



Educational Visits Policy

Status	Statutory
Responsible committee/Individual	Trust Board/Local Governing Body
Author	CEO/EV Co-ordinator
Target Audience	All stakeholders
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Introduction

The Brighter Futures Learning Partnership Trust and Governors of each Academy recognise that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities, the Trustees, Governors and Leadership Teams will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from the Academy, whether provided by a contracted provider or the Academy itself.

The Trust's Educational Visits Policy is to ensure that the safety of students, employees and others is managed, to minimise risk as far as practicable and in developing its procedures, is guided by **National Guidance issued by the DfE and the Outdoor Education Advisers Panel.**

Definitions

Educational Visits Coordinator (EVC). Educational Visits Coordinator **will work with the Trust's** CEO and Headteachers, liaising with the LA to ensure this policy is kept up to date. In addition to supporting the CEO to keep this policy updated, they have a key role at Hungerhill School, taking a lead in the management of out of school visits, for the risk assessments and for supporting teaching staff in the preparation of the trips they organise.

Group Leader. This is the person who has overall responsibility for the success of the off-site visit during the preparation, the activity and the closure of the trip.

Link Person. This is the person in school or a Senior Leader if residential visits with whom the Group Leader should liaise. Any serious injury/illness, or any situation deemed an emergency by the group leader, should be reported to the school link person who should then contact the **Headteacher/Principal** immediately.

Scope and Remit

This guidance is specific to all situations where staff (or volunteers) acting in the course of their employment take responsibility for children and young people taking part in activities off Academy premises. This includes outdoor learning, off site visits, residential and overseas events.

Brighter Futures Learning Partnership Trust has adopted the Local Authority "**Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom**".

This guidance can be found on the following web site: www.oeapng.info

Anybody involved in educational visits and learning outside the classroom must read this policy before seeking information from the oeapng. website.

It is a legal expectation that employees of the Trust work within the requirements of this policy and guidance.

The OEAP National Guidance document: 1c "**Status and Remit and Rationale**" clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any one of the following:

- direct supervision of children and young people undertaking experiences beyond the boundary of their normal classroom or environment;

- direct supervision of children and young people undertaking experiences that fall within the remit of learning outside the classroom;
- facilitating experiences for children and young people undertaking experiences beyond the boundary of their normal classroom or environment;

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the OEAP National Guidance document: 3.2a *“Underpinning Legal Framework and Duty of Care”*

Buy-back support for educational visit support

To achieve its objectives and ensure safety across the Trusts, it is required that all Brighter Futures Learning Partnership Trust Academies adhere to the following:

All academies arrange annually the service support of Doncaster Metropolitan Borough Council Educational Visits and Outdoor Education Advisory Service and use the Exeant risk management and visit planning system. All Brighter Futures Learning Partnership Trust Academies are responsible for the cost of this service.

Responsibilities

The Health and Safety at Work Act 1974 places the overall responsibility for health and safety on educational visits with the employer (DAT/NCEAT).

The employer’s responsibilities are provision of guidance, information and a policy framework for staff to work within (these are itemised on www.oeapng.info Visits Guidance document), the content of this document here, and the reason why Brighter Futures Learning Partnership Trust Academies choose to pay for support in maintaining some of these functions.

Responsibility of Academy Trust and Headteacher(s)/Principal

The overall responsibility for the management of all visits rests with the Academy Trust, Local Governing Bodies, Headteachers and/or Principal at each Academy. The respective roles of each are outlined within the Doncaster Metropolitan Borough Council’s Visits Guidance for Children and Young People.

Headteacher(s)/Principal and Governors must ensure that all visits are properly planned, and the necessary approval obtained (**see approval and notification section**) before a visit takes place. There should be standing items at the appropriate Trust/ Governors meetings where approval to proceed with plans is given.

Please see flow chart for approval of all categories of visits

There must be a named member of the Leadership Team, who has delegated responsibility from the Headteacher/Principal and a Governor in each Academy responsible for monitoring and overseeing Educational Visits.

Responsibility of the named educational visits senior leadership team member in charge of educational visits (This could be the Headteacher)

The leadership team member in charge of educational visits will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Doncaster Metropolitan Borough Council guidance documents and relevant regulations and authorise when everything is in place. The Deputy Head/Vice-Principal can also authorise visits in his/her absence. It is essential that the Senior Leader takes on the responsibility in ensuring that rules and policy are actively followed and that proposed visits are suitable for their Academy and the organisation's policies.

Responsibility of the Governor and Headteacher(s) Principal/Principal and Trust Academies' Chief Executive Officer

The Headteacher(s) /Principal, Governor and the local authority must authorise and give approval for all **Category C (High Risk) visits**. Following this approval and authorisation, the final checks and Trust's Academies approval will be given by the **Chief Executive Officer** who will ensure that a full detailed process, in line with policy requirements, has been followed.

Responsibility of the Educational Visits Co-ordinator/Administrator (EVC) and Deputy EVC

There must be an assigned Educational Visits Co-ordinator/Administrator (EVC) in each Academy. This could be the Headteacher/Principal, Business Manager or a senior leader with the correct training. There must also be someone with the correct level of authority who can deputise should the EVC Lead be absent.

The EVC/Deputy EVC Co-ordinators should be conversant with the Doncaster Metropolitan Borough Council's Visits Guidance, service specific guidance, and this corporate policy and will comply with these requirements.

They will undertake duties as agreed between themselves and the educational visits senior leadership team member. Reference to common duties and responsibilities should be made as contained within the **Doncaster Metropolitan Borough Council Exeant system**.

The EVC should ensure that the Deputy EVC is updated on a regular basis and support as required should any absence of the EVC occur.

Responsibility of Group Leaders – Named person planning and taking a visit

The Group leader will be conversant with the Doncaster Metropolitan Borough Council Visits Guidance, this policy, service specific guidance and corporate policy and will comply with these requirements.

The Group leader will liaise with the EVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Group Leader will ensure that all parents of children on their visit are provided with all the required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The Group leader named for each visit will have overall responsibility for that visit whilst it is underway. The Group leader will be fully familiar with emergency procedures and contact numbers and assign a Deputy Group leader as required to be fully conversant with all the visit information.

Responsibility of other supervisory staff on visits

All staff assisting with supervision on any visit will be conversant with the Doncaster Metropolitan Borough Council's Visits Guidance, this policy and the specific risk assessments for the event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the visit has commenced, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Group leader.

Staff will feed back information to the Group leader to enable a full review of the visit to be completed.

All staff will read and sign to say they have read the policy and understand their responsibilities whilst on the trip.

Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. Then online visit planning and approval system (Exeant) has been developed to facilitate this and is regularly updated. **Academies MUST use this system.**

The Brighter Futures Learning Partnership Trust flow chart template should be used for ensuring the correct authorisation process is adhered to as a minimum– **however, this may be amended for local arrangements in agreement with the Trust's Academies and will depend on each academy's staffing structure.**

When staff are using their own vehicles the Trust Academies' vehicle driver form should be completed and signed off by the Headteacher/Principal.

Categories of Educational Visits

There are three categories of visits:

Cat. A

Routine local visits in the [can be covered by an 'Extended Learning Locality Statement'–

Cat. B

Day visits within the UK (outside of London) that do not involve an adventurous activity

Cat. C

Visits to London, and/or that are overseas, and/or residential, and/or involve an adventurous activity, and/or take place in a challenging environment-

Please see flow chart for approval of all categories of visits

Approval and Notification of Activities and Visits

The Headteacher/Principal is responsible for approving every visit. For Category C visits, the approval should also be signed by the Chair of Governors and the Trust's CEO. The Group Leader must ensure that they have the full authority of the Headteacher/Principal to take a trip and that they have fully disclosed all planned activity before the trip is signed off by the LA and Headteacher/Principal, Governor. The Headteacher/Principal should be satisfied with the purpose, planning and proposed staffing for any off-site activity. **Approval, in principle, should be sought from the Headteacher prior to any commitments being made which must include an agreement of staffing and a financial plan in line with the school's financial policy.** The Group Leader will submit a written request using a Trips and Visits authorisation form through the EVC.

Any high risk/new visits that fall into category C need to be approved by the CEO and Governing body. This will be a written request using a Trips and Visits authorisation form through Carole Keogan, which must include an agreement of staffing and a financial plan in line with the school's financial policy.

In the secondary Academies, The EVC co-ordinator will ensure that the visit approval is also considered at the Senior Leadership Business Meeting which will consider prospective dates, cover implications. The Senior Leadership Team must inform the Headteacher/Principal of any further recommendations to the initial proposed activities.

All visits involving adventurous activities including the Duke of Edinburgh Award expeditions, overseas and residential visits, visits to 'wild country' must be authorised via the Exeant System and signed off by the LA. Non-adventurous activities such as visits to museums, local parks, and the theatre do not require such authorisation. Staff should always consult with the EVC for clarification.

Trustees, Governors and the CEO will monitor the implementation of the policy by acting as a critical friend. Their role, as appropriate, will be to undertake a regular review of the effectiveness of the policy, discuss learning points and monitor plans for subsequent terms. They may provide a point of contact in exceptional circumstances.

Induction, Training and Succession Planning

The Educational Visits Leads/ Coordinator(s) (EVC) will attend appropriate training and **revalidation at least every three years as per the statutory requirement**

Visit Leaders will be approved by the Headteacher/Principal and will have undertaken appropriate training usually delivered by the EVC

Records will be kept of induction and training

To ensure sustainability of important visits, deputy leaders will be appointed in order to ensure contingency plans should a visit leader be indisposed.

In the event of the EVC being indisposed the role will rest with the Headteacher by default. **It is therefore advisable that the Headteacher undertakes the training.**

Risk Management

Risk Management is a vital part of planning and assessing benefits and risks associated with visits and activities. Group Leaders with support from the EVC are responsible for carrying out and recording risk

assessments. They can use adapted and modified generic risk assessments where appropriate, and will use recommended templates to ensure consistency.

All completed risk assessments are reviewed and signed off by the Headteacher/Principal/CEO once the LA advises that the risk assessment is robust.

Staff participating in educational visits and learning outside the classroom must be aware of their duty of care and should only be given responsibilities in keeping with the OEAP National Guidance which sets out a clear standard to which Group Leaders must work.

Where a volunteer helper is a parent (or otherwise in a close relationship to a young person taking part in the visit) they should be made of the potential for the relationship to compromise the Group Leaders plans for group management. The Group Leader should directly address the issue as part of the Risk-Benefit assessment.

Refer to OEAP National Guidance document 4.3a "Good Practice Basics".

Emergency Planning and Critical Incident Support

Emergency Procedure

The Academies' emergency response to an incident is based on the following key factors:

- There is always a nominated emergency link person contactable for any and every visit (during school hours this is normally the EVC).
- This nominated link person will either be the EVC or an experienced member of the senior management team, and, they must be able to contact an experienced senior manager at all times.
- For activities that take place during normal school hours, the Group Leader will be aware of any relevant medical information for all participants, including staff.
- For activities that take place outside normal school hours, the Group Leader and the link person will be aware of and have any relevant medical information and emergency contact information for all participants, including staff.
- The Group Leader and the link person know how to request support in the event that an incident that involves serious injury or fatality, or where it is likely to attract media attention.
- **The Group Leader will carry an 'Emergency Procedures Card' on Category C visits.**

In the Event of Critical Incident

A critical incident is an incident where any member of a group undertaking an educational visit or learning outside the classroom activity has either:

- suffered a life-threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

Every Group Leader and Assistant Leader must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to EVCs and Group Leaders.

The school operates with critical incident phones. These are carried at all times by the link person during an offsite educational visit but should only be used in the case of a genuine emergency. Under no circumstances should these telephone numbers be given to young people or to their parents or carers.

During school hours: Contact the school on (All schools to fill this in)

Outside school hours: In the event of a serious incident, the first point of contact is nominated Link Person, who would then contact the Headteacher/Principal.

Requirement for Effective Supervision and Preliminary Visits

In general terms, the law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is effective when on educational visits and learning outside the classroom activities.

Refer to OEAP National Guidance document: 4.3b ***“Ratios and Effective Supervision”***

Refer to OEAP National Guidance document: 4.2a ***“Group management and Supervision”***

All educational visits and learning outside the classroom activities should be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group needs and expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. This will be required for all visits not organised by an external provider e.g. school travel company.

It is good practice for the Group Leader to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The Learning Outside the Classroom Quality Badge
- AALS licensing
- Adventuremark
- Association of Heads of Outdoor Education Centres Gold Badge
- National Governing Body centre approval schemes (applicable where the provision is a single, specialist activity).

Where a provider holds one of the above accreditations, there should be no need to seek further assurances regarding risk assessments of the provider. The Group Leaders should complete a risk benefit assessment and record any significant findings for any aspects of a visit that they are leading or responsible. This will usually include transport to and from the venue plus any stops or visits on route.

Refer to: OEAP National Guidance document 4.4h ***“Using External Providers and Facilities”***, 4.4f ***“Assessing an adventure provider Checklist”***.

Volunteers

Any volunteers who accompany a visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in the LA local procedures. **All volunteers will be vetted by the school and the Headteacher/Principal has the final decision to allow or not allow volunteers to take part in a visit. The decision will be based on benefit/risk. In the case of all category C visits, this will be the responsibility of the CEO.**

Monitoring and Quality Assurance

The school will ensure that there is sample monitoring of educational visits where practicable. Such monitoring will be in line with the recommendations of the OEAP National Guidance. This will be carried out by a suitably qualified member of the school, usually the EVC.

Criteria for Selecting Students for Visits

All Academies of the BFLPT will operate using the same selection principles. The following areas they should consider are:

- Attitude to Learning grades;
- Overall Behaviour;
- Commitment to the subject;
- Commitment to the Trust's values

This list is not exhaustive and the Headteacher/Principal/CEO has the right to refuse or remove any student from the visit.

Inclusion

We believe that all young people should be encouraged to take part in school visits and endorse the following principles:

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

We acknowledge it is unlawful to:

- Treat a young person with a protected characteristic less favourably
- Fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

Transport

Careful thought must be given to planning transport to support educational visits and learning outside the classroom (off-site) activities. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements must be followed.

The Group Leader should ensure that coaches and buses are hired from a reputable company.

Refer to OEAP National Guidance document: 4.5a “Transport: General Considerations”

Refer to OEAP National Guidance document: 4.5b “Transport in Minibuses”

Refer to OEAP National Guidance document: 4.5c “Transport in Private Cars”

Refer to OEAP National Guidance document: 4.5e “Hiring a Coach”

Behaviour

Appropriate behaviour is essential for the smooth running of educational trips. Young people, parents and carers will be made aware of the code of behaviour, expectations and sanctions which may be invoked should the code of behaviour be breached. In addition, parents and carers will be made of their responsibilities for removing young people in prescribed circumstances.

If the Group Leader decides to allow staff to take some 'free time' during longer-term residential visits, they must follow the Brighter Futures Learning Partnership Trust's Employee Code of Conduct, at all times. Staff must always act in accordance with the duty of care to students, which is in force for the entire time of the visit.

Under no circumstances should alcohol be consumed by staff on school visits/trips

Consent and Medical Information

Parents and carers will be fully informed of the nature of proposed activities of any learning beyond the classroom.

Consent may be obtained for local and regular activities on enrolment to the school, or may be obtained individually for residential, non-local and adventurous activities.

Full medical information will be requested for residential and adventurous activities. Parents and carers have responsibility for updating the school with information that is held centrally. The school reserves the right to withdraw a trip offer of this information is not provided.

Financial planning for a visit

All visits require a financial plan to be completed and handed to the Headteacher/Principal before any authorisation of a visit can be made. This will then be passed to the CEO (depending on the category of visit for authorisation).

All Group Leaders should refer to the Trust's Academies Financial Handbook and Visits Financial Planning Form when preparing a visit.

Charges for Educational Visits and Off-Site Activities

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, request for voluntary contributions and remission charges are made in line with the guidance and requirements of the school's Financial Management Policy, including the section on Charging and Remissions.

Insurance for Educational Visits and Off-Site Activities.

Non-delegable duty of care

In October 2013 the UK Supreme Court ruled that, in particular circumstances, schools and other public bodies have a non-delegable duty of care. This is an exception to the normal fault-based principles of law. It means that, in these particular circumstances, schools and other organisations are liable to be sued for the negligence of a third party.

For example, a school contracts with a third-party provider to deliver swimming lessons within school time. If, through the negligence of this third party, a child is injured, the child can sue the school and local authority for compensation. The fact that the school was not responsible for the actions of the third-party is irrelevant as; in this case, the school's duty of care is non-delegable.

It is therefore important to ensure that any contracts entered into with third parties include terms to carry insurance including indemnity in the event of negligence. Local Authorities and Academies will need to pursue independent third parties for an indemnity or contribution should any such claims succeed.

Employer's Liability Insurance

Employer's Liability Insurance is a statutory requirement. The Trust Academies hold a policy that indemnifies themselves against its legal liability in respect of all claims for compensation resulting in bodily injury suffered by any school employee. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors.

Risk Protection Arrangement (RPA)

The Department of Education's risk protection arrangement (RPA) is a voluntary arrangement for academies and free schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds. **The Trust's Academies are a member of the RPA.**

The RPA indemnifies it against its legal liability in respect of any person under a contract of service or apprenticeship with a Member and Voluntary workers for a member, as well as other definitions of employee listed in the RPA membership rules. The RPA provides Employer's Liability, Third party public and professional liability and property damage cover. The RPA covers both United Kingdom and Overseas Travel (including winter sports) and Personal Accident.

Employees

The Trust's insurance provides Personal Accident Cover to all employees, volunteers and students. This policy is active during the course of employment and / or whilst at school. The policy is a benefit policy and does not require the employee or pupil to prove negligence or breach of statutory duty.

Insurance for Students

The Trust only covers accidents to students that are covered by its liability insurance when due to negligence these claims are covered within its Public Liability Insurance detailed above. Personal Accident Insurance for students is not arranged by each school in the Trust but may be arranged for specific activities; however, there is no statutory requirement for schools to arrange this cover. The cost of Personal Accident Insurance arranged by the school may be recharged to parents. Parents should be reminded that the school does not insure children's belongings.

For journeys/visits overseas, Foreign Travel Insurance is arranged that covers all persons on the visit. This is especially important, due to the high costs of medical care abroad and possible repatriation expenses in the event of an accident or illness.

If additional insurance is not taken out, it is recommended that parents are advised of this and a suggested wording for parental consent forms is detailed below:

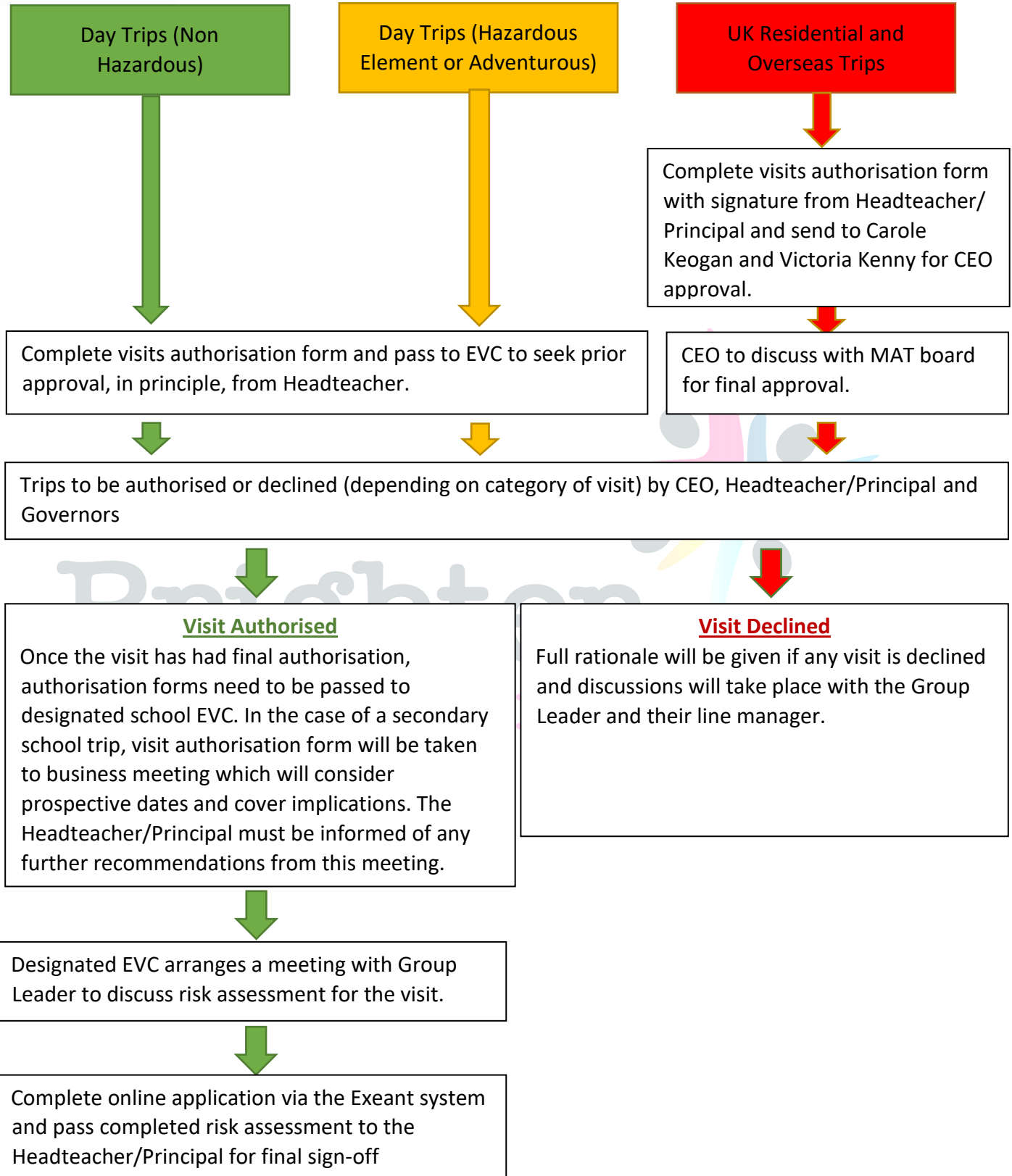
"The Academy/School is insured against its legal liability to pay compensation should it be held responsible for causing an injury to your child whilst in our care.

The Academy/School has not taken out any additional insurance in respect of this visit e.g. personal accident, and, should you be concerned about this area of risk, you are advised to make your own personal arrangements".

Car Insurance

All staff using their private vehicles for school purposes, including transporting students, parents or other staff members, should ensure that their private motor insurance policy extends to provide them (the driver) with business use cover. They should not use their vehicle unless this extension of cover is operative. All staff using their own cars are **required to complete a VVU form, which the EVC holds.**

Education Trips and Visits Approval Process



TRIPS AND VISITS AUTHORISATION FORM

Drafts of all letters to parents should be seen by the Head or a member of the Leadership team before distribution and a copy should be attached to this form.

VISIT DETAILS

Destination	
Educational Aim	
Date(s) of Visits	
Group Leader	
Place of Departure	
Time of Departure	
Place of Return	
Time of Return	
Other Staff/Adults Assisting with Visit	

TRAVEL ARRANGEMENTS

Travel Provider						
Means of Travel	Coach	Ferry	Minibus	Airplane	Self-Drive	Pub. Transport
Student Info	Year Group(s):			No. of Students:		
Cost						

Authorisation status of visit:

Headteacher initial authorisation

Date:

Signature.....

Discussed at business meeting:

Date:

Signature.....

Final authorisation to proceed:

YES

NO

YES with restrictions below:

.....

Headteacher Signature

TRIPS AND VISITS AUTHORISATION FORM

Drafts of all letters to parents should be seen by the CEO and a copy should be attached to this form.

VISIT DETAILS	
Destination	
Educational Aim	
Date(s) of Visits	
Group Leader	
Place of Departure	
Time of Departure	
Place of Return	
Time of Return	
Other Staff/Adults Assisting with Visit	
TRAVEL ARRANGEMENTS	
Travel Provider	
Means of Travel	
Student Info	Year Group(s): No. of Students:
Cost	

<p>Authorisation status of visit: Headteacher initial authorisation Date: Signature.....</p> <p>Authorisation status of visit: CEO initial authorisation Date: Signature.....</p>	<p>Final authorisation to proceed:</p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>YES with restrictions below: <input type="checkbox"/></p>
	<p>Headteacher Signature: Date: Signature.....</p> <p>Chair of BFLPT signature Date: Signature.....</p> <p>CEO signature Date: Signature.....</p>

Please ensure that once this trip is authorised by the Headteacher that this form is passed to Carole Keogan to start the risk assessment

Has the visit run before? Yes / No

If the trip has run before, is it proposed, there is the same Group Leader? Yes / No

If the answer is NO, what training will be put in place?

Does the visit involve any water sports or high-risk activity? Yes / No

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

Please confirm you have shared the staff code of conduct and the Educational Visits Policy and secured all signatures from all the staff who are on the visit.

Signed Group Leader:.....

Date:.....

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
1:0	January 2020	CEO/EVC	All

The Local Authority Designated Officer (LADO) on 01302 737748

Signed CEO of BFLPT – Helen-Redford-Hernandez:

H. Redford-Hernandez

Date: 6 February 2020

Signed – Chair of BFLPT – Marus Isman-Egal:

Marcus Isman-Egal

Date: 6 February 2020

Policy to be reviewed : January 2023