



Stony Dean School

Working to Inspire

Stony Dean School
Policy on Educational Visits

Date: September 2022
Review: September 2024



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The school has formally adopted, through its Governing Body, the 'Policy and Guidance for Educational Visits' Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

1) Aims and Purposes of Educational Visits:

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school.

The range of activities are on the webpage along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body 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, boxing etc.)
- ✓ School teams
- ✓ Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
- ✓ Day visits for particular year groups
- ✓ Residential Visits
- ✓ Overseas visit
- ✓ Adventure Activities, which might be classed as higher risk
- ✓ Other trips and visits in the local area for example travel training, local research projects, independent living activities and local volunteering

The majority of activities are by class or year group. Some activities may be by Key stage, by invitation or by open access.

2) Types of Visit & Approval

There are two 'types' of visit:

1. Non-residential visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
2. Visits that are overseas, residential, or involve an adventurous activity. As above, but the Head authorizes and then submits to the LA for approval. In their absence it will then be a member of the Senior Leadership Team that reviews the trips.



3) Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Head or EVC prior to planning, and certainly before making any commitments. Once we know the trip can run then consent is then sought from the Parent/Carers even if the child is 18 years old. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Head Teacher has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE. The Governing Body's role is that of a 'critical friend' Individual governors may request 'read-only' access to EVOLVE. The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

4) Approval Procedure and Consent:

The Head teacher has nominated S Jacobs as the Educational Visits coordinator (EVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents the Head teacher and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organizing 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.

All Trips

Written consent from parents is required for pupils to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required. Also, written consent will be requested by school for activities that need a higher level of risk management (such as visits that are adventurous, residential or overseas or involve coach travel) and those that take place outside school hours.

5) Staff Competence

We recognize 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



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- ✓ 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 ready to be a visit leader, the Head 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.
- ✓ The appointed Group 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
- ✓ Emergency procedures

The school has an emergency plan in place to deal with a serious incident during a visit. The school will appoint a member of the SLT 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 Group 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. The Group Leaders will take with them a copy of the Buckinghamshire Serious Incident Procedure. All incidents and accidents occurring on a visit will be reported back through the school systems. The school will have emergency funding available to support the Group Leader in an emergency.

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.

6) Approval Procedure and Consent

Before a visit is advertised to parents the EVC or Headteacher must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date. This timescale must allow accurate checking from the Head Teacher and adjustments to be made to the trip. 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. For out of hours clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation.



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in these activities. Parents will be given the timetable for the activities that pupils are involved in or will be informed by pupil planner, letter or phone call if an activity is planned or has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. The school has a standard model letter, which should be used for this purpose.

7) Parentmail E Consent:

With e-security measures in place, parents can give consent on-line.

E-consent can be given via systems which allow entry of the description of the visit (which may be backed up by attachments, via hyperlinks or further information sent by email or hard copy) and which may include additional aspects such as swimming ability. Parents will need to confirm that they have been fully informed as part of giving consent and when and by whom the consent was given.

Where e-consent is given by email, the email address is the one provided by parents to the school and taken directly from the school's Management Information System. Where e-consent is online via a web link, then this should be accessible only via a password protected parental login.

In the rarest of occasions verbal consent can be given, but must be confirmed in writing within 24hrs.

8) Withdrawing Consent:

Parents can withdraw consent at any time and can do this by contacting the school directly to update information held.

9) Risk Assessments

These are completed by the Group Leader and entered as attachments on the EVOLVE management information system by the EVC. A hard copy of all associated risk assessments and care plans are included in the information pack which the Group Leader carries to each visit.

10) Evaluation

All visits will be evaluated by the Group Leader with the EVC. This will include a review of the plan which contains the significant issues for the visit. A short evaluation report will be completed after each visit. The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

11) Medication

All students who have a health or asthma care plan will be submitted on an EV risk management form before approval of any educational visit. This document is specific to individual needs and illustrates the Responsible persons who will be overseeing any medications on trips. All medications must follow the child to ensure their safety



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12) The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour for Learning Policy'. Some students have a clear risk assessment in place to address individual needs. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct is not deemed acceptable.

13) Inclusion

Each child has an individual risk assessment which support the planning process. We comply with the Equality Act 2010. See also SEND Policy and Accessibility Plan – see school website

14) Charging / funding for visits

See Charging and remissions policy – see school website

15) Transport

We follow Bucks Requirements and Guidance which reflects National Guidance.

16) Use of staff cars to transport pupils

Refer to the Bucks Requirements and Guidance document

17) Insurance

We follow Bucks Requirements for Insurance

18) Other

- ✓ LAC children need consent of their social worker
- ✓ EVC= Education Visits Coordinator
- ✓ Evolve= Educational Visits Online Virtual Environment (EVOLVE provides a means of recording planning, consent and risk assessments that place during the school and are a normal part of a child's education)