



**DRIFFIELD  
SCHOOL  
& SIXTH FORM**

# **Educational Trips & Visits Policy**

## **Version 1.0**

**Important:** This document can only be considered valid when viewed on the school's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

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<b>Related Documents:</b>	

## **Educational Trips & Visits Policy**

### **1. Aims**

Driffield School's Educational Trips and Visits Policy sets out the school's formal commitment to providing a robust framework for approving, planning, assessing and supervising all educational visits in a safe and responsible manner. All approved educational visits must be managed in such a way as to ensure that students are able to reap the benefits in the safest practicable circumstances and environment.

All educational visits will be organised so that trip leaders, support staff, and all others involved in the planning and conducting of educational visits do so within a structure which clearly defines their roles and responsibilities, to effectively ensure the safety of all participants.

Driffield School aims to offer young people an inspiring curriculum that is broad and balanced, and prepares them for adult life. The school believes that educational visits provide invaluable teaching and learning opportunities that supplement this curriculum, and that such visits allow students to see the relevance of classroom and other school-based experiences within the context of society and our wider environment. Well planned educational visits help promote the physical, emotional, spiritual, mental and social development of students, and are an effective means of the promotion of British values including determination, grit and resilience.

Driffield School **is committed to:**

- Clearly defining roles and responsibilities for those activities necessary for the planning, approval and execution of an educational visit
- Adhering to 'best practice' standards
- Ensuring all educational visits are consistently and thoroughly documented, before, during and after the dates of the visits
- Ensuring all educational visits are approved by senior members of the school management team BEFORE students are allowed the leave school premises

### **2. Introduction**

Educational Visits in the context of this policy refer to any offsite visit or activity that is organised and/or undertaken by the school, that takes place with the knowledge and approval of a member of school staff, either during or out of school hours. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

This document should be read alongside the latest guidance from the DfE and the ERYC Educational Visits Policy document and guidelines, and in conjunction with the any other relevant school and/or trust policies or documents, including the Safeguarding Policies, Pastoral Policies including Behaviour Policy, Charging Policy, and Staff Expectations and Code of Conduct. All policies can be accessed via the school and trust website.

All staff planning and leading or accompanying an educational visit must be familiar with, and adhere to, all relevant school and ERYC guidance found on EVOLVE.

Regular and repeated visits are governed by the same rules, regulations, and guidelines as all other educational visits. These may include local sports fixtures, 6<sup>th</sup> form visits to local universities and movement between trust schools. However, some of the procedural elements of approval and planning of these visits are carried out on approved templates at the start of each academic year, so that one set of planning and risk assessments can cover multiple visits. The planning of such visits is to be completed by the relevant subject leader and must be approved by the EVC and Head of School.

### **3. Rationale**

We aim to offer students a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

We seek to ensure that the National Curriculum is delivered to all students, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our students, we also offer a range of educational visits and other activities that add to what they learn in school. As far as possible, student access to all educational visits is universal, with fair selection procedures for any trips where demand exceeds available spaces.

Very occasionally, the specific needs or behaviours of a student may mean their ability to participate safely or effectively in an educational visit may be open to question. In such circumstances the EVC, SENCO, ERYC advisor or other relevant external agency, as well as the Head of School may meet with all relevant parties to look to find a mutually agreeable resolution. Where this is not possible, the final decision on the participation of any student in an educational visit is at the discretion of the Head of School. Should approval be given for a student to participate in an educational visit in such circumstances, a specific risk assessment with agreed contingencies should be completed by the trip leader prior to departure.

### **4. Organisation**

The school curriculum is determined by the school leadership team, working alongside the local governing body. The curriculum itself is the basis for each subject area's programme of learning for each school year. To support this curriculum we plan for a corresponding programme of visits and activities each year. These are further supplemented by a number of other opportunities, including sports activities such as skiing or adventure and team building experiences.

Within each subject area's programme of learning, teachers may plan educational visits and activities that support student learning and development. Details of these visits and activities are always shared with parents and carers through newsletters, official school letters or via the school website. Where an element of the school curriculum is expected to be delivered or supplemented by an educational visit, consideration will always be given to alternative methods of curriculum delivery, and provision will always be made to ensure no student is disadvantaged through failing to participate in an educational visit.

Educational visits may take place both within and outside of school hours, and may take place outside of term time. The Head of School and EVC approve all educational visits in advance. All DfE and ERYC guidelines relating to health and safety must be followed, and we ask parents to give written permission for their child to take part in any activity that takes students off the school site. If we do not receive this written permission, it is unlikely that the child will be able to participate in any visit.

Effective supervision is of the utmost importance in maintaining the safety and welfare of all students and staff on educational visits. The ratio of students to adults is dependent on age and type of visit and followed in accordance with the ERYC educational visits guidelines.

Volunteers are carefully assessed and permitted to accompany trips only if deemed suitable in line with the school's Child Protection and Safeguarding Policy.

#### **Roles and Responsibilities – General**

The Head of School has overall responsibility for all the school's educational visits.

Driffield School has an appointed Educational Visits Coordinator (EVC). The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Headteacher, including

recommendations regarding the approval of visits. The EVC has training from the LA (ERYC) regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The LA Educational Visits Officer is Miss Clare Johnson (tel. 01482 392417 or 07773041609 e. [clare.johnson@eastriding.gov.uk](mailto:clare.johnson@eastriding.gov.uk)).

Staff organising trips (Trip Leaders) must familiarise themselves with, and comply at all times with, all guidance relating to the planning and running of educational visits that is published on EVOLVE. The planning and running of an educational visit is comprised of four clear elements and staff must follow published guidance for each of these:

- Outline approval – this must be sought and confirmed before any further planning takes place. In particular, no financial commitments or promotion of any visits should occur before outline approval has been received.
- Pre-visit planning and risk assessment – all trip leaders must use their own EVOLVE identity to complete the process using the ERYC EVOLVE planning tool, and in conjunction with the school EVC administrative support officer.
- The visit itself – from the point where students leave the school site until they are returned, either to the school site, or directly to their parents or carers.
- Visit evaluation – completion of the medical and injuries declaration available from the website, as well as the accident and near-miss log if appropriate.

The designated trip leader retains responsibility for all elements of an educational visit at all times, including ensuring appropriate first aid provision on the visit itself. Where the trip leader is rendered incapable of effectively discharging this responsibility for any reason, the responsibility passes to the deputy trip leader. To this end the trip leader and deputy have joint responsibility for ensuring they are familiar with all relevant planning and procedures for the visit prior to departure.

## **5. Charging for School Activities**

There are circumstances where the school could make a charge for certain activities. These are documented in the school Charging and Remission Policy. The group leader of each visit should ensure that a visit is carefully costed and budgeted for and that all relevant charging guidance is adhered to with the guidance of the school's Finance Manager. Documentation to support the financial planning of educational visits can be found on EVOLVE and/or the school intranet, and must be completed by the trip leader alongside the outline approval request. The costs of any visit should be clear to all concerned, stating how much parents/carers are being asked to contribute. There is no compulsory financial contribution element to any Driffield School curriculum based visit that is deemed to take place during 'school hours', although the school may request voluntary contributions towards the costs of these visits.

## **6. Residential Visits**

Staff must be aware when they are in residential accommodation that they must rigorously check for any possible hazards/risks/defects. Additional risk assessments must be completed for such visits as part of the EVOLVE planning process. These visits are also subject to an additional element of pre-trip approval from the local authority advisor and from the local governing body before they are permitted to depart the school site.

## **7. Risk Assessments**

Risk Assessments are required for all educational visits. A set of generic risk assessments that cover all possible visits are available from EVOLVE or from the ERYC Trips and Visits website. Relevant generic risk assessment forms are reviewed, amended and signed by all staff accompanying the visit, during the planning stage of the visit. Staff

must ensure that they are familiar with these generic risk assessments so they are aware of agreed practice before undertaking visits.

In addition, specific risk assessments must be completed by the visit leaders for each visit to record and share information about potential hazards and precautions that may be relevant for any specific group or individual, doing particular activities, at specific sites on that day. Completed specific risk assessments must be reviewed, agreed and signed by all staff accompanying the visit, during the planning stage of the visit, and then checked/approved by the EVC and/or Head of School.

## **8. Emergency Procedures**

All visit leaders must carry copies of the educational visits major incidents guidelines, and follow these in the case of an emergency. All visit leaders must ensure they collect a copy of the major incidents guidelines regarding what to do in the event of an emergency, and have access to all parent contact details prior to departure. For educational visits that could occur out of school hours (whether planned or because they are running late) or not on a school day (weekends, non-term time) staff can ring the designated emergency home contact(s). The emergency home contact is either the EVC and/or members of SLT. For visits that are residential and/or high risk, there would usually be 2 emergency home contacts. Emergency home contacts should be identified on the EVOLVE form. Additionally, there is a 24 hour emergency contact number for the local authority support team.

## **9. Approval and Planning**

### **Special/Medical Needs**

Any special/medical needs of students are collated by the visit leader, and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Documentation about special and/or medical needs must be taken on the trip and the leader and relevant assistants must be aware of the needs and the documentation. This documentation is collected separately for every educational visit to ensure trip leaders always have the most up to date information for students on their visit. Where students have a specific medical need, a specific risk assessment must be conducted prior to departure.

### **Transport**

A list of approved transport providers, all of whom are approved by the ERYC Transport Services team, who may be contracted to provide transport for educational visits, is available on EVOLVE. Vehicles from these providers all have individual seat belts, with the exception of standard service school buses. There are occasions (usually for local visits) when a school service bus might be used to transport students. These buses do not have seatbelts but are approved for student transport. In all other circumstances, the trip leader will ensure all students are wearing a seat belt. The school minibus and/or MPVs may be used for transport during an educational visit. Staff must refer to and follow the guidance and procedures outlined in the school's Minibus Procedures document.

### **Training**

The school's EVC will attend externally provided educational visits training at least once every three years. Updates, advice and training for all staff involved in visits are provided by the EVC or Head of School during regular staff meetings when appropriate. In addition, NQTs at the school are given introductory training on educational visits as part of their induction training programme.

### **First Aid**

At least one member of staff with appropriate first aid training is expected to accompany all visits. The only exception to this is where the visit is to a venue within 5 miles, and/or where there is a confirmed first aider at the venue. Even in these circumstances, the school will endeavour to ensure a trained first aider accompanies the visit. All accidents and near misses on visits must be recorded by the trip leader on their return to school, in line with standard accident reporting procedures. All incidents where a student has been injured, or suffered a medical issue on a visit must also be recorded using the relevant document on the website. These documents are stored by the school in accordance with the Retention Policy.

Any such incidents are reviewed subsequently by the EVC and Health and Safety manager. Any lessons learned are will be shared with all relevant staff, and any necessary changes to procedures made.

### **Insurance**

The school has its own insurance policy that covers all visits that are undertaken, and is deemed sufficient. However, additional insurance may be required by the school, or recommended to parents in certain circumstances, and this must be checked and verified by the trip leader.

### **Conduct/behaviour**

Staff on educational visits are required to remind students that there must be no smoking and no alcohol consumed on any visit, regardless of the age of the students involved in the visit. Normal school rules regarding student conduct and behaviour apply to all school visits. Staff will follow normal school disciplinary procedures where these rules are not adhered to. In addition to this, a student's in-school behaviour may be taken into account prior to the departure of a visit. A decision may be taken by the EVC and/or Head of School to not allow a particular student to participate in an educational visit based on their behaviour.

### **Communication**

Trip leaders should collect a school mobile phone prior to departure. This must be booked at least 3 days in advance of the trip departure date. In the event of an emergency during a visit, contact details are held in the documentation pack for the particular visit. A copy of this documentation must carried by, or accessible to the trip leader at all times, whilst a second copy is held by the EVC or designated deputy. For all residential visits and/or high risk visits, a copy of this information should also be held by the emergency home contact(s).

### **EVOVLE system**

The EVOLVE system is the online educational visits system provided by the ERYC which is used as a logging and a planning tool for all educational visits. The web address for EVOVLE can be obtained from the school intranet. All educational visits (with the exception of repeat visits, such as fixtures) must be recorded and approved using the EVOLVE system.

### **Planning and Approval**

All educational visits must be initially approved using the request template available through EVOLVE or school intranet. Once approved, all visits must be logged on the EVOLVE system by the proposed trip leader, who must use their own EVOLVE account. All necessary and relevant documentation must be attached on the EVOLVE visit entry, and be available for inspection. The EVC is required to review the EVOLVE entry prior to final approval being recommended for the trip. The EVOLVE form will be subject to rigorous checking before any final approval is given by the EVC and Head of School, and for residential and/or high risk activities a Governor. No trip should leave school without this final approval.

To supplement the online EVOLVE documentation each educational visit must follow the guidance on the Educational Visits section of the website.

## **10. Documentation**

All information and documentation relating the any educational visit should be recorded on the EVOLVE system. Copies of all documentation relating to an educational visit must be accessible to the trip leaders, EVC and emergency home contact at all times during the Educational Visit.

## **11. Monitoring and Review**

Driffield School is aware of the need to review the policy regularly to take account of new rules, procedures and guidance relating to Educational Visits. This policy will be reviewed every three years.

To assure quality of standards, the Head of School and/or the EVC will accompany at least one Educational Visit per year to monitor real practice, and to assist with the review of policies and procedures.

Staff are encouraged to express any concerns regarding the organisation and management of educational visits in writing to the Head of School, and these will be taken seriously and dealt with in confidence. If necessary issues will be considered by the Governing Body.

ERYC Educational Visits Advisor or one of their team may turn up during any school visit and observe proceedings. They may also check paperwork to check for compliance with school and local authority policies.

### **Records of visits**

Records of educational visits are kept by the school in accordance with the Retention Policy.

### **Key**

DfE – Department for Education

EHC – Emergency Home Contact

ERYC – East Riding of Yorkshire Council

EVC – Educational Visits Coordinator

LA – Local authority

NQT – newly qualified teacher

NC - National Curriculum

SLT - Senior Leadership Team

SEND - Special Educational Needs & Disabilities