

# Reading School

## Educational Visits Policy

Date 19/11/2019

Review annually

### **Context**

Reading School believes that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Reading School a supportive and effective learning environment.

We believe:

- Students should be able to experience a wide range of activities, as the potential beneficial outcomes are immense. Health and Safety measures should help them to do this safely, not stop them;
- It is important that children learn to understand and manage the risks that are a normal part of life;
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- Staff should be given the training they need so they can keep themselves and students safe and manage risks effectively.

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

Reading School:

1. Follows the 'Reading School Standard Operating Procedures for Educational Visits' (All staff have access to this).
2. Seeks advice on best practice from National Guidance [www.oeapng.info](http://www.oeapng.info)

In the event of any apparent conflict between Reading School policy and National Guidance, then Reading School policy must be followed and clarification sought from the Educational Visits Coordinator (EVC)

All staff are required to plan and carry out visits in line with the above. Staff are particularly directed to be familiar with the roles and responsibilities outlined within National Guidance.

## Tiers of Visit & Approval / Consent

There are two tiers of visit:

Tier	Tier 1	Tier 2
Type	Local day visits	Enhanced Planning Visits
Risk Assessment	Standard Operating Procedures to be followed.  Tier 1 Signing Out Form to be completed..	Standard Operating Procedures to be followed.  Visit-specific Risk Assessment to be completed.
Consent & Approval Needs	Notify parents but no consent needed unless payment involved / beyond school day or beyond the realm of the Blanket Consent.  EVC & Headmaster Approval only	Parental Consent needed  EVC, Headmaster, Chair of Governors & External Consultant Approval needed
Criteria	Within the school day OR Representative Fixture (eg. Sport)  AND  No adventure element AND Within safe walking distance of the school OR transport within 20 miles radius of the school  If part of the school curriculum (eg. PE) and during the school day, no parental consent is needed.	Additional SAGED (Staff, Activity, Group, Environment, Distance) Risk Factors  Organised by external provider  Residential Visits  Foreign Visits  Outside school hours  Adventure Element(s)
Example Visits	Reading Venues eg. Cinema / Parks / Galleries / Museums / Libraries / Streets / Shops / Hospital / Residential Homes (list not exhaustive)  Reading Educational Establishments eg. Schools and Universities  Sporting Fixtures or Regular Sporting Activities eg. Boat House / Morgan Road / University Sports Centre	Coastal Visit  Large Cities  Trampolining  Ice Skating  Cycling  Watersports  Expeditions  Outdoor Activity Centres  CCF  Duke of Edinburgh

Staff must not spend any money or inform students or parents that a trip or visit is going ahead until it has been given initial approval by the Educational Visits Coordinator.

## Roles and responsibilities

The Health and Safety at Work Act (1974) places overall responsibility for health and safety on educational visits with the employer: All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place.

<https://oeapng.info/download/1076/>

**The Educational Visits Administrator (EVA)** is responsible for the receiving all EV forms and checking all visit details are completed and to ensure the annual record of visits is maintained, To check that the further requirements for residential or foreign travel and additional or high risk activities have been met and to liaise with the EVC regarding all trips. The EVA ensures that the school has a robust means of ensuring that changes to parent / carer contact details and child medical details are up-to-date. E-consent, via services such as Microsoft Forms, Emails, ParentPay, etc., is an acceptable alternative to paper-based consent forms.

**Visit leaders** are responsible for the planning of their visits, the running of the visit, post-trip evaluation and for completing paperwork. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. They have responsibility for ensuring that all participants understand what is expected of them. It is their responsibility to modify or curtail the visit or activity to suit changed or changing circumstances.

**The Educational Visits Coordinator (EVC)**, is a specifically competent individual who will support and challenge colleagues over educational visits. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans before submitting them to the Head.

**The Headmaster** is responsible for ensuring that the Educational Visits policy conforms with the school's guidance. The Headmaster is also responsible for submitting Tier 2 visit forms to the Chair of Governors and External Consultant for approval. They are responsible for ensuring that staff are competent for the roles allocated to them, and that there is a robust system in place for approving leaders and approving plans for visits.

**The Chair of Governor's** role is that of a 'critical friend'. They should enable and ensure high quality visits through support and challenge. They must ensure there is an Educational Visits Policy (including emergency procedures) and have a defined role in approval procedures.

**The External Consultant to the school** is responsible for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity.

## INCLUSION

Educational Visits must comply with the Equality Act 2010 and must be made available to students in a manner appropriate to the objectives of the visit.

## STAFFING

The Trip Leader needs to be both accountable and competent.

On all visits there must be an effective level of supervision that has been approved by the EVC and Headmaster.

Young people must be supervised throughout all visits, even though they may be unaccompanied at times.

For all visits there should be a responsible adult with a good working knowledge of first aid as a minimum.

Staff and volunteers who work frequently or intensively with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check with barred list check as part of their recruitment process.

Records of first aid trained staff, DBS checks and training will be kept updated and available by the school.

## RISK MANAGEMENT

Appropriate training should be provided to support Visit Leaders in managing risk.

All staff should be conversant with the guidance contained in the relevant Standard Operating Procedures and National Guidance.

Risks are expected to be reduced to an acceptable or tolerable level, and not necessarily eliminated. Planning by staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Visit planning includes consideration of the question: 'What are the really important things that we need to do to keep the students and staff safe?' It should focus on those issues that are individual to the specific event, taking into account the needs of the group, including special and medical needs, the experience and competency of the staff team, and the leader in the context of the event

## INSURANCE

Reading School will provide a suitable insurance policy to ensure that all employees, governors, volunteers and pupils of Reading School are automatically insured for cancellation, personal accident, medical, personal effects and legal liability related expenses whilst on a school trip, excursion or work experience placement which is related to education; authorised by the school and involves travel outside of the school boundaries. Further details of the insurance policy and exemptions/need for additional insurance are available from the Chief Operating Officer.

## FINANCE

Educational Visits operate on the basis of voluntary contributions, apart from obligatory curriculum visits.

Visit Leaders should consider 'best value' when selecting an external provider.

All efforts will be made to ensure that financial disadvantage is not a barrier to participation in a range of educational visits.

All requirements for accounting, banking and reporting will be met, aided by advice from the Finance Director.

## ASSESSING VENUES AND PROVIDERS

External Providers and Venues must either hold anLOtC Quality Badge or complete a Provider Form.

Whilst the responsibility for the safety of participants during an adventurous activity rests with the provider, the accompanying schoolstaff retain a 'pastoral' duty of care at all times.

If a member of the school staff is to lead an adventurous activity, this person must be specifically approved by the EV Consultant to lead the activity.

## EMERGENCY PROCEDURES

The Reading School Health and Safety Policy includes educational visits.

In the event of a critical incident (any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team), the Reading School emergency plan will be employed. All staff on a visit will be familiar with, and have access to, these emergency procedures. This includes contact details for a member of SLT from the school, who must be contacted as soon as possible.

Approved by EXPC Committee, 2<sup>nd</sup> December 2019  
To be reviewed: November 2020