



BORDEN GRAMMAR SCHOOL

Educational Visits Policy

(Learning Outside the Classroom)

Date Drawn Up	September 2006
Date Last Revised	February 2023
Drawn Up/Revised By (Based on KCC Model Policy)	C Brinn
Date Ratified by Trustees (C&L Committee)	March 2023
Frequency of Review	3 yearly
Next Review Date	February 2026



Borden Grammar School Educational Visit Policy

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1. Preamble

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.

These often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and visa versa.

Learning outside the classroom 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 when we learn

The school has formally adopted, through its Trustees, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits which can be viewed on the Kent Outdoor Education website. Further school operating procedures have been agreed with the Trustees to ensure that this policy is adhered to. These operating procedures are updated as necessary to take into account staff changes, new activities etc.) These procedures are available to staff on the school VLE and are also attached as an appendix to this policy

Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits and resources for teachers are available to view at –

<http://www.kelsi.org.uk/Curriculum/outdoor-education/outdoor-education-information-resources>

The National Guidance (Outdoor Education Advisors Panel- OEAP) publications at <http://oeapng.info/>

DfE publications at <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

1.1 Aims and Purposes of Educational Visits.

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school including (1) challenging and inspiring students to achieve their personal aspirations and (2) encouraging the pursuit of excellence in academic, sporting and cultural spheres and (3) providing a caring environment that allows our students to thrive socially and academically.

The range of opportunities and activities are outlined in the school prospectus and parents are notified by letter of the specific visits available, the criteria by which pupils are able to access them and parents are asked to give their consent in writing,

The Trustees has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc.)
- School teams
- Regular nearby visits (e.g. local field work, places of worship, local charities)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk (e.g. ski trips and World Challenge expeditions)

The criteria for each activity will be published in letters notifying the activity, except in the case of routine local offsite visits, such as sports fixtures. Where possible, visits are offered to all in a particular group (e.g. a year group) who wish to participate, but on occasion a first come, first served policy may have to be operated. When a trip that has elements of 'cultural capital' is oversubscribed, disadvantaged students will be given priority, followed by a random selection.

2. Approval Procedure and Consent

The Headteacher has nominated a teacher as per DfE (was DCSF) Guidance as the Educational Visits Co-Ordinator (EVC) and the Trustees has approved this appointment. The Trustees has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher and has nominated the Headteacher or EVC as signatories, as necessary, on behalf of the Trustees.

Before a new visit is advertised to parents the Headteacher and the EVC must approve the initial plan. The exception to this is new residential trips, these will require approval from the Chair of Trustees. Trustees will not need to reconsider and approve annual visits that have been agreed in the previous year. However, a list of all planned trips for the academic year should be brought to the last Standards Committee of the calendar year.

Visits that include adventurous activities and/or a residential element will require approval by the Local Authority via the on-line Visit Notification and Approval system. 'EVOLVE' Usernames and Passwords will be managed by the EVC.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered (Notification) on the above system (EVOLVE)

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts. An exception to this is World Challenge, who contract directly with parents.

For out of hours clubs, school teams and nearby visits (forming part of the normal school day), parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. As far as possible, the timetable for the activities that pupils are involved in will be available on the website and pupils will be asked to inform their parents if they take part in an activity at short notice or if an activity has to be cancelled. (Arrangements can be made in the school Office for pupils to ring home if necessary).

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate form containing medical consent, dietary requirements and emergency contact details. *If your child is aged 13 and over he/she will also be asked to sign consent for taking part in the trip.* The information collected will be securely disposed of within 28 days of the trip returning, unless information needs to be retained for a live incident.

The school has a document of "essential statements" which must be included in all such letters. All exemplar letters and documents needed for trips can be found on the 'All staff' google drive.

The school has separate policies for 'Charging and Remissions' which apply to all educational visits.

2.1 Vetting Providers

When a residential or visit that includes adventurous activities is being considered, the Providers of such services may be vetted by the LEA on our behalf to ensure that it meets the LEA requirements. This is why the Outdoor Education Unit should be contacted prior (Pre Check) to any contracts being established. It is important that this check is made even if the chosen Provider is one that the school has used on previous occasions. The EVC will work with the trip leader, the Evolve site will indicate whether providers are suitable and the LA Outdoor Education unit will also provide further guidance if required.

Some providers may have the LOtC Quality Badge, AALA License or Adventuremark. Holding one of these is a credible assurance of appropriate Health & Safety management systems, and no further verification should be necessary.

Most Providers who offer adventurous activities require an Adventurous Activity License. The adventurous activities that fall within the scope of the Licensing Authority include; Caving, Climbing, Trekking and Watersports. See above.

The status of a Provider in terms of licensing will be confirmed during the Pre Check process. The LA Outdoor Education Unit will confirm if any Provider requires a license and will check if a Providers license is current.

2.2 Risk Assessments

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure wherever possible that no one gets hurt or becomes ill. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from. Risk assessments should be completed in consultation with all staff on the visit and passed to the EVC in time for approval on the Evolve site.

- All trips will need itinerary based risk assessments based on the risk assessment template.
- Only activities identified on the itinerary can take place during the trip
- Visit/site specific risk assessments which will differ from place to place and group to group. These are usually undertaken by the school for each venue and are amended as necessary for different groups. Most venues have risk assessment documents and copies of these should be passed to the EVC.
- However, for visits which are 'one off's a specific risk assessment for the venue itself as well as for the students is required. Examples of this would be visits to galleries, museums, science parks, garden centres etc.... as part of a specific curriculum module for a specific class group.
- For both of these the EVC will direct the visit leader to the generic risk assessments held on the 'all staff' google drive which can be amended for individual trips & visits.

- Ongoing risk assessments are those that take account of unplanned and unexpected changes, for example, illness of staff or students, changes of weather, availability of preferred activity. The visit leader is responsible for making decisions on an ongoing basis during the visit as to the appropriateness of continuing the visit in the light of prevailing conditions.
- All staff and students should be aware of a “PLAN B” in the event of the planned agenda needing to change. Visit leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the visit leader’s knowledge of the group is superior or intervening to prompt a change of plan, including stopping an activity if they feel uncomfortable or believe that it has become too hazardous.
- Where it is considered unsafe to include a particular student because there are serious doubts concerning their behaviour or it is felt that they represent a significant risk to themselves or others within the group (including staff), the Headteacher will make the final decision on whether the student should access the trip and suitable alternatives that will meet the educational needs of the visit will be planned.

3. Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils’ learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. It may be necessary to include relevant SEN/AEN staff if appropriate.

The school will ensure that DBS screening is undertaken in keeping with the level of contact required for volunteer adults assisting with educational activities and visits.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils, with there always being at least one member of staff of the same gender as the pupils attending.

The staff: pupil ratios will not exceed those as recommended by the Local Authority. This is generally 1:8 for adventurous activities, 1:10 for non-adventurous residential. For other local and non-residential trips the ratio will be agreed between the EVC and visit leader in order that suitable supervision is provided. This will be determined by the year group and nature of the trip/visit.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Trustees is not satisfied that there is an educational benefit for the pupils.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an

exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

4. The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

Students will be expected to abide by the school behavior policy while away on school trips while the staff code of conduct will apply to members of staff.

Copies of codes of conduct for trips and visits can be found on the 'all staff' google drive. For residential trips these will need to be signed by students and parents to ensure all parties are aware of expectations.

During any school trip, the visit leader will be responsible for safeguarding. As such, the visit leader will have responsibility for the conduct and behavior of all students and adults participating in the trip.

4.1 Alcohol

Students will not be permitted to consume alcohol on school trips, even if they are of legal age. Any consumption of alcohol will be dealt with in line with the school behaviour policy.

The school's staff code of conduct requires that they do not consume alcohol, nor are they under its influence, whilst at work. In relation to residential trips any staff responsible for the supervision of students at any time of day are considered to be "at work". It is recognised that circumstances may occasionally enable the trip leader to allow some staff to go "off duty" and those staff may consume alcoholic drinks in moderation at such a time. However, the trip leader is responsible at all times for the decisions made and may decide to not allow staff to be "off duty". In all cases staff should be aware of the need to maintain their positions as role models and the code of conduct applies at all times.

The trip leader will be briefed by the EVC before a residential visit to discuss the above.

5. Emergency Procedures

The school will appoint a member of the Leadership Group (or, on rare occasions, an appropriate other member of staff) as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate for all out of hours visits. A full list of pupils taken offsite will also be left in the School Office.

The Visit Leader will take with them a copy of the schools (linked to KCC) Major Incident

Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

For all residential trips both home or abroad there will be at least one member of LG designated as a school contact to act as a link between the visit leader and parents should the need arise.

6. Evaluation

All visits (except routine fixtures etc.) will be evaluated by the Visit Leader with the EVC. A short evaluation report will be made available for the Trustees if requested.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The Visit Leader is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.



APPENDIX 1.

Educational Trips and Visits: Checklist of what you need to do

Name of Trip	Date(s) of Trip	Trip Leader	Date to be done by	Completed
Submit to EVC (C.Brinn/CJB) the Trips Request form showing what cover will be needed for the whole trip along with the finance form. See EVC to discuss dates.				
Once LG approval has been given, prepare letters (school office to type and or check layout).				
Check that letters comply with essential statements for (1) finance and (2) reply slips and offer a canteen packed lunch if FSM students may miss one. Letter should be checked by EVC before being distributed.				
Check letters contain a deadline date by which parents should return reply slips				
Confirm trip is financially viable and can run – if it is not, let parents know by letter and arrange with Finance Office to return payments. Let EVC know.				
Check replies received at Finance Office, and identify any medical needs. Make appropriate arrangements and if necessary check details with parents.				
Check with SENCO if AEN students have any special requirements for trips (e.g. toilets on the coach) and make appropriate arrangements.				
Arrange a Home Contact who can be available to contact throughout the trip (and a back-up if possible).				
See Bursar to book school mobile phones for trip leader and Home Contact as necessary.				
Prepare GOF form, risk assessments and itinerary and pass to EVC				
For residential or adventurous trips, liaise with EVC about securing approval from Outdoor Education Unit (OEU) via https://www.kelsi.org.uk/Curriculum/outdoor-learning/e-go . – the earlier the better. 6 weeks before the trip is the bare minimum for all arrangements to have been approved in school and submitted by the school. Much longer needed if the provider is not yet vetted by OEU.				
Once approvals are received from EVC (non-adventurous day trips) or pre-checking done at OEU (all other trips), confirm bookings (transport, accommodation etc.) with parents and EVC.				
Check with Finance Office that all students have paid. Consult with EVC if any have not.				
Let staff and Attendance officer know in advance which students will be absent from lessons and when.				
Share risk assessments with staff assisting on the trip.				
Share risk assessments with students.				
Notify canteen of likely numbers who will be absent that day, and arrange to collect a packed lunch for any FSM students who will miss a lunch.				
For residential trips: prepare a file of information including staff and parental contacts, students' details, itinerary, copies of letters etc for the Home Contact and hand it over in advance of the departure day.				
Collect correct school mobile phone(s) and ensure Home Contact has one if applicable.				
For day trips: when trip leaves, ensure a copy of the GOF (final page – the checklist) and a list of students <u>who actually go on the day</u> are lodged in the office				
Collect First Aid kit(s) and any medications for students before leaving				
When trip has returned, notify Home Contact				
Afterwards, return First Aid Kit and medications to School Office				
Afterwards, return mobile phone(s) to Bursar				
Afterwards, with the EVC, evaluate the trip and debrief any issues				

