



Glenwood School Educational Visits policy

November 2020

Educational Visits Policy

Educational Visits and Off-Site Activities

Responsibility - EVC	Liz Cornish/ Sally Waddingham
Date Trained	September 2020/ January 2019
Signed off by	Chair of Governors
To be reviewed	November 2021
Other Policies Related	Child Protection. Behaviour Health and Safety
Other Paperwork Attached	<ul style="list-style-type: none">• Accessing Community Class Specific Form• Accessing Community Location Specific Form• Accessing Community Process

At Glenwood School we refer to Educational Visits as ‘Accessing the Community’.

The purpose of Accessing the Community for our learners is to open their world to new experiences, gain lifelong skills, increase their learning outside the bubble of Glenwood School and their home which will enable them to share new experiences with the important people in their lives.

Careful consideration of the learners EHCP Outcomes, Big Picture, Annual Review targets, Short Term targets, Learning Conversations and Personalised Support Strategy is essential to the planning for every learner.

In this way weekly opportunities to access the community (sometimes more) are an embedded element of the Glenwood curriculum model. The curriculum thinking, careful planning, procedures and evaluation of impact is embedded into our routine school day for local trips. Overnight stays, trips covering significant distances or a significantly different risk assessment to our routine trips will be logged on to Evolve.

Educational Visits Policy

- 1. Authorisation – Legal Responsibilities**
- 2. Types of Visits**
- 3. Risk Assessment**
- 4. Parental Consent**
- 5. Staffing – competence and training**
- 6. Supervision**
- 7. Insurance**
- 8. Emergency Planning**
- 9. Summary checks**

Sign-Off system – Flow Diagram

1. Authorisation – Legal Responsibilities

- The Deputy Head or Head must formally approve any educational visit or other off-site activity.
- The governing body must be kept informed and visits must be individually authorised by the governing body where this is specific in the school’s educational visit policy.
- The EVC must: Ensure educational visits meet the employer’s and school’s requirements. Support the Head and Governors with approval and other decisions. Assess the competence of prospective leaders and staff. Ensure risk assessments meet requirements. Organise training and induction. Ensure parents are informed and give consent. Organise emergency arrangements. Keep records of visits, accidents or incident reports. Review and monitor practice.
- The Visit Leader must: Be approved to carry out visit and be suitably competent and knowledgeable about the school and LA’s policies and procedures.

2. Types of Visits

Locally approved and ECC authorised: eg.

- All visits to comply with this **Educational Visits Policy**
- All local visits to be approved by the EVC
- Adventure activities, all residential trips, and trips abroad; require County authorisation by the Outdoor Education Advisory Panel using EVOLVE.
- This policy must relate to the Codes of Practice in place for such visits:
- All approval of visits will be made using the website based system for organising and seeking approval for educational or recreational visits which can be found at:
www.essex.gov.uk/educationalvisits

or

- Local approval will be made using submissions forms attached as appendices. County approval will be made using the on-line system.

3. Risk Assessment

All visits must be Risk Assessed

- A risk assessment must be undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.
- Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents.
- Use of a 'provider', for example accommodation or adventurous activities, we will contact them and obtain their risk assessments for these elements of our visit.
- One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual learners on each occasion.
- All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit.

4. Parental Consent

Signed parental consent must be obtained.

One parental consent may cover a programme of similar activities over a maximum of one year, e.g Essex Outdoor Centre, Horse riding, Gym, swimming etc

Parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

- Venue(s) and travel arrangements
- Dates and times of departure and return where visits exceed beyond the school day
- The nature of activities planned (including plan B)
- Kit list

- Arrangements for supervision
- Code of conduct or standard of behaviour expected during the visit
- Financial contribution expected from parents
- Insurance arrangements
- Contact system in case of emergency
- Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours

5. Staffing – competence and training

- There must be a qualified teacher in charge as visit leader. He or she must oversee the selection of learners, and the appointment and delegation of responsibilities to other staff.
- All staff should be assessed for competency and training provided for visit leaders.
- The staff-learner ratio must be determined as part of the risk assessment. Staffing ratios for visits: Identify legal staffing ratios and appropriate supervision arrangements for types of visits taken: (may specify minimum school requirements based on HASPEV / COP 28 and establishment considerations)
- Considerations: SEN / behavioural / age / activity / location / transport / Visits lasting longer than one Day / Visits of one Day or less
- Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these.
- County policy must be followed with regard to CRB checks.
- If adults other than employees or volunteers engaged by the school take charge of learners, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.
- See training sheet attached

6. Supervision

- Responsibility for learners extends for the full duration of the visit, including any period of 'down time' when learners are not engaged in structured activity.
- All supervision must be 'direct'.
- Direct supervision – learners remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which learners they are responsible, and learners must know who is in charge of their group

7. Insurance

Essex County Council Insurance covers all learners on Education and Off-site visits.

Non VA, Foundation and establishments not covered by ECC insurance must provide insurance cover for off- site visits.

No forms of indemnity or 'insurance waivers' may be signed without reference to the ECC Legal Service.

8. Emergency Planning

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if required, plus access to first aid equipment and a nominated person with first aid knowledge.
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.

- A list of learners with parental contact and medical information, must be held by the visit leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.

9. Summary Checks

- Seek approval in principle from EVC / Line manager.
- Plan and prepare for visit.
- Complete submission form.
- Assess risks.
- Benefit vs Risk form to be completed.
- Define roles and responsibilities of other staff and learners.
- Ensure effective supervision of learners and what they do.

Related policy areas for the establishment

- Child protection
- Inclusion
- Emergency planning
- Accident
- Health and safety
- Staff development (training, qualification)
- Volunteer
- Finance and insurance
- Work Experience
- Diploma work
- Extended Schools

Documents required:

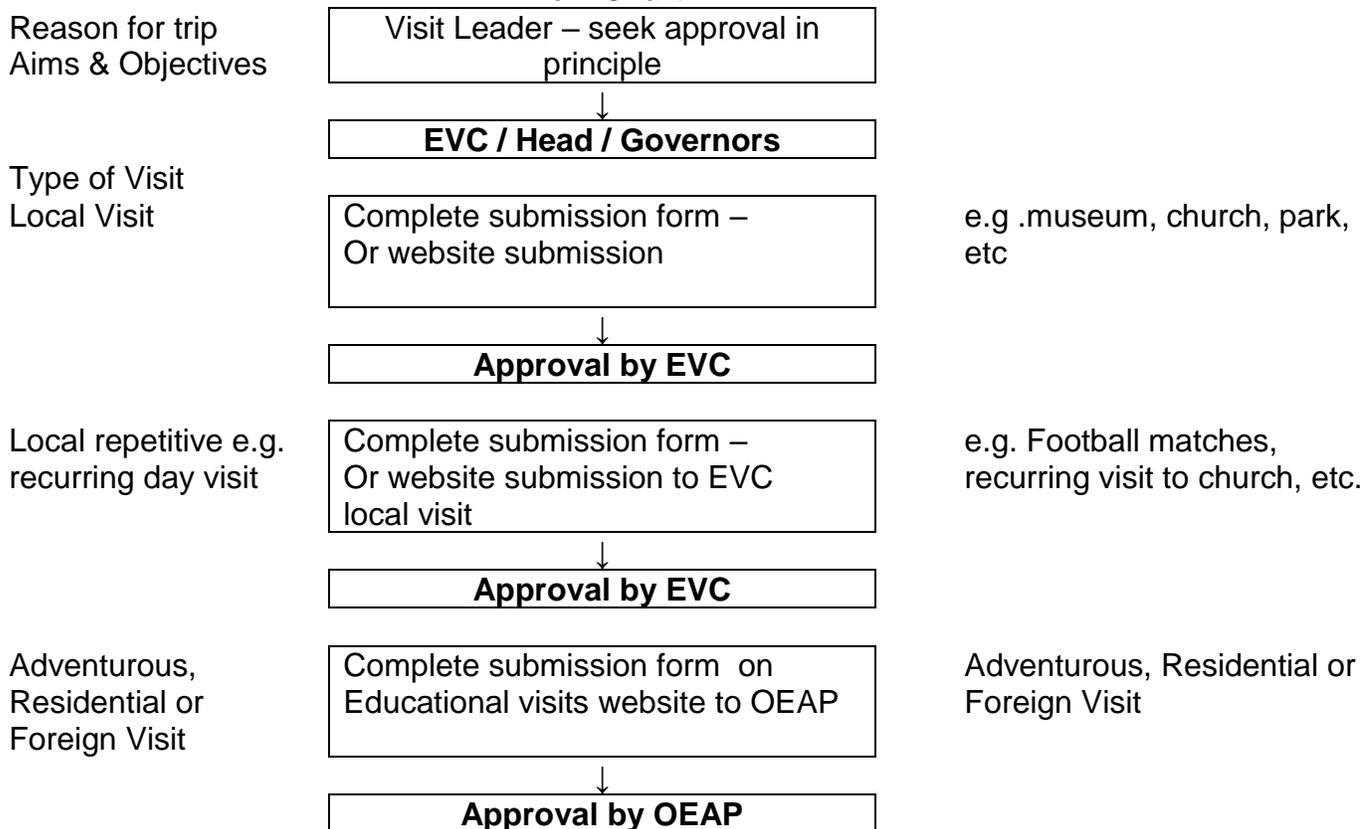
- Parental Consent forms
- Incident / Accident Report forms
- Educational visits register – Learners / Staff lists
- School Emergency Plan
- Emergency Contacts at Essex County Council (download emergency contact list from website – Page 5 submission form)
- Generic Operating procedures used by establishment

Sign-Off system:

Before the Trip

<p>Visit Leader</p>	<p>Aims and Objectives – Where? Approval to proceed LA notification or approval - category of visit</p>	<p>→ EVC / Head / Governors → OEAP or EVC – for local visits</p>
<p>Complete submission form / EVC website</p>	<p>Parental prior warning Programme inc. Plan B Provider information Kit List – Behaviour expectations Finance – money strategy Parental consent forms – Medical / Special Needs / Allergies / Diets Emergency contacts packs – School / LA</p>	<p>→ Consent forms etc.</p>
	<p>Preliminary Visit required? Transport Risk Assessment Inclusion Policy</p>	<p>→ Check out Provider → Check out provider → COP & Guidance → SEN Policy</p>

Flow Chart



Updated daily when accessing the community

Accessing Community

Class Specific Form

Daily Risk Assessment/Learning Plan



Academic Year	
Class	
Class Teacher	
Location	
Date	
Purpose of Visit	
Departure Time	
Arrival Time	

Glenwood School
Rushbottom Lane
Benfleet
Essex
SS7 4LW

01268 792575

	Learner	Staff Allocation	Backup Staff	Learning Objective/s (Directly links to Short Term Target/Learning Conversation/Annual Review/Big Pictures/PSS)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Emergency Plan

Designated Meeting Place	
Administrator of Medication	
Staff member/s who will ensure the safety of learners	
Staff member/s to begin searching	
Staff member to call school	
Staff member to call '999'	

Checklist

Accessing Community Paperwork	Date Completed	In Accessing Community folder in Teachers offsite bag (yes/no)
Learner Contact Forms	[termly/as updated by parents/carers]	
5x Printed Learner Photographs of each learner	[termly]	
Class Specific Form	[daily]	
Generic/Location Specific Hazard Form	[daily]	
Care Plans and Medication	[daily]	

This section to be completed half termly or on a need basis. Highlight in yellow new information added/amended from previous form submitted.

Learners Specific Support

Learners Name	Diagnosis	Specific Needs (linked to PSS e.g 'My worries')	Resources (Examples/linked to PSS)	Medical Needs	Medication

This section to be completed termly or on a need basis. Highlight in yellow new information added/amended from previous form submitted.

Staff Contact Form

Staff Name	Position	Mobile Number	Emergency Contact Name	Emergency Contact Number

<u>Bus Driver Name</u>	<u>Mobile Number</u>	Emergency Contact Name	Emergency Contact Number
Amanda			
Steve			
Lynn			

Completed by: [Teacher's Signature]
[00.01.2020]

Date:

Moderated by: [SLT Signature]

Date: [05.01.2020]

Accessing Community



Academic Year	
Class	
Class Teacher	

Location Specific Hazards and Control Measures

This section to be completed daily

Location	Marsh Farm		
Specific Hazards	Who is affected by the hazard?	Risk Rating (high/medium/low)	Is the risk adequately controlled?

Generic Hazards and Control Measures

This section to be completed termly or on a need basis. Highlight in yellow new information added/amended from previous form submitted.

Generic Hazards	Who is affected by the hazard?	Risk Rating (high/medium/low)	Is the risk adequately controlled?

*Completed by: [Teacher's Signature]
[00.01.2020]*

Date:

Moderated by: [SLT Signature]

Date: [05.01.2020]

Accessing Community Process

Teacher to identify to SLT need for provision for accessing the community.

Learning identified through Annual Review, Big Pictures, PSS, Short Term Targets which needs to be learnt/practised/modelled/developed offsite within the community.

Teacher to complete relevant documents:

- Class Specific Form
- Location Specific and Generic Hazards Form
- PSS

Departure Day	48hr deadline
Monday	Wednesday 4.30pm
Tuesday	Thursday 4.30pm
Wednesday	Friday 4.30pm
Thursday	Monday 4.30pm
Friday	Tuesday 4.30pm

Teacher to email all forms to SLT
48 hours **before** departure
(failure to email within deadline = no bus allocation)

SLT member to moderate paperwork
Red Corridor:
Yellow Corridor:
Blue Corridor:
Purple Corridor:
Green Corridor:

SLT to email signed copy back to teacher
(amendments to be complete if necessary)

Departure Day:
Forms awaiting ICT input
Forms saved on Shared:
• Accessing Community
• Relevant class folder

Triple check Teachers Offsite bag against checklist

If you do not go offsite please email SLT member with an explanation why

Celebrate learning within the community

Enjoy your trip!

Plenary/Reflection

- Evidence for Learning
- Updating PSS
- Updating Class Specific Form

Highlighted in yellow not yet agreed – awaiting ICT outcome