



Outcomes
First Group

EDUCATIONAL VISITS POLICY INCLUDING LOCAL VISITS

Hillingdon Manor School



EDUCATIONAL VISITS POLICY

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1.0 INTRODUCTION

- 1.1 This policy defines the expectations and intentions for educational visits. It applies to situations where the schools/colleges have responsibility for children and young people who are taking part in learning activities in an environment that is outside of the classroom. It supports the principle of inclusion.
- 1.2 This policy applies to all school/college pupils, including those in the early years.

2.0 POLICY STATEMENT

- 2.1 All schools/colleges which are part of Outcomes First Group are expected to follow this policy and the 'Guidance for Educational Visits' document.
- 2.2 This policy and the Guidance for Educational Visits document formally adopt the website www.oeapng.info as their source of guidance about educational visits.
- 2.3 Educational visits are valued as an integral part of education within Outcome First Group schools.
- 2.4 The Headteacher is responsible for the purposeful and safe provision of educational visits and activities. This includes ensuring that all adults accompanying the visit have appropriate background checks, the staff team are competent and appropriate risk management has been undertaken.
- 2.5 Delegated duties are given to the Educational Visits Coordinator (EVC) and supporting Educational Visits Coordinators to oversee the school's/college's educational visits.
- 2.6 Delegated duties are given to Visit Leaders to plan and run specific educational visits, as per the Job Description to be found at www.oeapng.info
- 2.7 The EVOLVE platform is to be used to manage all educational visits. Visits are categorised as either Local Visits, Standard Visits or Adventurous/Residential/Overseas Visits. Further details around the visit categories and the approval chain can be found in the Guidance for Educational Visits document.
- 2.8 Headteachers will ensure that providers hold an LOTC Quality Badge. Where this is not the case, a Provider Statement is to be completed. This applies to all visits that involve a tour operator and/or external provision of instruction, guiding, supervision and/or equipment hire with regards participation in 'higher risk activities' (e.g. swimming) and adventurous activities.

3.0 PRINCIPLES

- 3.1 Outcome First Group will provide all Headteachers, EVCs and Visit Leaders with access to relevant training and information necessary for them to carry out their duties safely.
- 3.2 Headteachers will ensure that their staff are trained appropriately to lead and accompany any trips.
- 3.3 Headteachers will ensure all overseas, residential and adventurous offsite visits are approved on EVOLVE prior to any bookings or payments being made and submitted for approval by the Lead Approver no less than 6 weeks before departure.
- 3.4 For Local Area Visits, each school is to complete a Local Area Visit Policy, based on the template provided. Once complete, the policy is to be uploaded on to the EVOLVE platform. SLT must formally authorise the policy and relevant staff must be trained on its implementation. Visits can then be recorded using the Local Area Visit function on EVOLVE. Effective monitoring arrangements must be in place to ensure continued suitability and effectiveness.
- 3.5 Safeguarding is everyone's responsibility. Any member of staff who wishes to report a potential safeguarding matter during or subsequent to a visit should contact the school/colleges DSL (or Headteacher, if the concern is about an adult). In cases of child protection concerns, this may also involve the member of staff directly contacting the relevant statutory agency, such as the police or social care services, particularly in the case of immediate danger or if a child is at risk of harm, in full accordance with the school's Safeguarding and Child Protection Policy.
- 3.6 Visit Leaders must ensure they uphold the highest safeguarding standards, including Keeping Children Safe in Education Part One and Annex A, as well as their locality child protection procedures. All staff accompanying children on school visits have a duty to provide a safe environment in which children can learn.
- 3.7 Visit Leaders must complete and submit an evaluation form for each visit (excluding Local Area Visits) to the EVC. They must be uploaded to EVOLVE within 14 days of a visit and any issues arising be reported to the EVC, Head, DSL or Adviser.

4.0 LOCAL VISTS

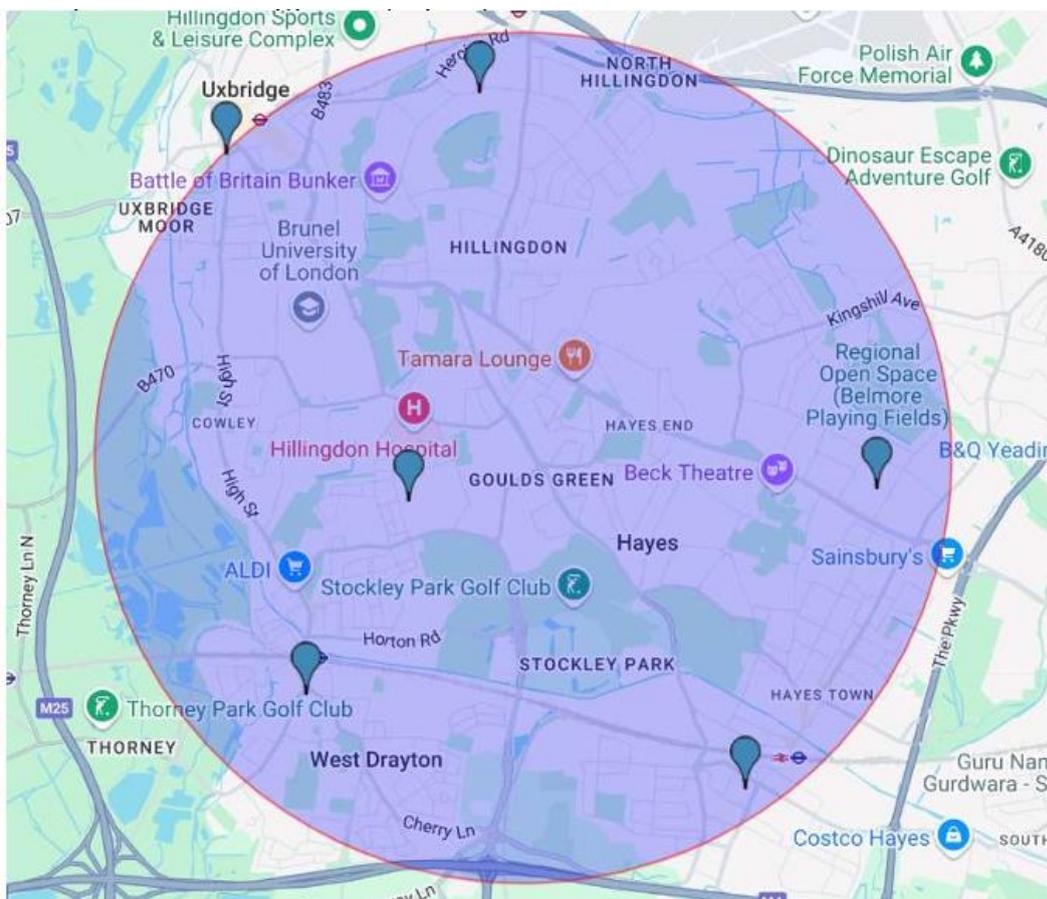
Local visits involve no more than an everyday level of risk, such as slips and trips and are covered by school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

When planning for education visits and activities using local learning policy you must ensure that:

- The visit is recorded on EVOLVE via the 'Local Area Visit' module at least 2 weeks before intended day of your first outing
- cover required is identified, also if extra staff are requested
- parental consent is sought once your visit has been approved by an EVC
- any risk assessment requirements have been satisfied and fully met prior to visit

5.0 SCOPE

The boundaries of the Local Learning Area are shown on the attached map.



This area includes, but is not limited to, the following frequently used venues: e.g. Cafes, restaurants and shopping centres within highlighted area, shops, Botwell Park, Fassnidge Park, Bara Hall Park, Stockley Park, and additionally includes Smith Garden Centre (Denham), Flowerland (Iver), Thames Valley Adventure Playground (Taplow).

As a rule, the destination must be reachable within 15 minutes using a car or public transport to be considered local. The same applies to school's both sites: The Manor and The Courtyard.

6.0 GENERAL NOTES AND GOOD PRACTICE

- All trips require signed consent forms.
- Staff must complete Trip & Cover Impact form prior to any outings or discuss the impact with an EVC.
- All staff attending must read and follow pupils' RA and support plans.
- Vehicles must be booked in advance and checked on the day.
- Each trip requires at least one trained first aider and medically competent staff where there are specific medical needs (i.e. epilepsy)
- Trips under Local Learning Area Procedure must be **submitted at least 2 weeks** in advance.
- Trips under Visit Form must be **submitted at least 8 weeks** in advance.
- The school's EVC's are: Elaine Stapleton & Dawid Deszkiewicz



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