



**SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS**

**EDUCATIONAL VISITS  
POLICY**

**DATE: MAY 2018  
REVISION DATE: MAY 2020**

## EDUCATIONAL VISITS

### 1 INTRODUCTION

An Educational Visit is any organised, off-site visit involving students that requires the permission and approval of the Headteacher, the Educational Visits Coordinator (EVC) and the parents/guardians of students attending. Visits and off-site activities support, enrich and extend the curriculum in many subject areas. They encourage cooperation, team work and the application of problem solving skills and develop independence and self confidence. The aim of this policy is to sustain and promote a broad range of off-site educational visits whilst ensuring safe practices and competent supervision.

### 2 SCOPE OF POLICY

This policy covers all organised off-site visits for Sutton Coldfield Grammar School for Girls students which are led by a member of staff. It does not include off-site events that are promoted to students where there is no requirement for a member of staff to accompany the students. Participation in inter-school events such as sports competitions is also not covered by this policy.

### 3 EDUCATIONAL VISITS POLICY STATEMENT

All Educational Visits must have clearly identified aims and objectives and have an approved competent Visit Leader who is a member of staff. Well planned visits lead to successful visits. Staff will set appropriate learning challenges, responding to students' diverse learning needs. Provision, with well planned reasonable adjustments will be made to support students, enabling them to participate effectively in all educational visits.

We recognise that the benefits for students engaged on educational visits include:

- Raising achievement through organised experiences and opportunities outside the classroom
- Raising self-esteem, confidence and independence
- Experiencing a range of environments, extending their cultural awareness and widening horizons
- Participating in challenging physical activity and encouraging healthy lifestyles
- Being involved in teamwork and problem-solving through residential experiences

As an academy, the school is fully responsible for all aspects of educational visits and a comprehensive insurance policy covers staff and student participation on all educational visits where procedures have been followed.

All documentation relating to educational visits is updated regularly and can be found on the school intranet in the shared area: Staff/Educational Visits

### 4 INCLUSION AND ENTITLEMENT

Educational Visits are an integral part of the curriculum. All students are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational need or disability.

Where the number of students wishing to participate in a trip could exceed the number of places available, there needs to be a fair process for selecting students, especially if a financial deposit is required. Reasonable time (ideally one week) should be allowed between letters being issued to students and the deadline for parental responses. Once the deadline has passed, students from whom responses have been received should then be selected equitably (eg a ballot).

Students registered for Free School Meals are exempt from payment for all trips that are deemed part of the curriculum. In cases where the family financial circumstances prevent a student participating in a curriculum trip, parents may appeal to school for assistance towards the cost of the trip. Decisions regarding allocation of financial assistance will rest with the Headteacher.

The needs of individual students must be taken into account when planning trips. It is likely that there will need to be additional staff allocated to trips which include students with significant behavioural or medical needs.

In the case of students who may suffer from severe allergic reactions, there will need to be trained staff allocated to the trip who are prepared to administer an epipen. All planning for students with severe allergic reactions should include parents, medical support staff and outreach teams who have the specific knowledge and resources to support the needs of the trip.

Exclusion from a trip should only happen in very extreme circumstances and only after consultation with the EVC/Headteacher and with the agreement of parents and the student.

## **5 RISK ASSESSMENTS**

Thorough preparation for a visit must be undertaken, including a preliminary staff visit if deemed necessary. Any significant risks will need to be identified and control measures that will be put in place need to be outlined. The six main considerations when undertaking risk assessments are:

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures

### Staffing

- The suggested staff to student ratio for day and overnight visits is 1:15 where students are in Years 7 – 11 and 1:20 for Sixth Form students, although these ratios are only suggestions and are subject to amendment following discussion with the EVC/Deputy Headteacher.
- The ratio for adventurous activities and overseas visits should be 1:12.
- It is recommended that at least 50% of the accompanying staff are employees of school.
- Where students are travelling by coach, it is recommended that there are at least two members of staff on the trip.

## **6 ROLES AND RESPONSIBILITIES**

### **The Governing Body will:**

1. Approve recommendations for residential and overseas trips
2. Evaluate annually the range of activities offered and participation rates
3. Approve the charging and remissions policy in relation to educational visits

### **The Deputy Headteacher (Curriculum and Data) will:**

- 1 Promote educational visits and take a lead in policy development.
- 2 Approve the initial request for a visit and put the visit on the calendar
- 3 In the case of residential and overseas trips, take the request to the Governing Body for approval
- 4 Approve the letter to be sent to parents
- 5 Approve the arrangements for visits, including staff to student ratios
- 6 Ensure that the EVC has had appropriate training which needs to be revalidated every 3 years
- 7 Maintain and update the Educational Visits Policy and Procedures and associated documentation.
- 8 Ensure staff are aware of Educational Visits procedures via documentation, staff training, relevant meetings and staff briefings.

**The Educational Visits Coordinator (EVC) will:**

1. Liaise with staff, offering advice and support regarding educational visits.
2. Liaise with the Deputy Headteacher in terms of the organisation of trips.
3. Assess the competency of staff and volunteers involved in educational visits, ensuring appropriate checks are in place.
4. Confirm the insurance policy covers the planned activities
5. Ensure approval, notification forms, checklists and Independent Provider questionnaires are completed accurately.
6. Issue the Critical Incident Emergency Numbers sheet (which will include the emergency contact details of the Insurance company) to the Visit Leader prior to the trip departing.
7. Maintain records of all visits including copies of completed paperwork.
8. Ensure records are kept and checks are made on staff qualifications and driving details (including car insurance with business use if transporting students in own cars).
9. Attend relevant EVC training.

**The Visit Leader will:**

1. Ensure there are clear educational aims for the visit
2. Take overall responsibility for the organisation, supervision and conduct of the visit and have an up to date knowledge of the Educational Visits policy and procedures
3. Ask the Deputy Headteacher for permission to organise the visit and for it to be placed on the calendar. In the case overseas visits, ideally this should be twelve months in advance. For residential and overseas visits, an application form for Governing Body approval for the visit needs to be submitted.
4. Seek approval for any costs being passed onto students from the EVC who will liaise with the Finance Office
5. Seek approval from the Deputy Headteacher for the letter to parents
6. For trips outside school hours, ask two members of staff, including at least one member of SLT, to be the named contacts in case of an emergency
7. Carry out a risk assessment, complete the Educational Visits Application Form (EVAF), relevant checklists and pass to the EVC
8. Collate and check parental consent forms.
9. Consider whether any student participating in the visit may need a permission letter from their doctor in order to be covered by the school's insurance policy. A clear risk assessment must be made for any named student with known behavioural or medical issues.
10. Ensure parents, accompanying staff and students are kept fully informed of visit arrangements and itinerary (and in the case of residential and overseas trips consider holding an information evening for parents)
11. Ensure that all accompanying staff have a clear understanding of accident/emergency procedures
12. Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate.
13. Pass the names of students to the EVC (who is responsible for generating a SIMS list of all medical, dietary requirements and emergency contact details) ideally at least one week before the trip is due to take place.
14. Carry copies of all supporting documentation on the visit including the laminated emergency procedures card; itinerary; consent forms; emergency contacts list with special medical and/or dietary requirements and ensure that copies of the details are left with the school office and staff contacts.
15. Take a charged mobile phone on the trip
16. Register the students (either before leaving school and/or on arrival at the venue) and contact the school office to confirm attendance and report any absentees

17. Report any accidents and incidents that occur during the visits in accordance with the school health and safety policy. [Emergency contact number for insurance company will be issued and the company should be contacted directly if needed]

**Additional members of staff and other adults taking part in educational visits will:**

- 1 Assist the visit leader to ensure the health, safety and welfare of the students on the visit.
- 2 Be clear about their roles and responsibilities whilst taking part in a visit

**The Senior Leadership Team Link will:**

1. Ensure they have all the details of the trip, including timings and emergency contact details before the trip departs.
2. Be available on the emergency contact number given to answer any queries from the Visit Leader both before and during the trip.

**Students should:**

1. Understand that they have a responsibility to avoid unnecessary risks.
2. Follow the instructions of the Visit Leader and other members of staff.
3. Behave sensibly at all times, keeping to any agreed code of conduct.
4. Inform a member of staff if they become aware of any significant hazards.
5. Where students usually have spare medication kept in school, they should have their medication with them while on a school trip

**Parents should:**

1. Understand that they have an important role in deciding whether any visit or off-site activity is suitable for their daughter.
2. Inform the Visit Leader about any medical, psychological or physical condition relevant to the visit.
3. Ensure emergency contact details held by school are current and updated where necessary.
4. Sign the consent form.

## **7 FURTHER ADVICE AND GUIDANCE**

Guidance can be found in the Educational Visits folder in the staff shared area.

Advice on the school's educational visits insurance policy can be sought from the Finance Office.

Further advice and guidance on all aspects of educational visits is available on the Outdoor Education Advisers Panel (OEAP) website: [www.oeapng.info](http://www.oeapng.info)

## **8 EQUALITIES**

This Policy has been subject to an initial Equality Impact Assessment review. It was not considered necessary to carry out a full impact assessment.

## **9 REVIEW OF THE POLICY**

The policy will be reviewed every two years, taking into account any changes in legislation and recommendations with regards school trips.

## **10 APPENDICES**

- (i) Governing Body Approval Form for Residential Visits
- (ii) SCGSG Educational Visits Check List
- (iii) Educational Visit Application Form (EVAF)
- (iv) Sample letters for staff to amend when organising a trip

INITIAL EQUALITY IMPACT ASSESSMENT FORM

Name of policy/activity/project:

Educational Visits Policy

Is this a new or an existing policy/activity/project?

Existing policy updated

Scope/timescales for project or activity (including review date):

Approved in May 2018. To be reviewed in May 2020

Policy/project lead and Author of Equality Impact Assessment:

Mrs C. James, Deputy Headteacher

Outline of main aims of this activity/policy/project:

To provide guidelines for all members of the school community about the school's policy and procedures with regards to educational visits.

Who will benefit/be affected by this policy/activity?

Students of Sutton Coldfield Grammar School for Girls

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (eg race/ethnicity, gender, transgender, disability, religion & belief, age, sexual orientation, maternity/paternity) for:

(a) Students and members of the community? (eg The Governing Body, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc). Which groups are likely to be affected?

No

(b) Employees?

No

Does this activity make a positive contribution to the School's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the Policy applies to all equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

**Full impact assessment is not required**

Justification: The policy is of equal benefit to all students, regardless of gender, race, religion, sexual orientation etc.

Name: Mrs C. James     Date: May 2018