and ensure all paperwork listed in the check list provided in the Education Visits Planning Pack is completed.
2. Be familiar with and follow the school's agreed policies, including policies for child protection, safeguarding, behaviour and misuse of substances.
3. Appoint a Deputy Visit Leader.
4. Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
5. Wherever possible hold at least one formal briefing meeting for the whole adult team prior to the visit.
6. Conduct an exploratory visit (where possible) in order to undertake a proper risk assessment.
7. Clearly define each accompanying member of staff's role. Ensure that everyone is aware of and accepts the nature of the particular responsibilities and roles they will assume.
8. Be able to control and lead students of the relevant age range.
9. Be suitably competent, as judged by the EVC, to instruct students in an activity and be familiar with the location/centre where the activity will take place (where relevant).
10. The Visit Leader has to ensure that it is reasonably practicable to implement any controls set out in the risk assessment (including First Aid provision) and escalates any missing controls prior to the start of the visit, for example ensuring that first aid kits are collected from student services prior to departure.
11. Undertake and complete a comprehensive risk assessment for the visit and update the risk assessments following the completion of consent forms from parents/carers which may give further details of the medical or special educational needs of students.
12. Ensure that the accompanying staff have the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively.

13. Agree, wherever possible on a visit or activity rendezvous arrangements with an appropriate place and time, should the party become separated.
14. Agree and 'unacceptable' amount of time for a student to be missing before acting according to the critical incident procedure.
15. The Visit Leader must brief all the students about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit. Where appropriate, draw up a code of conduct for students to sign. Examples can be obtained from the EVC. Code of conduct should make specific reference to the Behaviour Policy and Misuse of Substances Policy.
16. Communicate information to all relevant parties on, during and after the visit.
17. Ensure that all members of staff and students on the visit have the school mobile phone number.
18. Ensure that all members of staff carry with them, at all times, the emergency contact card.

5.14. Financial considerations for school visits

1. Visit Leaders must calculate the full cost of all trips including the cost of using the school minibus where applicable.
2. The cost of staff attending the visit (including meals) to supervise and organise the students must also be included and recharged to the students.
3. Educational visits that are a compulsory part of the school curriculum can only be funded by voluntary contributions from parents/carers. For further details see the Charging and Remissions Policy.
4. Subsidies are available for families struggling to meet the cost of the school visits. A subsidy form is available on request.
5. Families with outstanding payments for buses or music tuition will be contacted before their child/children are offered a place on the trip. A place on the trip may be refused if there is a significant outstanding debt. Families are advised to complete the subsidy/request for financial assistance form if necessary.
6. Any staff not involved in supervising the students, or family members of staff of students must be charged the full cost.
7. Visit Leaders should ensure that parents/carers are contacted informing them of the costs together with when payments are expected to be made. Parents/carers will be given details of the rules of cancellation so that they will not expect a full refund should they withdraw their child.
8. Visit Leaders should ensure that payments from parents are timed so that the cost is manageable for families and so that the school is not making payments for the trip without sufficient monies having been received.
9. In normal circumstances the letter to parents/carers will request payments for the trip by ParentPay, although cheques, card payments and cash will also be accepted.
10. It is the Visit Leader's responsibility to ensure that all monies have been received by the due date and to chase late payers.
11. Minimal charges apply to the use of the school minibus to cover maintenance and petrol. Please refer to the school Minibus Charging and Procedures.
12. Finance staff play an important role in managing the trip process. Staff should ensure that all financial planning for a trip has been approved by a member of the finance team before it is passed to the EVC for approval.

6	Procedures Review
	6.1. This policy will be reviewed on a three yearly cycle or as required by legislative changes of best practice developments.