

York High School

A Sports College at the Heart of the Community
Inspiring People - Achieving Excellence

Educational Visits Policy

Reviewed March 2017

Statement

York High School recognises the importance of Educational Visits in the development of all young people and as such aims to ensure that all visits follow the appropriate guidance issued by the Local Education Authority.

York High School will as much as it is reasonably practicable, undertake to ensure it fulfils all the statutory health and safety obligations it has responsibilities for with regard to Educational Visits and Outdoor Activities. York High School will adopt and endorse the policy and procedures of the LEA which is supported by this policy.

Background

Safety on educational visits is paramount and there is clearly a shared responsibility between schools/departments and LEAs to ensure that this is the case. Recent simplification of some of the Government guidance around educational visits does not remove the need for clear policies and procedures to support the delivery of such activities.

To assist all schools the LEA has engaged the services of an Educational Visits Adviser, who will provide support and guidance to schools as appropriate.

York High School will follow the guidance and advice issued by the LEA regarding all aspects of Educational Visits. This must be supported with guidance and professional advice on health and safety for educational visits which complies with current legislative requirements.

Principles

The aim for York High School is to encourage the continuation of educational visits and outdoor activities and to ensure that they are organised, led and run in the safest possible way.

This is based on the following key principles:

- A belief in the educational value of educational visits both in enhancing the curriculum and providing young people with the opportunity to learn which cannot be replicated in the classroom, and further provide opportunities for the development of our pupils.
- The need to establish a framework of policy, procedure, guidance and support that provides sufficient reassurance for governors, teachers, parents and the young people themselves. It must also ensure that

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educational visits continue safely and can be offered as a regular part of the provision for young people in schools and other services.

- Educational visits should be organised, led and run in the safest possible way, and Health and Safety considerations must always be given the highest priority.
- In planning educational visits and outdoor activities the school will have regard to the individual needs and circumstances of all children.
- All educational visits and off site activities should be planned with educational outcomes as the main principle objective.
- Children should experience risk in a controlled and safe manner and be encouraged to participate in evaluating risk as part of their learning.
- All staff involved with educational visits should receive the correct level of training, information and guidance to enrich their competence, and have access to continuing professional development.

Responsibilities

York High School will follow the guidelines issued by the LEA which sets out that:

The LEA will:

- Provide robust and comprehensive policy, procedures and guidance for all concerned and ensure that they are regularly up-dated.
- Support schools and other departments with an educational visits advisory service.
- Work in partnership with schools and other agencies who organise educational visits.
- Procure, provide and advise on educational visits training and instruction for all staff involved with educational visits.
- Ensure that a system is in place for both the approval and notification of visits where it is necessary.
- Monitor the way in which the policy and procedures are used in schools and other services in the management of educational visits

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- Maintain an emergency procedure for all Educational Visits and Outdoor Activities.
- Investigate accidents and incidents when it is necessary

The School's Governing Body will:

- Ensure that a person in the school has the role of Educational Visits Coordinator (if there is no other nomination this will be the Head).
- Adopt and endorse the policy and procedure of the LEA or provide an acceptable alternative which meets all the statutory requirements.
- Ensure educational visits meet all requirements in the policy and the LA's Code of Practice
- Ensure all visits have sound aims and objectives
- Carry out occasional monitoring through the Health & Safety Link Governor

The Headteacher will:

- Recommend to the governing body a nominated Educational Visits Co-ordinator (EVC). If a school or department has not provided a named person then it will be assumed that the EVC is the Headteacher or department manager.
- Ensure that all school visits follow the Code of Practice as laid out within the guidance.
- Ensure the competency of the Educational Visits Co-ordinator and Group Leaders.
- Ensure the person with EVC responsibilities has attended the LA training course for EVC's which is mandatory.
- Ensure that all procedures are followed including the submission of visit forms on evolve and forwarded to the LA where necessary.

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- Consult with the EVC on the arrangements in place for carrying out adequate risk assessments for visits.
- To ensure (with the EVC) that leaders of visits are competent to lead, evaluated on the type of visit in question.
- Allocate sufficient resources to meet identified training needs for staff (and volunteers).
- Ensure that there is co-operation from all concerned to enable others to fulfil their roles and responsibilities.
- Ensure that visits arranged are of educational value and meet the planned objectives.

The Educational Visits Co-ordinator should ensure that:

- The group leader is competent to lead the group on the activity planned.
- The policy and procedures have been followed by the group leader.
- All significant risks have been assessed, recorded and appropriate safety control measures are in place.
- The correct authorisation is sought and granted for each visit.
- The visits that should be notified to the LEA are notified within the correct time scale.
- Review training needs for the school/department, taking account of the evidence from appraisal, job specific requirements, risk assessments legislative requirements and proactive/reactive monitoring to recommend a programme of training, tailored to meet the needs of the school.

Summary of Key Procedural Requirements

All off-site visits will be processed, authorised and recorded using the City of York Council's online 'Evolve' system.

All off-site visits need approval from the Headteacher and the Educational Visits Co-ordinator (EVC).

Some visits need approval from the Local Education Authority Educational Visits Advisor (EVA), Headteacher and EVC (see table below).

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The following steps should be used when planning any off-site visit/trip or other activity: **(a quick reference guide is available on the intranet for staff which summarises key points)**

1. Seek initial approval for the intended visit through discussion with senior staff and/or the Headteacher, ideally at least 1 month before intended departure. Clearly any residential trips or more expensive trips will need to be planned a lot further in advance. As a minimum, category 1-3 trips require 2 weeks notice.
2. Ensure that you follow York High School's policy on absence and cover arrangements for all staff, contained in the staff handbook.
3. Ensure that you take account of the information regarding financial planning provided by the Finance Manager and referred to in the School Finance Procedures in the staff handbook. If online payment is being considered please ensure this is discussed with the Finance Manager at the earliest opportunity. **Further details are contained in the section below regarding charges to parents.**
4. Provide information regarding pupil absences to the Attendance office.
5. Provide a list of attending pupils to the relevant Admin Assistant who will collate information regarding pupils' SEND and medical needs and emergency contact information. They will also confirm that parental consent for school visits has been provided.
6. Provide parents with appropriate information regarding the visit ensuring that updated medical information is requested. N.B. Parental consent is now requested when a pupil starts at school therefore it is no longer necessary to request this on each occasion. **Further details are contained in the section below regarding charges to parents.**
7. Contact the Finance Assistant to provide all details to enable the online 'Evolve' form to be completed appropriately and within the relevant timescales.
8. Should the visit involve an external provider or tour operator, the provider should be Learning Outside of the Classroom (LOtC) quality badged, AALA licensed or Adventuremark Badged. If the above cannot be met then it may be possible for a 'Provider form' to be sent to the company to be completed and returned (Form EV/Provider) – Check with EVC first.

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9. The group leader must complete and attach two additional items of information to the visit form before submission. The 'Educational Visits Checklist' (Form EV/PC1) and a completed risk assessment in the format of either a 'Basic Risk Assessment' (BRA) or a 'Standard Risk Assessment' (SRA). These can be obtained from the Finance Assistant who will support the Group Leader to complete.
10. Seek advice from EVC regarding aspects of planning and activities to ensure safe outcomes.
11. The Finance Assistant will submit the form to the EVC. The EVC will either approve the form or return it with some notes for the group leader's attention. The form can then be resubmitted for approval.
12. Higher category visits (4 & 5) will be sent automatically to the LEA for approval.
13. Please feedback any unforeseen hazards/incidents to the EVC on your return.

All group leaders should familiarise themselves with and follow the policies and procedures outlined.

Charges to Parents

In order to ensure that all costs for visits are covered, it is essential that there is clear communication between the Group Leader, Parents, the School's Finance Team and, if involved, Tour Operators/3rd party providers.

For higher value visits involving a Tour Operator, it is often a requirement to pay an initial non-refundable deposit to secure a child's place. This should be made clear to parents in the initial written communication, including when the payment is due by.

This initial communication must also set out the future payment schedule and include the date at which the future payments would also become non-refundable due to the cancellation charges imposed by the Tour Operator. Ideally, a copy of these conditions should be included with the letter. **If payment has not been made by the required date then the school will notify the parent that their place will be cancelled to avoid any cancellation charges being incurred.**

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Classification and Approval

Classification

Category	Description
Category 1	Local curriculum based activities that take place on a regular basis and occur mainly within school hours
Category 2	Regular visits, school trips and activities, which involve transport to the venue.
Category 3	Individual visits or activities of a specific nature but not residential and does not involve an activity in or on open water
Category 4	Individual visits of a specific nature which include an activity in or on open water or are of a type which fall under the Adventurous Activity Regs as defined and identified within Guidance and Resources on Evolve
Category 5	All residential visits in the UK and abroad and those which fall under the Adventurous Activity Regs as defined and identified within Guidance and Resources on Evolve
A Definitive list of adventurous activities that require authorisation by the City of York LA are detailed within Guidance and Resources on Evolve.	

Approval

Classification of Visits	Mandatory documents, which have to be attached to the Evolve on line visit form.		Final Approval	Minimum Notification Required for Submission of Visit forms
	Planning Checklist	Risk Assessments		
Category 1	√	√	Head/Manager	2 weeks prior to departure
Category 2	√	√		
Category 3	√	√		
Category 4	√	√	CYC Educational Visits Adviser	3 weeks prior to departure
Category 5	√	√		
Note; If Category 4 or 5 visits forms are submitted late, whilst every effort will be made to deal with visit forms. Approval cannot be guaranteed outside the stated timescales. Responsibility will fall directly on the Head/Manager if the visit is allowed to go ahead.				

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Support

The LEA has appointed an Educational Visits Adviser whose role includes support in:

- Assessing the notification of prescribed visits.
- Monitoring visits, ensuring their compliance with the H&S policy and procedures for educational visits.
- Giving advice and guidance where needed.
- Maintaining the database of schools and information on visits for other schools to use.
- Maintaining procedures to monitor and review safety in off-site activities.
- Providing and procuring training for staff involved in educational visits.

Further support will be provided by the H&S Advisers.

Legislative Background

The policy encompasses all aspects of The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 which requires all employees, including volunteers, to:

- Take reasonable care of their own and others' safety.
- Co-operate with the employer over safety matters.
- Carry out activities in accordance with training and instruction.
- Inform the Head teacher, manager, Educational Visits Co-ordinator or group leader of any serious risks.

The policy also recognises requirements found in other legislation including the Education Act 2002, The Schools Standard Framework Act 1998, The Education Act 1996 and the Schools Inspections Act 1996.

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Within the above legislation it is incumbent upon teachers, staff and volunteers to show a high degree of 'duty of care' when in the company of and supervising children.

It will be expected that all those involved in the coordination, approval, planning, and leadership of educational visits will follow the policy and procedures as issued by the LEA and the guidance issued by the Department for Education.

Key Contacts

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Date of Adoption by Governing Body: _____

Chair of Governors' Signature: _____

Date to be Reviewed: _____