



**DRIFFIELD  
SCHOOL  
& SIXTH FORM**

# **Educational Trips & Visits Policy**

## **Version 1.2**

**Important:** This document can only be considered valid when viewed on the school's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

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<b>Related Documents:</b>	

## Educational Trips & Visits Policy

### 1. Aims

Driffield School's Educational Trips and Visits Policy sets out the school's formal commitment to providing a robust framework for approving, planning, assessing and supervising all educational visits in a safe and responsible manner. All approved educational visits must be managed in such a way as to ensure that students are able to reap the benefits in the safest practicable circumstances and environment.

All educational visits will be organised so that trip leaders, support staff, and all others involved in the planning and conducting of educational visits do so within a structure which clearly defines their roles and responsibilities, to effectively ensure the safety of all participants.

Driffield School aims to offer young people an inspiring curriculum that is broad and balanced, and prepares them for adult life. The school believes that educational visits provide invaluable teaching and learning opportunities that supplement this curriculum, and that such visits allow students to see the relevance of classroom and other school-based experiences within the context of society and our wider environment. Well planned educational visits help promote the physical, emotional, spiritual, mental and social development of students, and are an effective means of the promotion of British values including determination, grit and resilience.

Driffield School **is committed to:**

- Clearly defining roles and responsibilities for those activities necessary for the planning, approval and execution of an educational visit
- Adhering to 'best practice' standards
- Ensuring all educational visits are consistently and thoroughly documented, before, during and after the dates of the visits
- Ensuring all educational visits are approved by senior members of the school management team BEFORE students are allowed to leave school premises

### 2. Introduction

Educational Visits in the context of this policy refer to any offsite visit or activity that is organised and/or undertaken by the school, that takes place with the knowledge and approval of a member of school staff, either during or out of school hours. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

This document should be read alongside the latest guidance from the DfE and the ERYC Educational Visits Policy document and guidelines, and in conjunction with the any other relevant school and/or trust policies or documents, including the Safeguarding Policies, Pastoral Policies including Behaviour Policy, Charging Policy, and Staff Expectations and Code of Conduct. All policies can be accessed via the school and trust website.

All staff planning and leading or accompanying an educational visit must be familiar with, and adhere to, all relevant school and ERYC guidance found on EVOLVE.

Regular and repeated visits (Category 1 visits) are governed by the same rules, regulations, and guidelines as all other educational visits. These may include local sports fixtures, sixth form visits to local universities and movement between trust schools. However, some of the procedural elements of approval and planning of these visits are carried out on approved templates at the start of each academic year, so that one set of planning and risk assessments can cover multiple visits. The planning of such visits is to be completed by the relevant member of staff and must be approved by the EVC and Head of School.

### **3. Rationale**

We aim to offer students a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

We seek to ensure that the National Curriculum is delivered to all students, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our students, we also offer a range of educational visits and other activities that add to what they learn in school. As far as possible, student access to all educational visits is universal, with fair selection procedures for any trips where demand exceeds available spaces.

Very occasionally, the specific needs or behaviours of a student may mean their ability to participate safely or effectively in an educational visit may be open to question. In such circumstances the EVC, SENCO, ERYC Educational Visits Advisor or other relevant external agency, as well as the Head of School may meet with all relevant parties to look to find a mutually agreeable resolution. Where this is not possible, the final decision on the participation of any student in an educational visit is at the discretion of the Head of School. Should approval be given for a student to participate in an educational visit in such circumstances, a specific risk assessment with agreed contingencies should be completed by the trip leader prior to departure.

### **4. Organisation**

The school curriculum is determined by the school leadership team, working alongside the local governing body. The curriculum itself is the basis for each subject area's programme of learning for each school year. To support this curriculum we plan for a corresponding programme of visits and activities each year. These are further supplemented by a number of other extra-curricular opportunities, including sports activities such as skiing or adventure and team building experiences.

Within each subject area's programme of learning, teachers may plan educational visits and activities that support student learning and development. Details of these visits and activities are always shared with parents and carers through newsletters, official school letters or via the school website. Where an element of the school curriculum is expected to be delivered or supplemented by an educational visit, consideration will always be given to alternative methods of curriculum delivery, and provision will always be made to ensure no student is disadvantaged through failing to participate in an educational visit.

Educational visits may take place both within and outside of school hours, and may take place outside of term time. The Head of School and EVC approve all educational visits in advance. All DfE and ERYC guidelines relating to the management and leadership of offsite visits must be followed, and we ask parents to give consent for their child to take part in any activity that takes students off the school site. If we do not receive this consent, it is unlikely that the child will be able to participate in any visit.

Effective supervision is of the utmost importance in maintaining the safety and welfare of all students and staff on educational visits. The ratio of students to adults is dependent on age and type of visit and is followed in accordance with the ERYC educational visits guidelines.

Volunteers are carefully assessed and permitted to accompany trips only if deemed suitable in line with the school's Child Protection and Safeguarding Policy.

#### **Roles and Responsibilities – General**

The Head of School has overall responsibility for all the school's educational visits.

Driffield School has an appointed Educational Visits Coordinator (EVC). The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Headteacher, including

recommendations regarding the approval of visits. The EVC has training from the LA (ERYC) regarding their responsibilities with respect to the management and approval of educational visits and **is required** attend refresher/update training at least every 3 years.

The LA Educational Visits Officer is Clare Johnson (telephone: 01482 392417 or email [clare.johnson@eastriding.gov.uk](mailto:clare.johnson@eastriding.gov.uk)).

Staff organising trips (Trip Leaders) must familiarise themselves with, and comply at all times with, all the LA guidance for the management and leadership of offsite visits that is published on EVOLVE. The planning and running of an educational visit are comprised of four clear elements and staff must follow published guidance for each of these:

- Outline approval – this must be sought and confirmed before any further planning takes place. In particular, no financial commitments or promotion of any visits should occur before outline approval has been received.
- Pre-visit planning and risk assessment – all Trip Leaders must use their own EVOLVE identity to complete the process using the ERYC EVOLVE planning tool, and in conjunction with the school EVC administrative support officer.
- The visit itself – from the point where students leave the school site until they are returned, either to the school site, or directly to their parents or carers.
- Visit evaluation – completion of the medical and injuries declaration available from the website, as well as the accident and near-miss log if appropriate.

The designated Trip Leader always retains responsibility for all elements of an educational visit, including ensuring appropriate first aid provision on the visit itself. A Deputy Trip Leader must always be appointed and clearly identified at the outline approval stage. Where the Trip Leader is rendered incapable of effectively discharging their responsibility for any reason, the responsibility passes to the Deputy Trip Leader. To this end the Trip Leader and Deputy Trip Leader have joint responsibility for ensuring they are familiar with all relevant planning and procedures for the visit prior to departure.

Staff representing the school during out of school events such as extracurricular activities, trips and visits or prom should treat the event as an extension of the school day and adhere to same professional standards as they would in school. All staff have a duty of care to ensure children are fully safeguarded and TEAL policies should be followed at all times, including Expectations and Code of Conduct. This is to ensure that safeguarding procedures are followed, and staff are working safely to prevent any possible allegations. In line with the Alcohol and Substance Misuse policy, this means that the consumption of alcohol is not permitted at any out of school event involving children.

## **5. Charging for School Activities**

There are circumstances where the school could make a charge for certain activities. These are documented in the school's Charging and Remission Policy. The Trip Leader of each visit should ensure that a visit is carefully costed and budgeted for and that all relevant charging guidance is adhered to with the guidance of the school's Finance Manager. Documentation to support the financial planning of educational visits can be found on EVOLVE and/or the school intranet and must be completed by the Trip Leader as part of the outline approval request. The costs of any visit should be clear to all concerned, stating how much parents/carers are being asked to contribute. There is no compulsory financial contribution element to any Driffield School curriculum-based visit that is deemed to take place during 'school hours', although the school may request voluntary contributions towards the costs of these visits.

## **6. Residential Visits**

Staff must be aware when they are in residential accommodation that they must rigorously check for any possible hazards/risks/defects. Additional risk assessments must be completed for such visits as part of the EVOLVE planning process. These visits are also subject to an additional element of pre-trip approval from ERYC Educational Visits Advisor before they are permitted to depart the school site.

## **7. Risk Assessments**

Risk Assessments are required for all educational visits. A set of generic risk assessments, produced by the ERYC Educational Visits Advisor, that cover most types of visits are available from EVOLVE. The generic risk assessments must be reviewed and amended by the Trip Leader. In addition, Trip Leaders must consider the specific risks, and relevant actions, for specific aspects of the visit and these must be clearly recorded on the generic risk assessment templates in the relevant sections. These specific risks may include, but are not limited to, the venue(s), the activities, the students (medical needs, special needs and disabilities, safeguarding concerns).

Completed risk assessments must be reviewed and agreed by all staff and volunteers accompanying the visit, during the planning stage of the visit. It must then be signed by the Trip Leader and attached to the EVOLVE form during the pre-visit planning stage. All trip staff and volunteers must ensure that they are familiar with the risk assessments so that they are aware of agreed practice before undertaking visits. The risk assessment(s) will be checked by the EVC and/or Head of School during the EVOLVE approval process.

## **8. Emergency Procedures**

All visit leaders must carry copies of the educational visits major incidents guidelines, and follow these in the case of an emergency. All visit leaders must ensure they have access to this guidance throughout the visit as well as having access to students' emergency contact details and any relevant medical information. All educational visits that take place will have an allocated Emergency Home Contact (EHC). Trip Leaders can contact their EHC during the visit for advice and guidance. The emergency home contact is either the EVC and/or members of SLT. For visits that are residential and/or high risk, there would usually be two emergency home contacts. Emergency home contacts should be identified on the EVOLVE form along with their contact numbers. Additionally, there is a 24-hour emergency contact number for the local authority support team.

## **9. Approval and Planning**

### **Special/Medical Needs**

Any special/medical needs of students are collated by the Trip Leader, and supervising staff are briefed and trained accordingly. Trip Leaders must consider any information and/or plans used in school but may also need to consider further measures depending on the nature of the trip. It may be necessary to involve the support of the SENDCO, as well as parents/carers for further advice and information. Documentation about special and/or medical needs must be included with other trip information and the Trip Leader and other trip staff/volunteers must be aware of the needs and have access to this documentation. This documentation is collected separately for every educational visit to ensure Trip Leaders always have the most up to date information for students on their visit. Where students have a specific medical need, this must be considered in the specific risk assessment section of the risk assessment templates and must be conducted prior to departure.

### **Transport**

A list of approved transport providers, all of whom are approved by the ERYC Transport Services team, who may be contracted to provide transport for educational visits, is available on EVOLVE. Vehicles from these providers all have individual seat belts, with the exception of standard service school buses. There are occasions (usually for local visits) when a school service bus might be used to transport students. These buses do not have seatbelts but

are approved for student transport. In all other circumstances, the trip leader will ensure all students are wearing a seat belt. The school minibus and/or MPVs may be used for transport during an educational visit. Staff must refer to and follow the guidance and procedures outlined in the school's Minibus Procedures document. If transport is from a provider not on the ERYC approved list, this must be clearly identified on the EVOLVE form and will require approval from the EVC/Headteacher.

### **Training**

The school's EVC will attend externally provided educational visits training at least once every three years. Updates, advice and training for all staff involved in visits are provided by the EVC or Head of School during regular staff meetings when appropriate. In addition, ECTs at the school are given introductory training on educational visits as part of their induction training programme. Further specific training can be provided by the ERYC Educational Visits Advisor or another regulatory body where necessary.

### **First Aid**

At least one member of staff with appropriate first aid training is expected to accompany all visits. The only exception to this is where the visit is to a venue within 5 miles, and/or where there is a confirmed first aider at the venue. Even in these circumstances, the school will endeavour to ensure a trained first aider accompanies the visit. All accidents and near misses on visits must be recorded by the trip leader on their return to school, in line with the school's accident reporting procedures. All incidents where a student has been injured, or suffered a medical issue, on a visit must also be recorded using the relevant documentation. These documents are stored by the school in accordance with the Retention Policy.

Any such incidents are reviewed subsequently by the EVC and Health and Safety manager. Any lessons learned are will be shared with all relevant staff, and any necessary changes to procedures made.

### **Insurance**

The school has its own insurance policy that covers all visits that are undertaken and is deemed sufficient. However, additional insurance may be required by the school, or recommended to parents in certain circumstances, and this must be checked and verified by the trip leader.

### **Conduct/behaviour**

Staff on educational visits are required to remind students that there must be no smoking and no alcohol consumed on any visit, regardless of the age of the students involved in the visit. Normal school rules regarding student conduct and behaviour apply to all school visits. Staff will follow normal school disciplinary procedures where these rules are not adhered to. In addition to this, a student's in-school behaviour may be taken into account prior to the departure of a visit. A decision may be taken by the EVC and/or Head of School to not allow a particular student to participate in an educational visit based on their behaviour.

### **Communication**

Trip leaders should collect a school mobile phone prior to departure. This must be booked at least 3 days in advance of the trip departure date. In the event of an emergency during a visit, contact details are held in the documentation pack for the particular visit. A copy of this documentation must be carried by, or be accessible to the Trip Leader and Deputy Trip Leader at all times. An additional copy is accessible to the EVC and/or EHC throughout the visit.

### **EVOLVE system**

The EVOLVE system is the online educational visits system provided by the ERYC which is used as a logging and a planning tool for all educational visits. The web address for EVOLVE can be obtained from the school intranet. All educational visits (with the exception of repeat (Category 1) visits) must be recorded and approved using the EVOLVE system.

### **Planning and Approval**

All educational visits must be initially approved using the request template available through EVOLVE or school intranet. Once approved, all visits must be logged on the EVOLVE system by the proposed Trip Leader, who must use their own EVOLVE account. All necessary and relevant documentation must be attached on the EVOLVE visit

form and be available for inspection. The EVC is required to review the EVOLVE entry prior to final approval being recommended for the trip. The EVOLVE form will be subject to rigorous checking before any final approval is given by the EVC and Head of School, and for residential and/or high-risk activities the ERYC Educational Visits Advisor. No trip is permitted to leave school without appropriate approval.

## **10. Documentation**

All information and documentation relating to any educational visit should be recorded on the EVOLVE system. Copies of all documentation relating to an educational visit must be accessible to the Trip Leaders, the EVC and the EHC at all times during the Educational Visit.

## **11. Monitoring and Review**

Driffield School is aware of the need to review the policy regularly to take account of new rules, procedures and guidance relating to Educational Visits. This policy will be reviewed every three years.

To assure quality of standards, the Head of School and/or the EVC will accompany at least one Educational Visit per year to monitor real practice, and to assist with the review of policies and procedures.

Staff are encouraged to express any concerns regarding the organisation and management of educational visits in writing to the Head of School, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered by the Governing Body.

Clare Johnson (LA educational visits and outdoor learning consultant at ERYC) or one of their team may turn up during any school visit and observe proceedings. They may also check paperwork to check for compliance with school and local authority policies.

### **Records of visits**

Records of educational visits are kept by the school in accordance with the Retention Policy.

### **Key**

DfE – Department for Education

ECT – Early Careers Teacher

EHC – Emergency Home Contact

ERYC – East Riding of Yorkshire Council

EVC – Educational Visits Coordinator

LA – Local authority

NC - National Curriculum

SLT - Senior Leadership Team

SEND - Special Educational Needs & Disabilities

SENDCo - Special Educational Needs & Disabilities Coordinator