




EVA Educational Visits Policy



PERSON RESPONSIBLE FOR POLICY:	MRS E CLARK
APPROVED: G TINKLER	
SIGNED: 	ROLE: CHAIR
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Policy Statement

Edlington Victoria Academy believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes *Edlington Victoria Academy* a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, *Edlington Victoria Academy*:

1. Adopts the Local Authority's (LA) document: 'Educational Off-site Visits and Adventurous Activities Guidance' with reference to OEAP National Guidance.
2. Uses QES Offsite Activities Planner, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), DMBC policy and guidance, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended Learning Locality Statement' (See Appendix A) – Cat. A
2. Day visits within the UK (outside of London) that do not involve an adventurous activity – Cat. B
3. Visit to London, and/or that are overseas, and/or residential, and/or involve an adventurous activity - Cat. C

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on QES (where required). They should obtain outline permission for a visit from the Principal and/or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Mrs E Clark, *Principal* who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on QES before authorising the visit. The EVC sets up and manages the staff accounts on QES.

The Principal has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via QES.

The Governing Body's role is that of a 'critical friend'. The governing body should ensure:

1. A plan exists.
2. It is up to date and effective.
3. Any training needed to support the plan is provided.
4. Appropriate scenario-based testing occurs on an annual basis.
5. The plan complies with any requirements from the Local Authority where this is relevant.

The Local Authority is responsible for the final approval (via QES) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Principal will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Approval

The approval process is as follows for each type of visit:

1. Category 'A' - Local visits follow the 'Extending Learning Locality Statement' (Appendix A).
2. Category 'B' - Day visits within the UK that do not involve an adventurous activity. These are entered on QES, and must be submitted to the EVC for checking at least 3 days in advance, and then forwarded to the EVC for approval.
3. Category 'C' - Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Principal to the LA for approval.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix B). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Edlington Victoria Academy's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Parental Consent

The school obtains blanket consent in the pupil welcome pack regular/routine activities that take place wholly within the 'normal' school day. Category A visits are covered by using the 'Extended Learning Locality Statement' (Appendix A) and parents/carers can be informed of visits via electronic means, newsletters or letter. For Category B visits that are less routine, parents/carers must be fully informed of the arrangements and acknowledgement received from parent/carers that they have received the information regarding the visit via a reply slip.

Specific, (ie. one-off), parental consent must be obtained for all visits that take place either partly or wholly outside of 'normal' school hours. For these visits, sufficient information must be made available to parents (letters, meetings, etc), so that consent is given on a 'fully informed' basis.

Inclusion

Educational visits will be offered to **all** pupils involved in the specific trip (If it is a Year 4 trip, all year 4 pupils will have access to the visit). Pupils with behavioural issues may not be involved in certain educational visits if it is deemed they put themselves or others in risk of danger. Parents are asked for a voluntary contribution to the cost of certain visit and the school reserves the right to review the cost to a child if the parent is unable to pay for the visit.

Transport

Edlington Victoria Academy may use public transport (Bus or rail) and will only use authorised coach companies who have completed the CE1 form.

Use of staff cars to transport pupils – Occasionally Edlington Victoria staff may need to use their own vehicles to transport pupils. Staff will arrange for their own business insurance ensuring this covers transporting pupils. A VVU form (appendix C) must be completed and checked by Business Manager.

Insurance

Edlington Victoria Academy use Zurich Insurance to cover Educational School Visits (no insurance is needed for local visits)

Swimming Lessons

Authorised coach collects the year 5 pupils so they can attend swimming lessons at the local swimming baths. The swimming baths provide the coach and life guards. School staff will attend the sessions at a ratio of 2 to 22 and 1 to 10 thereafter.

Appendix A - Extended Learning Locality Statement

During the course of each school year, a number of visits take place in the immediate area of the school, which supports the curriculum, for example walks to the local shops and traffic surveys. Parent consent is given for local visits when completing the consent forms in the welcome pack. Parents are informed prior to children going on the local visit.

These visits will be appropriately staffed in line with Local Education Authority guidelines.

Boundaries

The boundaries of the locality are shown on the below map.



This area includes the following frequently used venues:

- *Post Office*
- *Library*
- *Traffic Survey*
- *Church*
- *Fire Station*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the QES visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Principal must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. This would include all teaching staff and support staff but ensuring a teacher is present on the visit.
- The concept and Operating Procedure of the 'Extended Learning Locality' is explained to all new parents when their child joins the school, the welcome pack will include the required consent form.
- There will normally be a minimum of two adults however Edlington Victoria Academy will ensure they adhere to the staff to pupil ratio which will be age related.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. Pupils will **always** wear the school visit wrist band which states 'I am on a school visit' Edlington Victoria Academy 01709 862175
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs/fours as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

Appendix B – Emergency Procedure

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

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of and have any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Key contacts in the event of an emergency

School Address	Edlington Victoria Academy Victoria Road Edlington Doncaster DN12 1BN
School Contact Number Mrs B Nixon – Executive Principal Mrs Clark – Principal Mrs Dyer – Business Manager	01709 862175 / 864801 07876 775718 07771 656520 07972 914811
Local Education Authority contact numbers	01302 736000 Office Hours
Doncaster Council Resilience and Emergency Planning Team Contact numbers Office Hours	01302 736956 01302 736066 01302 736959 01302 736950
Doncaster Council Resilience and Emergency Planning Team Contact numbers Out of Hours	01302 341628 24hr

Appendix C – Voluntary Vehicle Use

VVU: Voluntary Vehicle Use

For completion by drivers using private vehicles for the transportation of young people for educational establishments.

Establishment:

Name of Driver:

Make and Model of Vehicle:

Registration:

Make and Model of Vehicle:

Registration:

I am the driver of the above vehicle(s) and confirm that:

- I have a valid full driving licence suitable for the type(s) of vehicle above.
- A valid MOT certificate is held (or not required if the vehicle is less than 3 years old) for the vehicle(s)
- The vehicle(s) are serviced correctly and are deemed to be roadworthy.
- I have appropriate motor vehicle insurance covering the vehicle(s) and myself for 'business use'.
- I will ensure that young people will wear seatbelts in both front and rear seats.
- Young people under the age of 12 or less than 135cm in height will use an appropriate child restraint whether in the front or back seat. In the following exceptions it is legally acceptable for these children to use adult seat belts when travelling in the rear seats:
 - For a short, unexpected but necessary journey
 - Where the vehicle has three adult seatbelts in the back but there are two occupied child restraints which make it impossible to fit a third restraint. A third child may use the adult seat belt.
- I will not be under the influence of alcohol or drugs whilst driving young people.
- I will ensure that explicit parental/carer consent has been obtained for the transport of the young people concerned.
- I fully understand my duty of care in using my private vehicle to transport young people.

I understand that I am not covered by any establishment or Local Authority insurance for the use of the vehicle(s) listed above unless my employer informs me otherwise. Under the terms of the Data Protection Act 1998 we must inform you of the following:

By signing this form you are giving your explicit consent to *Edlington Victoria* to process your data. The processing involved will be for the purpose of monitoring health and safety in *Edlington Victoria* in accordance with relevant legislation. This may involve the sharing of information you provide with local regulatory bodies.

I consent to *Edlington Victoria* processing the information detailed in this form. I understand that this will be used by *Edlington Victoria* in pursuance of its purposes and my consent is conditional upon *Edlington Victoria* complying with their obligations under the Data Protection Act 1998.

The establishment reserves the right at any time to request copies of any relevant documentation including: vehicle registration/ownership, MOT certificate, insurance certificate, vehicle excise duty and driving licence.

Signed:

Full Name:

Date:

VVU: Voluntary Vehicle Use

For completion by academy	
Task	Signature of checker
Diver has a valid driving licence and this has been checked on the DVLA website.	
Car has an in date MOT (if car is over three years old)	
Business cover is included on car insurance	