



# Educational Visits Policy

## September 2020

*Office use*

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<b>Associated documents:</b>			
<ul style="list-style-type: none"> <li>DfE Guidance on Educational Visits (full opening: schools) relating to Covid 19 <a href="#">DfE Link</a></li> </ul>			
<b>Links to:</b>			
<ul style="list-style-type: none"> <li>NCC Visits Guidance for Children and Young People</li> <li>Diverse Academies Educational Visits Financial Planning</li> <li>Parent/Carer Application for Remission Form</li> <li>Emergency cards</li> <li>Approval form for Category A Visits</li> </ul>		<ul style="list-style-type: none"> <li>Governor Approval form for Category C visits</li> <li>Diverse Academies Educational Visits Templates</li> </ul>	

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## **1 Introduction**

The Diverse Academies and Governors of each Academy recognise that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities, the Trusts, Governors and Leadership Teams will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from the Academy, whether provided by a contracted provider or the Academy itself.

The Trust's Educational Visits Policy is to ensure that the safety of students, employees and others is managed, to minimise risk as far as practicable and in developing its procedures, is guided by National Guidance issued by the DfE and the Outdoor Education Advisers Panel.

## **2 Scope and remit**

This guidance is specific to all situations where staff (or volunteers) acting in the course of their employment take responsibility for children and young people taking part in activities off Academy premises. This includes outdoor learning, off site visits, residential and overseas events.

Nottinghamshire County Council's Guidance and OEAP National Guidance is not pertinent to situations where schools operate on split sites, work experience placements or Physical Education events (excepting aspects of managing the journey either side of a sporting activity) where activity supervision should be that recommended by specialist PE Guidance such as that provided by the Association for Physical Education (AfPE).

## **3 Buy-back support for educational visit support**

To achieve its objectives and ensure safety across the Trusts, it is required that all Diverse Academies adhere to the following:

All academies arrange annually the service support of Nottinghamshire County Council, Educational Visits and Outdoor Education Advisory Service and use the Evolve risk management and visit planning system. All Diverse Academies are responsible for the cost of this service.

## **.4 Responsibilities**

The Health and Safety at Work Act 1974 places the overall responsibility for health and safety on educational visits with the employer (Diverse Academies).

The employer's responsibilities are provision of guidance, information and a policy framework for staff to work within (these are itemised on P11 of the Notts. County Council Visits Guidance document), the content of this document here, and the reason why Diverse Academies choose to pay for support in maintaining some of these functions.

#### **4.1 Responsibility of Academy Committee and Senior Principal/Principal**

The overall responsibility for the management of all visits rests with the Academy Committee, Executive Principal and Principal at each Academy. The respective roles of each are outlined within the Nottinghamshire County Council's Visits Guidance for Children and Young People.

Governors MUST ensure that all visits are properly planned, and the necessary approval obtained before a visit takes place. There should be standing items at the appropriate Governors meetings where approval to proceed with plans is given.

Please see flow chart for approval of all categories of visits in Appendix 4.

There MUST be a named member of the Leadership Team, who has delegated responsibility from the Executive Principal/Principal and a Governor in each Academy responsible for monitoring and overseeing Educational Visits.

***N.B All Category C visits MUST obtain approval in principle by the Trust Senior Executive Team (SEM) prior to any planning taking place, and within the timescale stated in the flow chart.***

#### **4.2 Responsibility of the named educational visits senior leadership team member in charge of educational visits**

The leadership team member in charge of educational visits will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council, DfE, Diverse Academies guidance documents and other relevant regulations and should only authorise visits when everything is fully in place. The Executive Principal/Principal can also authorise visits in his/her absence.

It is essential that the Senior Leader takes on the responsibility in ensuring that rules and policy are actively followed and that proposed visits are suitable for their Academy and the organisation's policies.

#### **4.3 Responsibility of the Governor I/c Visits, Executive Principal/Principal and Diverse Academies' Executive Business Leader**

The Executive Principal/Principal, Governor and the local authority MUST authorise and give approval for all Category C (High Risk) events, (after Trust SEM approval in principle). Following

this approval and authorisation, a compliance check will be undertaken by the Diverse Academies' Executive Business Leader/Senior Business Manager (Risk and Compliance), who will ensure that a full detailed process, in line with policy requirements, has been followed.

#### **4.4 Responsibility of the Educational Visits Co-ordinator/Administrator (EVC) and Deputy EVC**

There MUST be an assigned Educational Visits Co-ordinator/Administrator (EVC) in each Academy with a further deputy EVC to support as required.

The EVC/Deputy EVC should be conversant with the Nottinghamshire County Council's Visits Guidance, DfE and Diverse Academies' specific guidance, this corporate policy and will comply with these requirements. Where appropriate, a working knowledge of Foreign Commonwealth Office (FCO) will be required.

They will undertake duties as agreed between themselves and the educational visits senior leadership team member. Reference to common duties and responsibilities should be made as contained within the Nottinghamshire County Council's EVOLVE system.

The EVC should ensure that the Deputy EVC is updated on a regular basis and support as required should any absence of the EVC occur.

#### **4.5 Responsibility of Visit Leaders (VL) – Named person planning and taking a visit**

The VL will be conversant with the Nottinghamshire County Council's Visits Guidance, FCO and DfE guidance, this policy and other Diverse Academies service specific guidance. Corporate policy MUST comply with these requirements.

The VL will liaise with the EVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place. It is our expectation that all VLs keep a full file of documentation relating to a visit they are leading as well as providing information for the EVC.

The VL will ensure that all parents of children on their visit are provided with all the required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The VL named for each visit will have overall responsibility for that visit whilst it is underway.

The VL will be fully familiar with emergency procedures and contact numbers and assign a Deputy VL as required to be fully conversant with all the visit information.

#### **4.6 Responsibility of other supervisory staff on visits**

All staff assisting with supervision on any visit will be conversant with the Nottinghamshire County Council's Visits Guidance, DfE and Diverse Academies visit policy and the specific risk assessments for the event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the visit has commenced, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the VL.

Staff will feed back information to the VL to enable a full review of the visit to be completed.

### **5 Arrangements**

It is especially important that staff use the most up to date guidance when planning and providing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated. Academies MUST use this system for ALL visits in every category in light of the current CV19 pandemic situation.

The Diverse Academies flow chart template should be used for ensuring the correct authorisation process is adhered to as a minimum— however, this may be amended for local arrangements in agreement with the Diverse Academies' Executive Business Leader.

When staff are using their own vehicles the Diverse Academies' vehicle driver form should be completed and relevant insurance policies checked for cover.

A visit leader checklist MUST be used and kept on record of all visits.

### **6 Visit categories**

There are three categories of visits within the Nottinghamshire County Council Visits Guidance for Children and Young People and these have been adopted as the same for Diverse Academies. All three require different levels of approval which is shown in Appendix 2.

### **7 Local academy appendix to policy**

Each Academy is to complete Appendix 1 to this policy and review at least annually in line with any amendments to the Diverse Academies policy review, or making any amendments as required

within the year. This appendix is required to be completed by the end of September on an annual basis.

## **8 Financial planning for a visit**

All visits require a financial plan to be completed and handed to the EVC before any authorisation of a visit can be made.

All visit leaders should refer to the Diverse Academies Financial Handbook and Visits Financial Planning Form when preparing a visit.

## **9 Emergency planning**

The Academy Emergency Plan is to be populated with procedures for educational visits and all staff should have access to this information and handed a copy when taking a visit.

Diverse Academies advise that Emergency Cards should be issued with the appropriate guidance and contact numbers to ALL STAFF taking part in a visit.

A copy of all contact details and information as outlined in the Nottinghamshire County Council Educational Visits Guidance document should be left at the Academy prior to any visit departing.

A log of 'near misses' should be kept by the Educational Visits Co-ordinator for each Academy until a shared working environment is established. This should be sent to the Diverse Academies' Senior Business Manager (Risk and Compliance) on a termly basis.

In the case of a significant incident on any visit the Diverse Academies' Incident Form should be completed.

## **10 Training requirements for staff involved in educational visits**

Nottinghamshire County Council offer a wide range of training and development for any staff who have a responsibility for educational Visits. Diverse Academies have an expectation that staff adhere fully to the training requirements in Appendix 3 (all training will be funded by The Diverse Academies Institute).

## 11 Support and funding for pupil premium, FSM, and other disadvantaged students

All requests for remission should be authorised using the Diverse Academies Parental Request form. In the case of any disadvantaged children, this can be requested by a member of staff leading the visit. In all cases the approval forms should be authorised by the Senior Leader for Educational Visits.

The following percentage contribution for visits should be used when offering academy financial support for disadvantaged children:

<b>Visit Category</b>	<b>Percentage of Support towards full cost of visit</b>	<b>Maximum number of visits per year that financial support can be applied for or offered</b>
Category A	Up to 100%	2
Category B	Up to 75%	2
Category C	Up to 50%	1

All support for visits needs to be approved and at the discretion of the Senior Leader responsible for Educational Visits and should not be guaranteed to parents until final approval has been given.

## 12 Monitoring, support and review

As part of the Diverse Academies' commitment to sharing best practice and quality assessment, the following activities will be undertaken:

- A team network group will be formed for Educational Visit Co-ordinators who will meet once per term (minimum) to share best practice and create a shared environment of support and collaboration across the Trust. The Chair of this group will be the Diverse Academies' Executive Business Leader.
- An annual visit to each academy will be conducted by the Diverse Academies' Executive Business Leader, Strategic Development Leader (Safeguarding) and Senior Business Manager (Risk and Compliance), to undertake a sample check of the processes being undertaken in each Academy in line with policy requirements. Reports from the visits will be shared with Senior and Executive Leaders, as well as Trustees, as advised by our Outdoor Education advisors.



- The Diverse Academies' Executive Business Leader and Senior Business Manager (Risk and Compliance), will offer corporate support and advice to EVCs, having access to the EVOLVE system for each Academy to review visits being organised and processed.
- As part of the Diverse Academies quality assurance programme, Academies will be expected to give a brief overview of educational visits, when relevant.

Information and support on Educational Visits can be requested from:

1. **Local Academy Educational Visits Co-ordinator and Senior Leader for Educational Visits**
2. **Karen Bonser, Diverse Academies Executive Business Leader**  
[kbonser@dalp.org.uk](mailto:kbonser@dalp.org.uk)
3. **Rachel Chrispin, Diverse Academies Senior Business Manager (Risk and Compliance)**  
[rchrspin@dalp.org.uk](mailto:rchrspin@dalp.org.uk)
4. **Patrick Knight, Diverse Academies Strategic Development Leader, Safeguarding**  
[pknight@dalp.org.uk](mailto:pknight@dalp.org.uk)
5. **Nottinghamshire County Council Outdoor Education Team**  
[nottsoutdoors@nottscc.gov.uk](mailto:nottsoutdoors@nottscc.gov.uk)

Appendix 1 – for academy to complete

<INSERT ACADEMY LOGO – RIGHT ALIGNED>

Appendix to  
Educational Visits Policy  
Academy responsibilities

2020-21

<Insert name of academy>



Diverse  
Academies

## Diverse Academies Educational Visits Policy Responsibilities

Academy name and address:	
Governor responsible for overseeing and monitoring educational visits in the academy  <i>(Include details of any relevant experience and skills that the Governor holds to support this role)</i>	
Executive Principal  Principal	
Person responsible for authorising, overseeing and monitoring educational visits in the academy.  <i>(Must be a leadership team member)</i>	
Named Educational Visits Co-ordinator  Named Deputy Educational Visits Co-ordinator	

As staff responsible for educational visits in **NAME OF ACADEMY** we confirm that we have read, understood and will ensure that all statutory regulations and guidance for educational visits as outlined in the Diverse Academies Educational Visits Policy (and appendices), DfE visits guidance and Nottinghamshire Educational Visits Guidance are used and applied.

Signed \_\_\_\_\_ Chair of Governors                      Date \_\_\_\_\_

Signed \_\_\_\_\_ Governor i/c educational visits      Date \_\_\_\_\_

Signed \_\_\_\_\_ Executive Principal                      Date \_\_\_\_\_

Signed \_\_\_\_\_ Principal                                      Date \_\_\_\_\_

Signed \_\_\_\_\_ Senior Leader i/c Visits                  Date \_\_\_\_\_

Signed \_\_\_\_\_ EVC    Date \_\_\_\_\_

Signed \_\_\_\_\_ Deputy EVC                                      Date \_\_\_\_\_

## **Appendix 2 – authorisation of educational visits**

### **Category A – Locally approved visits**

All such events will be approved by the Senior Leader for Educational Visits and managed by the Academy by adherence to Nottinghamshire County Council visits and DfE guidance alongside Academy specific operating procedures. This academy's operating procedures for visits are:

All parents **MUST** complete the EV4 form (parental consent). Without this form, students will not be allowed on the visit.

The Diverse Academies Approval Form for Category A visits **MUST** be submitted to EVC for checking, authorisation and recorded on the EVOLVE system.

A generic risk management/operational procedure should be maintained in the Academy in the form of:

- a signing in/out system for all students and staff taking part in the visit
- a suitable emergency protocol for the visit
- review annually the parental consent arrangements.

### **Category B – Nottinghamshire County Council Outdoor Education approved**

Visits not normally forming part of your normal work, such as day excursions or trips.

All events will be processed via the EVOLVE system, approved by the Senior Lead in the Academy for Educational Visits and managed by adherence to Nottinghamshire County Council's visits guidance and Academy specific operating procedures.

Academies are allowed to include a tear off slip on letters for parental consent to be given for such events that do not have any high risk activities. This will complement the annual parental consent form and should always be checked that this is in place and up to date.

The Diverse Academies Approval Form for Category B visits **MUST** be submitted to EVC for checking, authorisation and recorded on the EVOLVE system.

A specific risk assessment needs to be prepared or a generic risk assessment is required to be amended for such visits.

**Category C – Approval in principle by the Trust SEM, followed by Nottinghamshire County Council Outdoor Education approval and Diverse Academies’ Executive Business Leader/Senior Business Manager compliance check**

Residential visits, visits requiring specific competency to deliver more hazardous events.

ALL Category C visits MUST be approved in principle by local Governors and the Trust Senior Executive Team, prior to any planning taking place and within the stipulated time frames set out by the Trust.

All such events will be processed by the EVOLVE system, approved by the delegated Senior Leader, sent to the Local Authority for approval and checking. A compliance check will be conducted by the Diverse Academies’ Executive Business Leader/Senior Business Manager. Only when all approval has been received can the visit go ahead. A specific risk assessment and more detailed programme will be required for these events as part of the submission process.

Where the Academy uses any external provider for activity provision, suitable assurance MUST be sought by the Academy to ensure that they are suitable and appropriate for use. When using an outside provider for any category of visits the provider checklist form MUST be completed.

First Aid provision should be provided on all trips in agreement with the EVC.

**N.B. On any EYFS visit it is a statutory requirement that at least one person who has current paediatric first aid certificate MUST accompany children on outings.**

## **Appendix 3 – training requirements**

### **Management of Visit Emergencies (MoVE)**

Academies should have in place a written, structured and rehearsed policy for the Management of Visit Emergencies. It is a requirement that all EVCs/Senior Visits lead have attended this training (when in place) and disseminated to relevant staff prior to anyone leading/being part of an educational visit and refreshed in line with the Local Authority recommendations.

### **Training for Educational Visit Coordinators (EVC)**

It is a Diverse Academies requirement that the Senior Lead for Educational Visits, the EVC and Deputy EVC attend EVC training as follows:

- Full EVC training – every three years
- Refresher training – In year 2 or 3 between the full EVC training

Academies MUST ensure adequate safety standards on visits and activities. Based on the Nottinghamshire County Council's, DfE and Diverse Academies visits guidance, the course attended will provide a detailed briefing on the range of factors which need to be considered, including the legal situation, risk assessment, supervision arrangements, insurance, parental consent, outdoor pursuit qualifications and sources of further advice.

Course objectives should include:

- A review of the national framework for EVC training and consist of the following – the national context, role of outdoor education and legal situation
- Risk management and risk assessment
- Leader competence and supervision
- What the EVC needs to know and do

### **Visit Leader Training**

It is a requirement for all visit leaders to have undertaken this training with the NCC visits advice team with a need to undertake refresher training every three years or be able to evidence regular sound management for offsite visits.

### **Visit leader refresher training**

Diverse Academies have a requirement that staff leading visits attend this Visit leader training event every three years. This training MUST provide key updates on the content of the most up to

date visits guidance. It should offer advice on issues of new and developing practice in areas such as risk management, the use of EVOLVE and provide an opportunity for visit coordinators to share good practice with other colleagues and trainers.

Course objectives will include:

- Providing guidance and policy updates for Educational Visit Coordinators
- Developing ideas on managing routine and non- routine events
- Considering risk management procedures across a range of activities
- The provision of direct support to Educational Visit Coordinators in configuring operating procedures using EVOLVE.

Other courses that need to be considered, dependent on the nature of the visit:

- Ski Course Organiser Training
- First Aid Courses for Visits
- Emergency First Aid at Work Course (One Day)
- Outdoor First Aid Incident Management Course (Two Day)
- Paediatric First Aid Course (Two Day)
- Walking, Climbing and Caving Courses for Group Leaders
- Countryside Leader Scheme, Registration & Training
- Countryside Leader Scheme, Assessment
- Hill and Moorland Leader Award – Training and Assessment
- Mountain Leader Award - Training and Assessment
- Hill and Moorland Leader/Mountain Leader - Pre-Assessment Refresher Days
- Rock Climbing: Rock Climbing Instructor - Training and Assessment
- Local Cave and Mine Leader Assessment Scheme
- Cave Instructor Certificate (CIC) training course
- Developing Outdoor and Environmental Education
- Bringing Your School Grounds to Life
- Watersport Courses
- Introduction to Paddlesports (Canoe & Kayak)
- British Canoeing Personal Proficiency in Paddlesports (Canoe & Kayak)
- Foundation Safety and Rescue (Paddlesports Water)
- Royal Yachting Association Power Boat Level 2
- Royal Yachting Association Safety Boat
- Introduction to Duke of Edinburgh

- Introduction to the Duke of Edinburgh Award
- Expedition Supervisor Training Courses, D of E Award (ESTC)
- Expedition Accredited Assessor Scheme, D of E Award (EAAS)
- Introductory Courses at the Outdoor, Adventure & Environmental Centres
- Introductory Courses at the Environmental Education Day Centres
- An Introduction to St Michael's Environmental Education Day Centre
- An Introduction to Hagg Farm Outdoor Education Day Centre
- An Introduction to The Mill Adventure Base

All these courses can be accessed through the Nottinghamshire County Council Outdoor Education Team or other recognised and approved training providers.





# APPENDIX 4 - FLOW CHART FOR ARRANGING OFF SITE VISITS

**Submission for final approval from the LA on the EVOLVE system (with ALL documentation in place) is:**  
 Visits abroad – **16 weeks** + prior to visit  
 Residential – **8 weeks** + prior to visit  
 All others - **4 weeks**+ prior to visit  
**Exec Approval, Initial Planning, Governor, Financial Approval and Trust Compliance Checks MUST be undertaken prior to these deadlines to ensure sufficient control and authorisation procedures can be carried out**

Visit Proposal

Consult EVC:

- purpose
- calendar
- staffing, etc

Consult line manager

Submit cover request form /s to ensure cover arrangements on proposed dates are in place

Go to 'Read Me first' document on EVOLVE or on local staff intranet

Follow instructions on page 1 + print and use check list

If visit is residential/abroad

Day visits  
Adventurous activities

Local visits

**Request initial approval for CAT C visits from Trust Exec Team prior to any planning being undertaken**

Complete and submit Governor and Senior Leader approval and financial planning forms to EVC  
**ASAP**

Complete financial plan – submit to EVC.  
**ASAP**

Complete financial plan - submit to EVC  
**ASAP**

Receive financial approval

Receive financial approval

Complete application on EVOLVE upload all supporting documents and including draft

For Category C Visits only, obtain Diverse Academies Trust Compliance Checks

Receive approval for visit

Complete Diverse Academies EV1 and risk assessments if a new activity + parental information if appropriate

Following approval

Leader works on checklist for organising visit and following Diverse Academies Policy and NCC guidelines with EVC

Leader issues information letter to parents countersigned by LT with consent slip or medical consent form, as appropriate

Collect any money in accordance with Academy requirements

Submit list of participating pupils to EVC and for SEND/SIN/B4L consultation

Notify kitchen of numbers of pupils involved/packed lunches ordered.

**Before departure**

Copy of student list + medical consent info/emergency contacts to main reception (or allocated paperwork base)  
 EVC arranges copies for out of hours contact

**After visit**

Complete a review of the visit and submit to EVC  
 Complete finance balance sheet and return to Finance officer within two weeks