

Hinde House 2-16 Academy

Educational Visits Policy

Version	1.0
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Responsible committee	Finance Risk and Audit
Date adopted	September 2019
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Target Audience	Trustees, Directors, Principals, Teachers, Non-Teaching Staff, Parents
Related Documents	Risk assessments and Protocols stored on the Evolve system
Referenced	Evolve The Health and Safety at Work Act 1974

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Definition of a Visit

For the purpose of this Policy, an educational visit is defined as “any occasion when pupils take part in learning activities which are carried out beyond the boundary of the academy.”

The Value of Visits

The Learning Outside the Classroom [LOtC] Manifesto (DCSF, November 2006) states:

“We believe that 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.”

And also:

*“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** is learned but importantly **how** and **where** we learn.”*

Governors agree wholeheartedly with these sentiments and recognise and endorse learning in ‘the real world’. Governors support, in principle, all school visits that are not only consistent with the above but also support the principles of inclusion.

Roles, Responsibilities and Expectations regarding the Visits Policy

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer, Brigantia Learning Trust.

Brigantia Learning Trust have a set of *Visits Guidelines, Protocols & Templates* for employees to follow, which can be found in Evolve Resources / Guidance Materials

Brigantia Learning Trust has a duty to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees.
- the health, safety and welfare of young people
- the health, safety and welfare of volunteers

Employees have a duty to:

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

Responsibility Chain

1. Brigantia Learning Trust (delegated to CEO)
2. Principal
3. EVC
4. Visit Leader
5. Other employed staff supporting the visit
6. Other adults accompanying the visit
7. Parents
8. Pupils

Visits requiring Brigantia Learning Trust Approval (Delegated to CEO)

- Visits abroad;
- residential visits (*including overnight camping*);
- hazardous locations (*mainly coast/beaches or natural inland waters*);
- adventurous activities (*climbing, sailing, canoeing, abseiling etc.*);
- remote supervision

The Principal has a responsibility to ensure that:

- there is an appropriately trained Educational Visits Co-ordinator (EVC) in place.
- those staff who need it - EVC, Visit Leaders, in particular, and all staff accompanying visits - receive appropriate training.
- there are notification and approval processes both at academy level and between the academy and Brigantia Learning Trust
- visit leaders follow the guidance provided by the Evolve system & the academy
- trustees are made aware of any visits requiring CEO approval
- the academy visit policy supports the principles of inclusion

- there are monitoring procedures in place for all visits and the Trustees receive regular reports about visits - especially about those requiring CEO approval and anywhere there are relatively serious incidents or near misses
- Formally authorise all visits and has overall responsibility for their safe planning and execution.
- Ensure there is access to high quality first aid on all visits
- Ensure that Visit Leaders (as well as other appropriate staff) are aware of the procedures for Critical Incidents and that Visit Emergency Procedures are in place for each visit and are understood by all staff involved. (see Appendix1)
- Ensure that relevant visits (outlined above) receive CEO Approval prior to the visit

Statement

The Trustees and CEO of Brigantia Learning Trust accept their responsibilities under the Health and Safety at Work Act in relation to school visits.

Signed: _____ (CEO)

Signed _____ (Chair of Trustees)

Date: _____

APPENDIX 1

EVC CO-ORDINATORS: Joel Evans/Luke Cockerill

EDUCATIONAL VISITS EMERGENCY PROTOCOL

If an emergency occurs on an educational visit the protocol is that the Group Leader should maintain or resume control of the group overall. The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention
- Ensure that a teacher accompanies any casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Ensure that all group members who need to know are aware of the incident
- Ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary
- Inform the school contact and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the visit
- Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
- School contact should notify parents, providing as full a factual account of the incident as possible
- Notify insurers, especially if medical assistance is required (this may be done by the school contact)
- Notify the British Embassy/Consulate if an emergency occurs abroad
- Ascertain phone numbers for future calls. Try not to rely solely on mobile phones
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to a designated media contact in the home area

- No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their LEA
- Need to keep receipts for any expenses incurred – insurers will require these.