



BRIGANTIA
LEARNING TRUST

Creating Excellence Together,
through a culture of care

EDUCATIONAL VISITS POLICY

Longley Park Sixth Form Academy

Brigantia Learning Trust



Document Control

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DEFINITION OF A VISIT

For the purpose of this Policy, an educational visit is defined as “any occasion when pupils take part in learning activities which are carried out beyond the boundary of the academy.”

THE VALUE OF VISITS

The Learning Outside the Classroom [LOtC] Manifesto (DCSF, November 2006) states:

“We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.”

And also:

“Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what is learned but importantly how and where we learn.”

Trustees agree wholeheartedly with these sentiments and recognise and endorse learning in ‘the real world’. Trustees support, in principle, all school visits that are not only consistent with the above but also support the principles of inclusion.



ROLES, RESPONSIBILITIES AND EXPECTATIONS REGARDING THE VISITS POLICY

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer, Brigantia Learning Trust.

Brigantia Learning Trust have a set of *Visits Guidelines, Protocols & Templates* for employees to follow, which can be found in EVOLVE Resources / Guidance Materials/EVOLVE National Library.

Brigantia Learning Trust has a duty to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees.
- the health, safety and welfare of young people
- the health, safety and welfare of volunteers

Employees have a duty to:

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

Responsibility Chain

1. Brigantia Learning Trust (delegated to CEO)
2. Principal
3. EVC
4. Visit Leader
5. Other employed staff supporting the visit
6. Other adults accompanying the visit
7. Parents
8. Pupils

Visits requiring Brigantia Learning Trust Approval

delegated to Trust Board for approval

- Visits abroad;
- residential visits (*including overnight camping*);
- hazardous locations (*mainly coast/beaches or natural inland waters*);
- adventurous activities (*climbing, sailing, canoeing, abseiling etc.*);
- remote supervision



The Principal has a responsibility to ensure that:

- there is an appropriately trained Educational Visits Co-ordinator (EVC), and where appropriate a trained Administrator, in place
- those staff who need it - EVC, Visit Leaders, in particular, and all staff accompanying visits - complete the appropriate training (SharePoint)
- there are notification and approval processes both at academy level and between the academy and Brigantia Learning Trust – Appendix 1 & 2
- visit leaders follow the guidance provided by the EVOLVE system & the academy
- visit leaders work with the DSL to ensure that young people are safeguarded
- trustees are made aware of any visits requiring Trust approval
- the academy visit process supports the principles of inclusion
- there are monitoring procedures in place for all visits and the Trustees receive regular reports about visits - especially about those requiring Trust approval and any relatively serious incidents or near misses
- Formally authorise all visits and has overall responsibility for their safe planning and execution.
- Ensure there is access to high quality first aid on all visits
- Ensure that Visit Leaders (as well as other appropriate staff) are aware of the procedures for Critical Incidents and that Visit Emergency Procedures are in place for each visit and are understood by all staff involved (see Appendix 3).
- Ensure that all visits receive approval by Principal prior to the visit
- All visits, regardless of level, must be logged and approved via EVOLVE

Statement

The Trustees and CEO of Brigantia Learning Trust accept their responsibilities under the Health and Safety at Work Act in relation to school visits.

Signed: _____ (CEO)

Signed _____ (Chair of Trustees)

Date: _____



Appendix 1

EVOLVE Categories explained

Category 1 - these visits will be:

- Regular, routine day activities that are organised in and around the locality, usually on foot.
- Regularly repeated visits - can be covered by a block annual consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.
- On-site activity (excluding adventurous activities listed in category 3).
- Transporting children between multi-site establishments or other local schools/venues.
- Regular curriculum delivery at off-site provider
- Visits in and around your academy setting on foot (churches, parks, urban centres, sponsored walk) sports fixtures and the annual sports day (involving transport).

These visits should be planned using the EVOLVE system local visits risk assessment and with approval by the Trip Leader and Principal.

These activities can be covered by an annual blanket consent.

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the Trip Leader will sign out before departure leaving relevant information with the academy contact.

The specific establishment off-site visits risk assessment (that may also include road transport) covers general supervision of these visits. A review will be required rather than completed a new document each time. Any additions can be documented using the Event Specific Note form.

All visits must be planned and submitted using EVOLVE. Category 1 visits must be completed and submitted via EVOLVE at least **2 working weeks** prior to the visit taking place.

Registers will be completed in Arbor and the Trip Leader will have the Trip Smartphone, paper registers will be required in case of lack of signal.



Category 2

- these visits are:

- Single “one off” day visits; or
- a programme of visits that take place off-site but further afield than your academy and could be annual. These opportunities will usually require transport and could also require some enhanced planning and risk assessment.

Example visits are:

- Visits requiring use of transport (urban areas, theatres, social events, places of interest)
- Fieldwork visits (not in open/remote country)
- Farm visits
- Forest school programmes

These activities will be entered onto the EVOLVE system and submitted to the EVC at least **3 working weeks** prior to departure. Approval is delegated to the Principal and visits should be covered by a parental consent form. For each off-site activity, the Trip Leader must obtain a reply slip or online consent from parents indicating that information relating to the visit has been received and that they agree to their child’s participation in the event. On this same form parents are able to note any changes to the medical information relating to their child.

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by the annual blanket parental consent form. The specific establishment local visits risk assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completed a new document each time. Any additions can be documented using the Event Specific Note form.

If a visit is planned to a higher risk environment, the appropriate Safe Working Procedure document should be reviewed, amended, and completed for your specific visit. This will then be attached to the EVOLVE record, prior to submitting to the EVC and Principal for approval.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions. e.g., forest school. Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

Registers will be completed in Arbor and the Trip Leader will have the Trip Smartphone; paper registers will be required in case of lack of signal.



Category 3 – these visits could include:

- Overseas
- Residential
- Hazardous activities (provider or establishment led)
- Hazardous locations (coastal locations & inland waters)
- Require remote supervision

Approval from the Trust will be required for all Category 3 visits. The EVOLVE system will automatically pass such identified visits to the Trust for approval after first being checked by the EVC and authorised by the Principal. For each off-site activity the event leader must obtain a reply slip or online consent from parents/carers indicating that information relating to the visit has been received and that they agree to their child's participation in the event. On this same form parents/carers are able to note any changes to the medical information relating to their child.

Overseas visits will be submitted to the Trust **12 working weeks** before a visit is set to take place.

A member of staff intending to lead (as opposed to supervise) an adventurous activity, must be specifically approved by the Trust to do so via the EVOLVE Leader Approval Request function.

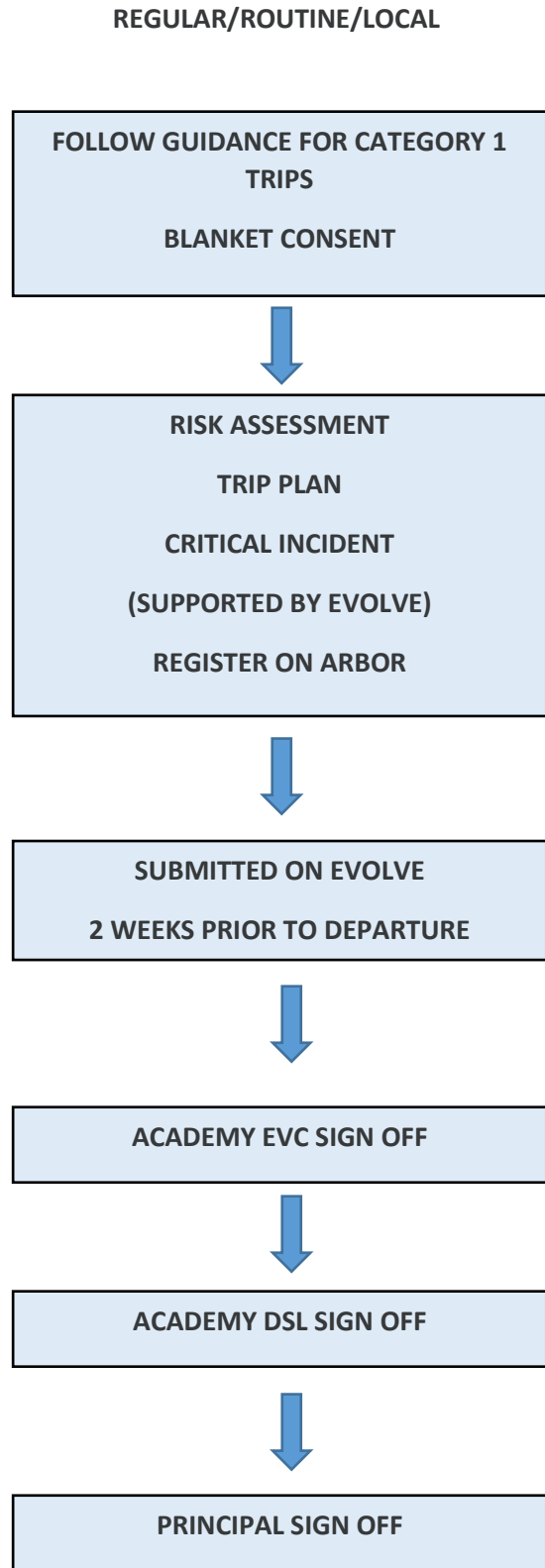
When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a Provider Form or verified by holding an appropriate national accreditation, e.g., learning outside the classroom quality badge. Providers will not be used until they have been 'vetted' by the Trust and have appropriate risk assessments.

Registers will be completed in Arbor and the Trip Leader will have the Trip Smartphone; paper registers will be required in case of lack of signal.



Appendix 2

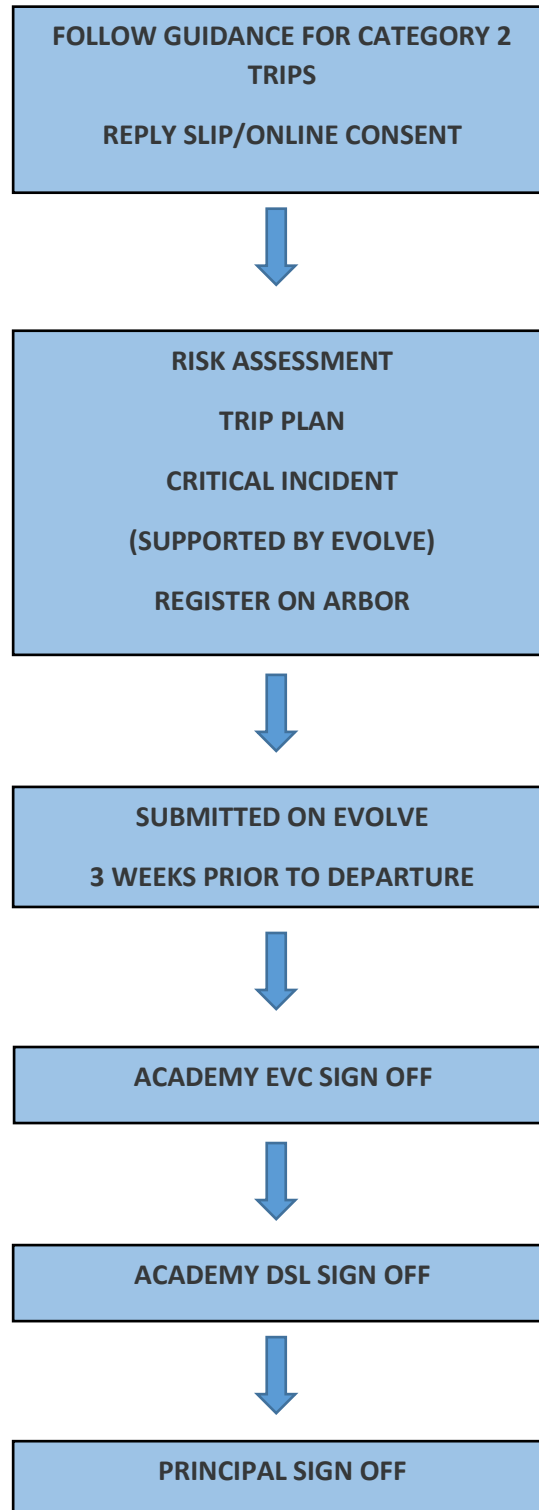
Category 1 trips flowchart





Category 2 trips flowchart

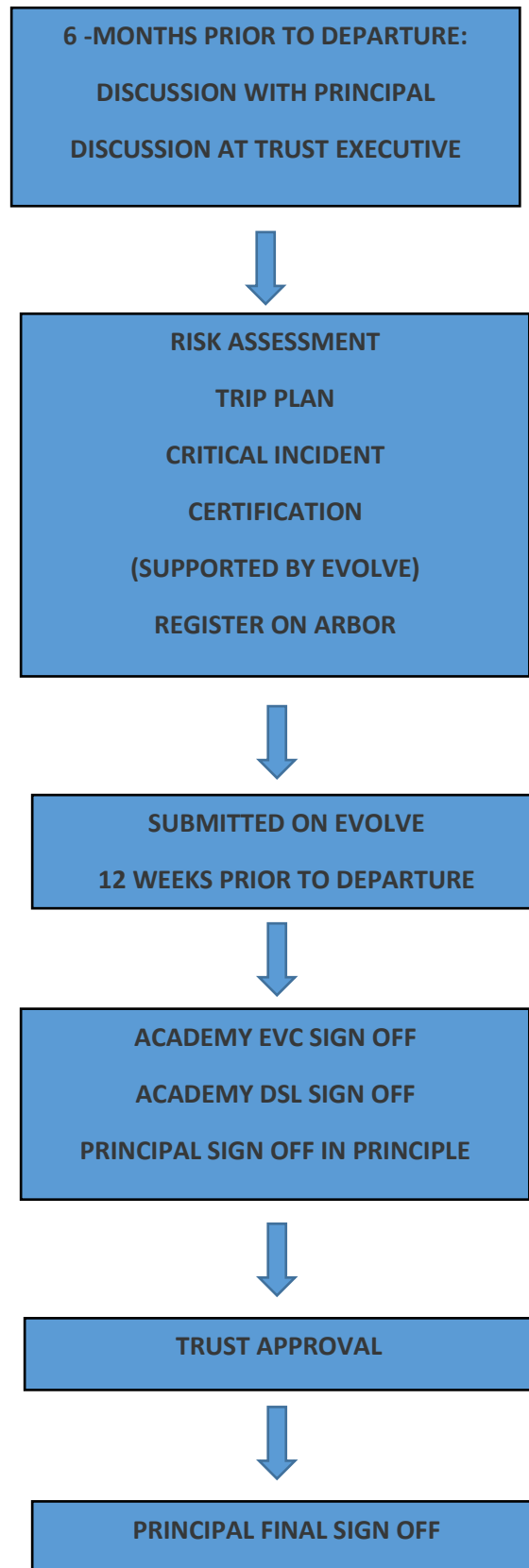
DAY VISITS/ANNUAL/ONE OFF





Category 3 trips flowchart

OVERSEAS/RESIDENTIAL/HAZARDOUS





Appendix 3 Critical Incident & Emergency visit procedures (Example below)

Emergency response and Critical incident plan

XXXXXXXXXXXXXXXXXXXXXXXXXX

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency contact for any visit.
2. The nominated contact will either be an experienced member of the BRIGANTIA TRUST EXECUTIVE TEAM, the EVCs, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit team and emergency contact will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit team and the emergency contact will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader and the contact know to request support from the local authority in the event that an incident overwhelms the school's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. The visit leader(s) will carry a basic first aid kit and all staff on the visit will carry a Brigantia Emergency Card.

In School Hours Contact – Minor incident (missed transport connection, breakdown etc.)

- Initial contact should be made through the BRIGANTIA TRUST EXECUTIVE TEAM. Key details will be recorded via the team.
- The reason for contact could be just to keep the school informed and updated on an issue.
- The Visit Leader can also seek advice from the BRIGANTIA TRUST EXECUTIVE TEAM or EVC if needed at this point.

In School Hours Contact -Serious or critical incident

- Initial contact should be made through the BRIGANTIA TRUST EXECUTIVE TEAM. Key details will be recorded via the team.
- The team passes the information onto the Principal(s) and in their absence, the Deputy Heads.
- The Principal(s) (or Deputy Heads) then form a "Critical Incident Response Team" to manage the incident.
- The incident response team will then contact the visit leader and will decide the best course of action.
- The incident response team will provide the BRIGANTIA TRUST EXECUTIVE TEAM with a script for all media and parental enquires.



Out of School Hours Contact – Minor incident

- Initial contact should be made to the BRIGANTIA TRUST EXECUTIVE TEAM. If unable to contact the team, then contact the Principals then EVCs.
- The reason for contact could be just to keep the school informed and updated on an issue.

Out of School Hours Contact – Serious or critical incident

- Initial contact should be made to the BRIGANTIA TRUST EXECUTIVE TEAM. If unable to contact the team, then contact the Principal(s) then EVCs.
- The incident response team member contacted should then record key details.
- Incident response member contacts rest of the team. Incident response leader takes control of the situation and contact is established with the visit team. Visit Leader Guidance and Responsibility
- The key responsibility of the Visit Leader(s) is to ensure the safety of themselves and the group.
- Once the group is safe, the Visit Leader(s) should contact emergency services if required and contact the school.
- There should be a dedicated phone number that the school is able to reach the group on
- The Visit Leader can contact the BRIGANTIA TRUST EXECUTIVE TEAM or EVC or for advice and guidance if needed.

Incident Team

- The incident team leaders for this visit are XXXXXXXXXXXX
- The EVCs can act as a tertiary contact if necessary.
- They will become the incident leader if contacted. The incident leader will contact the team required to respond to the incident.