

Educational Visits



WILMSLOW HIGH SCHOOL

Managed by:	Deputy Headteacher – Personal Development / Community
Policy Approval:	Governors
Governor link committee:	Finance & Resources
Date of Review:	November 2024
Next Review:	November 2025

Aims

- To enrich our curriculum offer with the provision of educational visits and expeditions beyond the school site which excites, challenges, motivates and stimulates students of all ages
- To ensure that our range of educational visits and expeditions is diverse providing students with academic, cultural, sporting and recreational opportunities as well as opportunities for personal growth and leadership development
- To ensure that all students are able to access educational visits including the most disadvantaged
- To ensure that the range of educational visits and expeditions on offer takes due regard of affordability for parents/ carers
- To ensure that educational visits and expeditions are planned and implemented efficiently and effectively, with due regard to the safety of the children and adults engaged in them in line with guidance from Edsential and the DfE (further details can be found in the references)

Principles

- Our curriculum intent at Wilmslow High School is to enable every student to take advantage of the experiences, opportunities and choices that a great 'Whole' education brings. For us, this includes a programme of educational visits which contribute to students accessing a powerful curriculum
- All students, regardless of background or abilities should be able to take part in every aspect of our school life, including visits

1. How we define educational visits in the context of this policy

Activities taking place within and outside of normal school hours including weekends and holidays and including (but not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities including away fixtures
- Adventurous and recreational activities
- Residential visits or visits abroad organised by the school

2. Roles and responsibilities

Roles	Responsibilities
Local Authority	<ul style="list-style-type: none"> • Approving RA for residential visits of more than 24 hours (where the level of uncertainty about the risks involved in the visit is difficult to quantify), and, visits that are deemed to be adventurous and present a higher-than-normal risk level
Evolve Off Site Visits Advice and Guidance service	<p>Will provide:</p> <ul style="list-style-type: none"> • Advice and support on all aspects of the Educational Visits process • Access to the Edsential EVOLVE website for Educational Visits • An online advice and notification procedure with approval procedure for specific educational visits to check that arrangements reflect Edsential guidance and current best practice • Access to a range of training courses
Governing Board	<ul style="list-style-type: none"> • Approving residential visits proposals of more than 24 hours • Ensuring that the school has suitable policies and procedures in place to adequately manage and monitor all activities falling within the scope of this policy • Receiving regular monitoring reports from the Educational Visits Coordinator
Headteacher	<ul style="list-style-type: none"> • Approving staff requests for all educational visits including having final authority to approve any educational visit of less than 24 hours • Ensuring that staff, including the Educational Visits Coordinator, have received any necessary training • Working with the governing body and the Local Authority through Evolve to approve residential visits of more than 24 hours • Ensuring that educational visits are adequately resourced in terms of planning, time, staff and budget • Ensuring that educational visits are covered by suitable and sufficient risk assessments • Monitoring the work of the Educational Visits Coordinator
Educational Visits Coordinator (EVC) Deputy Headteacher – Personal Development / Community	<p>Compliance:</p> <ul style="list-style-type: none"> ○ Ensuring that educational visits meet Edsential guidance requirements and that visits are submitted to the Headteacher and Edsential within the required timeframes ○ Ensuring that DBS/ ISA checks are in place as required ○ Conducting reasonably comprehensive checks of any external organisations that are contracted to provide activities to ensure that they are suitably trained, qualified and competent to carry out activities ○ Ensuring two 24/7 emergency contacts for each visit and that emergency arrangements are in place ○ Ensuring that risk assessments are completed and brought to the attention of all adults on the visit <p>Training: Undertaking EVC Training and ensuring that all staff involved in educational visits are appropriately trained</p> <p>Approval:</p> <ul style="list-style-type: none"> ○ Advising the headteacher and governing board when they are approving visits including on the suitability and sufficiency of risk assessments ○ Ensure that activities and visits are led by competent, confident and accountable leaders, designating a Visit Lead and Assistant Lead for each visit ○ Assessing and approving any volunteers or non-school staff for a visit including appropriate safeguarding checks ○ Allocating an identified Behaviour Lead for the visit where appropriate <p>Monitoring:</p> <ul style="list-style-type: none"> ○ Monitoring Visit Leader planning ○ Reviewing and evaluating every visit once complete, from planning the visit itself, and using this to improve future arrangements. Providing a regular monitoring report for governors on provision and safety of educational visits ○ Ensuring that any significant failings relating to compliance with Edsential policies and procedures are brought to the attention of the Headteacher
Deputy Headteacher – Behaviour and Attitudes	<ul style="list-style-type: none"> • Designated Safeguarding Lead • Advising with regards to non-staff members accompanying visits • Management of the Critical Incident and Emergency Plan

School Business Manager	<ul style="list-style-type: none"> • Approving the use of external organisations with regards to appropriate safety standards and liability insurance: external providers should carry a minimum of £5 million public liability insurance coverage for lower-level activity and £10 million for adventurous activities from an approved UK insurer • Ensuring appropriate insurance is in place for educational visits • Checking that the financial plan is appropriate and in place before parents are asked for payments
Director of Sport	<ul style="list-style-type: none"> • Coordinating the calendar of sporting fixtures for the academic year and ensuring that the correct procedures are followed by staff in relation to health and safety of students
SENCO (and SEN Tls), Medical Needs Coordinators and Heads of House	<ul style="list-style-type: none"> • To check group lists before it is confirmed all students can attend the visit • To ensure that appropriate support is provided for students with additional special educational needs, medical conditions or pastoral needs to ensure that they can access educational visits safely, and also keeping others safe • To advise on appropriate first aid equipment to provide for visits
Visit Lead	<p>The Visit Lead should:</p> <ul style="list-style-type: none"> • Have the skills, training, qualifications, status and competence required • Understand the risks involved • Be familiar with the activity including accurate and up-to-date information about the destination <ul style="list-style-type: none"> • Seeking and obtaining approval from the headteacher for the visit <u>before</u> beginning planning, and <u>before</u> planning the use of volunteers • Operating within agreed timeframes • Ensuring that the visit is appropriately inclusive in line with the aims of this policy and that any processes for selecting students have been approved in advance • Planning and preparing for the visit taking a lead on the risk assessment process • Defining the roles and responsibilities of staff, volunteers and young people to ensure safe and effective supervision and behaviour management • Being fully aware of relevant information and ensuring that this is communicated to others including: <ul style="list-style-type: none"> i. The nature and location of the visit ii. The participants (including age, health information, capabilities, SEND, safeguarding and behavioural issues) • Ensuring that informed parental/ carer consent has been obtained as necessary • Providing relevant information to parents/ carers and young people and arranging pre-visit information meetings where appropriate • Ensuring that the visit is effectively supervised, and duty of care responsibilities are observed. (These cannot be delegated to a third-party provider). • Ensuring that all staff and any third-party providers have access to emergency contacts and emergency procedure details • Evaluating all aspects of the visit both during and after the event and reporting any accidents, incidents or near misses. At all stages raising any concerns or questions about potential risks and safety measures
Parents/ Carers	<ul style="list-style-type: none"> • Providing all information required, such as emergency contact details and health/ medicine information if applicable • Signing and returning consent forms and any other documentation required in a timely manner • Sharing any concerns or information about the student that may affect or impact their ability to safely take part in the visit
Other adults on the visit	<ul style="list-style-type: none"> • Ensuring that they understand the role and responsibilities assigned and that they are competent to fulfil these (including supervising young people) • Ensuring that they have been briefed about the nature and location of the visit and about the needs of the participants • Reporting any concerns to the Visit Lead as soon as possible and contributing to visit evaluations
Students	<p>The school behaviour policy applies to students on educational visits and students should behave safely, respectfully and cooperatively at all times. Students who behave poorly or</p>

	<p>dangerously while on a visit will be dealt with in line with normal school behaviour policies. This includes:</p> <ul style="list-style-type: none"> • Following instructions given to them on the visit quickly and without argument • Dressing and behaving as expected during the visit • Taking responsibility for their own safety and the safety of others, and reporting any concerns to staff promptly • Demonstrating PRIDE values at all times
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3. Planning and preparation including risk assessments

- Planning and preparation for educational visits occurs in line with our document on Education Visits actions and timeframes
- The Trip Lead undertakes a risk assessment for all visits using the appropriate **school risk assessment proforma**
- Risk assessments are approved by the headteacher. The trip leader and Emergency contact will have access to the RA and student's contact and medical details throughout the duration of the visit
- Written consent via email will be required for all visits that take place outside of the school day (apart from sports fixtures), and for any visits with a higher-than-normal risk level
- Students who demonstrate challenging behaviour in school, or on previous educational visits, may be prevented from attending a visit if there are concerns about their ability to follow instructions, stay with the group, behave safely or keep others on the visit safe. Any such concerns will be communicated to the EVC and Headteacher early in the process. Relevant pastoral staff will be involved in any decision to not offer or withdraw a place, with the final decision taken by the Headteacher. All reasonable options to help a student take part in a visit, such as additional staffing, will be considered before a decision is made.
- For visits abroad, we will follow the Foreign and Commonwealth Office's overseas travel guidance. If the visit includes significant risks, such as challenging terrain, going to remote places or extreme climates we will use the British Standard for adventurous activities outside the United Kingdom as the basis for planning and risk assessment

4. Staff ratios and first aid

- Staff supervision will be decided in line with the risk assessment for the visit. Although there are not agreed ratio numbers for trips, most overseas and residential visits will seek a 1:11 ratio (could be higher for Year 12/13 students). This ratio does not include staff who are providing 1:1 support for a student
- Staff should be appropriately trained for the educational visit – for example if this is a residential visit
- This should include at least 1 male and 1 female member of staff for mixed groups, when possible and if deemed necessary
- At least 1 supervising adult on the trip should be qualified to administer first aid, in line with the needs of students on the visit. Appropriate first aid equipment will be taken on all visits as advised by a Medical Needs Coordinator
- All supervising adults will be made aware **before** the visit of any additional needs including SEN and medical conditions or issues such as allergies, so that appropriate training can be provided where required or requested
- Where non-staff adults are accompanying a visit advice should be sought from the Designated Safeguarding Lead requiring the safeguarding checks required
- **Safeguarding checks should be included as part of the risk assessment**
- The Visit Lead will take regular headcounts and/ or roll calls

5. Transport and first aid

Transportation for visits will be arranged by the school in line with the Edsential guidance and will include appropriate first aid provision.

Unless previously agreed with parents/ carers, transport for visits will leave from, and return to, the school site.

6. Use of external organisations

- The EVC will ensure that any external organisations used hold the Learning Outside the Classroom (LOtC) Quality Badge or other appropriate qualifications/ accreditation. If the organisation does not hold the LOtC Quality Badge the EVC will check that it is an appropriate organisation to use in line with DfE guidance
- The School Business Manager will ensure that external organisations providing an activity have appropriate safety standards and liability insurance
- Written agreements will be in place with external organisations outlining what everyone is responsible for during the activity

7. Volunteers

- Use of volunteers must be agreed in advance with the headteacher as part of the initial authorisation of the visit
- To ensure that use of volunteers is safe and appropriate, planning for use of volunteers will occur in line with **Volunteers at Wilmslow High School** and be recorded in the risk assessment

8. Communication and consent

- We will contact parents/ carers eligible/ invited to take part in an educational visit at least one month (where possible) before the proposed date of the visit via online letter (for residential visits of longer than 24 hours this will be two months (if possible) before the proposed date of the visit
- Information provided will include the date, travel times (and details including drop-off and pick-up time and locations), destination, purpose of the visit and any requested contribution.
- We will also communicate clothing and equipment required, and whether this is provided by the school, and expected behaviour and consequences of students' failure to meet these standards
- For residential visits information will also be provided on the full address and contact details of the destination, planned activities and options, meal provision, public health requirements, including any required vaccinations, accommodation options and arrangements and the names of the staff attending
- Where required, parents/ carers will be asked to provide written consent for educational visits by signing and dating an online form to be returned to the school. Other relevant information may also be requested
- **It is important that parents/ carers provide the necessary permissions and medical forms in line with safe and efficient planning and preparation. For residential visits of longer than 24 hours this is at least 1 month before the start of the visit**

9. Selection of students for educational visits where these are oversubscribed

- In the event of a visit being oversubscribed, the following steps will be followed: parents will be asked to express an interest in a place for their child on a visit / Parents will be informed before doing so that if the visit is oversubscribed, an online ballot system will be used to allocate places / Before a ballot is actioned, parents will have one last opportunity to withdraw their application for a place / In most cases, the only students who **may** be allocated a place automatically, will be any students who were not allocated a place on a visit in a previous ballot (to be agreed by the Headteacher) / If any other criteria is considered as part of the ballot, such as previous behaviour etc this will be made clear before the ballot takes place / The ballot will be conducted by a member of the SLT

10. Contingency and emergency procedures

- The risk assessment for each visit will contain plans for contingencies and emergencies such as serious and unexpected risk, injury or illness, or safeguarding issues including students going missing
- Emergency arrangements for each visit will include emergency contact access to all relevant records, including medical and next of kin information for all members of the party including staff
- In any circumstances of contingency or emergency, immediate contact will be made with the Senior Leader link for the educational visit who will contact parent/ carers with relevant information and next steps
- One member of staff will always accompany a student requiring medical treatment
- Where any student goes missing, contact will be made with the police and parent/ carers after 30 minutes (or sooner based on any additional needs of the student, or assessment of the situation)
- Any accidents/ incidents or 'near accidents'/ 'near misses' occurring on educational visits will be reported in line with our health and safety policy and every visit is evaluated by the EVC

11. Charging and insurance

- This occurs in line with the school's charging and remissions policy
- Communication with parents will include costs and optional charges, including deposits and the date by which this must be received
- Parents/ carers will not be required to pay, or contribute towards the cost of, any educational visit that is part of the National Curriculum or necessary for completion of an exam syllabus, though a voluntary contribution may be requested for the visit to take place
- Adequate insurance provision will be in place for all educational visits, including, but not limited to: cancellation insurance for contracts with internal providers, travel insurance, accident and medical cover, and loss of luggage and other personal items

12. Work Experience

- The Governing Body, in conjunction with the Headteacher is responsible for all aspects of work experience, including Health and Safety. Responsibility for the management of work experience placements is delegated to the Assistant Headteacher (Wider Curriculum) and the Careers Leader
- See the [Work Experience Guidance document](#) for further detail on the processes involved

References

[Health and safety on educational visits](#) DfE

[Edsential Policy for Educational Visits and Offsite Activity](#)

[Edsential Guidance for Educational Visits](#)