

# Chelmsford County High School for Girls



## Educational Visits Policy

*Approved by the Governing Body: 22<sup>nd</sup> February 2023*

## Educational Visits Policy

### Context

Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Chelmsford County High School (CCHS) a supportive and effective learning environment. The benefits to students of taking part in visits and learning outside the classroom include:

- improvements in their ability to cope with change
- increased critical curiosity and resilience
- opportunities for creativity, developing learning and awareness of the world
- enhanced opportunities for 'real world' 'learning in context and the development of the social and emotional aspects of intelligence
- greater sense of personal responsibility
- possibilities for genuine team working, including enhanced communication skills
- improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- physical skill acquisition and the development of a fit and healthy lifestyle.

### Application

Any visit that leaves the School grounds is covered by this policy, whether as part of the curriculum, an enrichment activity, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, CCHS uses:

1. The Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' .
2. The National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA).
3. EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site educational activities.

All staff are required to plan and execute visits in line with School policy and the Local and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

### Roles and responsibilities

Visit leaders are responsible for the planning of their visits. They should obtain outline permission for a visit from the Headteacher prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is the Deputy Headteacher supported by his/her Personal Assistant, who will support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher.

The Headteacher has responsibility for authorising all visits, through the work of the EVC/Deputy Headteacher, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body must agree to all overseas/residential/adventurous educational visits.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

### **Staff Competence**

Staff competence is the single most important factor in the safe management of visits, and so staff are supported in developing their competence in the following ways:

- an apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role
- supervision by senior staff on some educational visits
- support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:

- relevant experience
- previous relevant training
- the prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency
- knowledge of the students, the venue, and the activities to be undertaken.

### **Approval & Finance**

The approval process is as follows for each type of visit:

1. Local visits follow an established School protocol, which involves parental permission, risk assessments and senior staff point of contact
2. Day visits within the UK that do not involve an adventurous activity are entered on EVOLVE, and must be submitted to the EVC for checking and then forwarded to the Headteacher for approval
3. Visits that are overseas, residential, and/or involve an adventurous are submitted on the EVOLVE system (full form) following internal approval, which is then reviewed centrally by the Juniper Education team
4. All trips with a cost attached require formal approval from SLT. In addition, for all residential and overseas trips, Governor approval is also required. Communications to parents must outline the full cost of a trip, plus when and how payment should be made. This communication should also stipulate the School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution.

## **Insurance provision**

If required, additional personal accident insurance cover is the responsibility of parents to obtain on behalf of their child. The School has relevant travel insurance for off-site visits, plus Employer Liability insurance. A copy of the current travel insurance is provided for each trip leader.

## **Emergency procedures**

The School has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits are familiar with this plan.

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

1. there is always a nominated emergency base contact for any visit (during school hours this is the office)
2. this nominated base contact will either be an experienced member of the senior leadership team, or will be able to contact an experienced senior leader at all times
3. for activities that take place during normal school hours, the visit leadership team 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 leadership team and the emergency contacts will be aware of any relevant medical information and emergency contact information for all participants. Relevant staff medical details should also be made available to the trip specific SLT members.
5. the visit leader and the base contacts know to request support from the Local Authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

## **Educational Visits Planning and Implementation**

Educational Visits are managed via the internal Staff Intranet Educational Visits form, which is the principle approval system. Following this initial approval, the EVOLVE form (day visit or full form) is completed, which can only be submitted when all required data has been input. This is reviewed thoroughly by the EVC.

## **~~Parental Consent~~–Engagement**

Parental consent will be obtained for all visits. Sufficient information must be made available to parents so that consent is given on a 'fully informed' basis.

It is the responsibility of Parents and Guardians to ensure that students have the appropriate documentation for all school trips, and that copies are provided to school staff when requested. Documentation may include, but is not limited to, a passport, visa and EHIC/GHIC card. Please note we require passports to be valid for at least six months after the trip return date.

## **Inclusion**

CCHS complies with the Equality Act 2010.

## Medical Care

Staff follow the current School guidelines on medication & individual medical protocols.

## Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and evaluation. This is completed for each trip via EVOLVE by the trip leader. Any significant issues should be shared with the EVC and SLT.

## Local Area Trips

Local area visits are defined as within two miles from CCHS as shown below. For sporting fixtures this will include all Chelmsford based secondary schools and all MESH member schools (excluding Ormiston Rivers). The trip leader will notify the SLT contact at school on arrival and return.

