

Educational Visits Policy

Heritage is committed to the broadening and enriching of every child's educational experience through regular off-site visits. This policy explains the procedures that are followed and is written with reference to DCSF guidance, *Health and Safety of Pupils on Educational Visits*. All visits have an identifiable educational benefit.

An Educational Visits Co-ordinator (EVC) will be appointed. **Currently the EVC is E Taylor (Office & Facilities Manager)**. All visits will be led by a competent Group Leader and accompanying adults and will be based on the outcome of suitable and sufficient risk assessments.

Before a visit

- Staff wishing to plan and undertake a visit should complete Proposal Form for non-enrichment Trips (**Form A**) and submit to the Headmaster for approval. For day trips this should be a minimum of 2 weeks in advance. For residential trips, either in the UK or abroad, this will need to be at least 1 term in advance.
- The Headmaster or the EVC will inform the Trip Leader that approval has been received.
- Finance for non-enrichment Trips (**Form B**) must then be completed and submitted to the Bursar.
- Once the finance has been approved, or while awaiting approval, the Trip Leader can start the risk assessment process.
- The Trip Leader must contact the site/venue and request their schools' or teachers' protocols/guidance documents and/or their risk assessment for school trips. The Trip Leader may need to consult with the EVC at this point to check that the venue has put appropriate risk mitigations/procedures in place. This is essential for any overnight trips, or any trips to an outdoor activity provider. The venue must also provide details of how they are minimising the risks of COVID transmission.
- A risk assessment must then be drawn up using the Risk Assessment template (**RA**). The RA must think through potential risks in travelling to and from the site as well as the time at the destination itself. The information provided by the site should inform the RA. Provision must be made for first aid and thought given to what to do in the event of an emergency. Covid risks must be incorporated into the RA.
- When planning the number of adults needed, the ratio of adults to children should usually be 1:8, but discretion may be exercised with older children (e.g. age 9 or 10 and up). Depending on circumstances, it may be appropriate to have 1:10 or 1:12 with older children.
- The completed RA must then be submitted to the EVC at least a week before the trip (day trips). For residential trips, either in the UK or abroad, this will need to be at least 1 term in advance.
- The EVC will ensure that the risk assessment is completed to a high standard and that all requirements for the trip have been met,
- EVC then checks and approves the RA.
- **Only then** can parents be informed with trips and costs and added to the school calendar.
- The Trip Leader must share the RA with adult helpers / staff attending the trip.
- On the day of departure, the Trip Leader must arrange a meeting of adult helpers to discuss risks and mitigations. **Form C** must be completed on the day of departure, plus the trips register which includes all student information required.
- On the day of departure, before departure, copies of Form C and the Register must be submitted to the School Office.
- The Trip Leader must take contact details for the Headmaster so he can be informed of an emergency as soon as possible.

A - B - RA - C - RA (ABRACadabRA!)

Trip Leader should submit Form A to Headmaster for approval	Minimum 2 weeks before UK day trips Minimum 1 term before residential or overseas trip.
Approved by Headmaster	
Once approved, forward to EVC (inform Trip Leader, Bursar, set up google folder)	
Trip Leader should complete Form B and submit to Bursar	
Bursar calculates total cost in collaboration with Trip Leader. Per pupil cost defined.	
Contact site/venue and request their Schools or Teachers Protocols/Guidance documents or Risk Assessment for School Trips. Venues must provide details of how they are minimising the risks of Covid transmission.	This can be commenced earlier in the process e.g. before budgetary approval, as venues may be slow in replying. Liaise with EVC to check that venue has put appropriate checks/procedures in place.
Draft thorough (RA) Risk Assessment thinking through travel to and from the destination and the time at the destination itself. Use the information provided by the site to inform your RA. Covid risks must be included. Submit RA to EVC.	Minimum 1 week before UK day trips Minimum 1 term before residential or overseas trip.
EVC approves RA	
Trip and costs are advertised to parents via Schoolpost	Trip CANNOT be advertised until all preceding steps have been completed and signed off.
Trip leader briefs all accompanying adults on risk assessment and shares the RA.	At least 1 day prior to trip.
Information Prior to Departure: Form C must be completed on the day of departure.	On day of trip; take a copy of Form C and copies of other relevant documents to the office.
After trip - return to the RA and comment on the trip and any steps that might be taken to make it safer in the future (see box at top of RA)	Within 1 week of trip

During a visit

During a visit the Trip Leader will:

- Be in overall charge of the group and retain ultimate responsibility for participants at all times.
- Ensure that the visit is as safe as practicable.
- Curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Ensure accompanying adults undertake the roles and tasks given to them.

It is the responsibility of all staff to ensure that the risk to health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

Emergency procedures

The following procedures will be followed in the event of an emergency:

In the event of an incident resulting in harm to any attending child, staff member or volunteer, the School Office, Headmaster or EVC must be contacted as soon as possible so the following decisions can be made:

- If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened and the action that has been taken so far.
- If the incident is very serious (e.g. involves a disabling or life threatening accident or fatality) then the Headmaster will, in addition, inform an Education Officer at the Cambridgeshire County Council. The specified Officer can be contacted on tel: 01223 717693, mobile 07796 938184 (he/she is willing to take out of hours calls if the matter is urgent).

After the visit

After the visit the Group Leader will:

- Ensure that the visit is critically reviewed on the original Risk Assessment and that lessons (regarding educational content, practical management or safety) are shared with staff and the Headmaster/EVC to feed into the planning of future visits.
- Write a report if there was an incident (concerning a child's physical safety in particular). This should include the result of all investigations that may have been undertaken.

Authorised by	Jason Fletcher
Date	October 2020

Effective date of the policy	October 2020
Review date	October 2021
Circulation	Staff and parents via website