



Educational Visits Policy

To be reviewed in line with Ocker Hill Academy Policy Guidelines

Learning Outside the Classroom/Offsite Visits

Rationale

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Ocker Hill Academy as a successful academy. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

Purpose

1. To ensure that every pupil has the opportunity to benefit from education visits.
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
3. To enable the Academy to identify appropriate functions, responsibilities, training, support and monitoring for all Trustees, staff, pupils and providers involved in education visits.
4. To comply with Learning Outside the Classroom/Offsite visits and Activities and keep up to date with further advice.
5. To meet current DfE guidelines.
6. To ensure where appropriate further advice is sought from Ocker Hill Academy and other technically competent personnel.

Broad Guidelines

Key Point – these guidelines can be captured simply in four words:

PLAN – DO – REVIEW – RECORD

Approval

All visits are linked to the Academy aims and where possible planned and approved well in advance with visits planning procedures.

Trustees will be informed of all visits but delegate approval of low risk and routine visits and occasional opportunities to the Principal/EVC. i.e. local activities covered by SS12.

After the Principal's approval all higher risk visits including adventurous activities, residential experiences and foreign travel will be submitted for Trustees approval.

A named Educational Visits Coordinator will be appointed, usually the Principal.

The Principal will identify and record with the minimum paperwork, qualifications, training, development, induction and apprenticeship arrangements for all visit leaders.

The EVC will approve visit leadership, planning checklist, risk assessment, management and evaluation of all visits.

There will be a named visit leader (and where appropriate, deputy) on all visits.

The Principal will ensure that there are sufficient staff of the right experience and are briefed throughout the visit.

The visit leader will ensure risk assessment and management including generic, site specific are undertaken and recorded.

The visit leader will ensure 'best value' principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.

Visit leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.

Visit leaders will, where possible, undertake exploratory visits or seek references from other schools/academies if using a new venue.

Parent

Parents will be given information about all visits to make informed decisions and provide separate written consent if the SS12 (annual consent form) does not cover the visit, medical and contact details. Parents may withdraw consent after making their informed decision for a trip or visit at any time giving their reason; i.e. on religious grounds, they don't feel it appropriate for their child to attend, etc.

Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged.

Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

Pupils

Pupils should be briefed about aims, expectations and codes of conduct for all visits particularly residential visits.

Visit timescales

Timescale for the approval of visits/activities which are classified as sport fixtures is two term time weeks.

Timescale for the approval of visits/activities which are part of normal curriculum time and within the immediate locality of the academy is three term time weeks.

Timescale for the approval of visits/activities which are outside normal curriculum time and/or beyond the immediate locality of the academy is eight term time weeks.

Timescale for the approval of visits/activities outside normal curriculum time and/or beyond the immediate locality of the academy and are abroad and/or adventurous activities is twelve term time weeks.

Delegated Levels of Authorisation

Authorisation of all visits/activities must come from the Principal in the first instant and then the Trust Board of Ocker Hill Academy on a termly basis.

The following actions must be carried out for all visits/ activities before approval can be considered.

Initial Approval

1. Check the academy calendar and all necessary staff i.e. cover manager to see if dates are available and to ensure the activity doesn't coincide with other significant events.
2. Forward proposal of the visit with justification to academy EVC for initial approval.
3. On receiving initial approval from EVC arrange an appropriate time to meet the EVC to discuss the completion of the visit form.

By seeking initial approval the visit leader agrees to detailed plans being worked up and in no way gives permission for the visit or activity to go ahead. It is essential that all offsite visits and activities have a clearly defined purpose with a stated objective(s). This will enable all other requirements to be fully understood in context.

These are the fully worked up plans covering the organisation and management of the whole visit or activity. These details are formally recorded within the approval process using Evolve. Apart from appropriate risk assessment all details of the visit or activity need to be included i.e. parental letters, financial information etc.

1. EVC prepares formal proposal and uploads all necessary information to Evolve. EVC formally submits the visit proposal to Principal using Evolve.
2. EVC will consider all the information and may return the submission for further documents to update the formal visit proposal.
3. Local visits covered by SS12 will be risk assessed locally.

Formal Approval

This should be given, for submitted proposals through the Evolve process that are within guidance outlined in this policy. No offsite visit or activity must go ahead unless formal approval has been given at the authorised level.

1. Following consideration of all the information the Principal will authorise formal approval.
2. Visit leader receives formal approval. The visit leader must ensure that all necessary academy offsite visit procedures are followed and an evaluation is carried out after the activity/visit. The EVC may request a final meeting before the visit/trip takes place.

Please note: Formal Approval

This must **not** be assumed, but clear, documented and unequivocal.

Conclusion

Although part of health and safety policy, learning outside the classroom/offsite visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

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