

# EDUCATIONAL VISITS

## POLICY

<b>Date of Policy</b>	September 2024
<b>Date of Next Review</b>	September 2025
<b>Staff Responsible</b>	School Business Manager / Assistant Head
<b>School/Governor Policy</b>	Governor
<b>Reference</b>	Staff shared area/school policies

## Purpose

To ensure that Severn Vale School students are able to access a wide range of educational and enrichment visits during their time at school in safe and secure circumstances. Also that staff are likewise appropriately trained and prepared to organise, run and participate in such events with support and appreciation.

- The definition of an educational visit is any activity that takes students off the school site.

## Aims

- All students are given the opportunity to participate in educational visits during their time at Severn Vale School.
- Educational visits offer enrichment to the curriculum and opportunities for new, life-enhancing experiences for students.
- Educational visits give students the opportunity to develop integrity and autonomy. They can learn how to recognise hazards, assess consequent risks and take steps to control the risks to themselves and others.

## Roles and Responsibilities

- The health and safety of students and staff is of paramount importance during every stage of the planning and organising of an educational visit.

**Student wellbeing is of paramount importance. If, when on a trip, any member of staff has any concerns about a student's wellbeing he or she should immediately contact a Senior Leader, day or night. This applies even if the trip is overseas. (It is the responsibility of the trip leader to ensure that they have the contact details, including mobile number, of SLT.) The Senior Leader will be able to offer support and liaise with the family as appropriate.**

- All staff who lead or participate in school trips must read this policy in full and follow all trip training, made available by the school.
- Staff who lead residential trips abroad must first have led a day trip or overnight visit in the UK, to confirm they have the necessary experience for the responsibilities of an overseas visit.
- The objectives of any visit must be clearly defined and appropriate to the age and abilities of the students involved by the member of staff initiating the visit – this should be done with the knowledge and support of the appropriate Subject Leader.
- Headteacher approval **must** be given before any visit is booked with full costing information available to show that the trip is financially viable and has been signed off by the Business Manager.
- The costing sheet for each proposed visit must be completed by the trip organiser prior to trip permission being sought.
- The E.V.C will ensure that educational visits meet the school's requirements.

- Emergency contacts should be arranged well in advance and should ensure SLT are kept fully informed at all stages of the visit. An Emergency Contacts List should be left both at the school and with the nominated Emergency Contact.
- There is to be zero tolerance on alcohol for staff, in the vast majority of cases. On some residential trips which run over a weekend or on trips where staff are giving up their holiday time it is acceptable for staff to act responsibly and enjoy a social drink, in the evenings and when away from students. For the avoidance of doubt, a social drink is expected to be a maximum of 1 alcoholic drink with an evening meal. Even in those rare cases one member of staff MUST abstain for reasons of health and safety. That person should be able to act in an emergency and as a designated driver if required.
- Educational visits, whether voluntary contribution or fully funded, should be self-financing, although it is recognised that some support towards supply costs might be necessary when visits are directly linked to examination courses.
- Parental requests for reductions in the cost of a visit should be approved by the Headteacher, School Business Manager or Budget Holder, as appropriate.
- Where students are expected to pay for the trip details should be shared with the Finance Office in order that payment methods can be provided eg Parent Pay.
- Residential trips may use the school's 'Trip Charge Card' to pay for expenditure for the duration of the trip. The trip leader must take responsibility for the card, sign to follow the rules of the card and provide all receipts to reconcile the card. The card must NOT be used to purchase alcohol, cigarettes and other age-restricted items.
- Numbers of students on Pupil Premium should be identified on the paperwork before any costings are confirmed, this information is accessible through SIMs.
- In the event of a trip being oversubscribed, ALL eligible students, who have returned necessary forms and paid the relevant deposit by the specified deadline, will be entered into a draw. Names will then be drawn at random, including 3 reserves.

### **First Aid provision**

- The Event leader and/or the First Aid coordinator must make a judgment as to the level of first aid required for a particular visit. This decision could be influenced by factors such as the environment and proximity to emergency services or professional care.
- It is a requirement that "First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits."
- This includes providing a "suitably stocked first-aid kit", which is available from the Operations Manager, and "an appointed person to take charge of first-aid arrangements."
- An 'appointed person' is someone who:
  - takes charge when someone is injured or becomes ill
  - will ensure that an ambulance or other professional medical help is summoned when appropriate.
- Appointed Persons are not first aiders. They should not give first aid treatment for which they have not been trained.
- You must consider in your risk assessment whether the Appointed Person has had basic Emergency First Aid training. Such training is not a legal requirement for an Appointed Person, but is good practice.

## Monitoring and Evaluation

- The Severn Vale School Educational Visits information contains basic instructions and guidance and can be found on Sharepoint / Staff Documents / Trips. Full information and bespoke guidance is available from the School Business Manager or Assistant Head (who also provides induction and training on EV). There is also a link to the County handbook which requires Schoolsnet password available from the School Business Manager.
- Further guidance is available in 'Educational Visits and School Journeys' issued by Gloucestershire LA and 'Health and Safety of Pupils on Educational Visits' issued by the DfES. Copies can be found in the E.V.C.'s office.
- Training is available to all teaching staff organising educational visits. All staff who organise a trip MUST participate in this training before taking responsibility for leading a visit.
- Trip organisers need to seek approval for visits well ahead of the planned dates by completing the Educational Visit Approval Form (yellow) available from the Staff Room or SBM / Assistant Head. This is particularly important for residential and overseas visits, and any visits that involve potentially hazardous activities, when the completed documentation has to be submitted to the Local Authority on-line at least two weeks in advance of the visit.
- All visits need to be logged on the county on-line e-Visit system. E-visit.co.uk/Gloucestershire/evisit. The system is administered by the Business Manager, who can set up new users, as required, and provide training on completion of the online process. Full instruction are on Sharepoint / Staff Documents / Trips. ALL staff who are going on the trip should be set up on the system.
- Where possible students should be involved in the planning and organisation of a visit so that they are well prepared and less at risk.
- Students with Special Educational Needs or a disability should not be discriminated against when visits are being planned. All reasonable practicable efforts should be made in the course of risk assessment to include disabled students in educational visits.
- Governors will be kept informed of planned educational visits through reports to the governing body.
- Trip leaders should evaluate each trip on completion of the trip, particularly at a location likely to be used again, and a copy of this should be passed to SBM / Deputy Head to ensure any improvements or issues can be thoroughly investigated. This should include a review of the trip finances with the Finance Officer.
- For all visits two members of SLT should be listed as named emergency contacts.
- The Emergency pack should contain the following information: programme of event, relevant contact details of the visit's intended destination, copies of all parental consent forms, student emergency contact details, a list of participants who actually attended the event, a list of contact details for staff on the visit and a copy of the emergency procedures.
- The school office must receive a copy of the School Trip Information sheet with dates, locations, timings and contact numbers.
- Severn Vale trip T&C's should be provided to parents when planning a trip. See Appendix A.
- Students will only be considered for trips if their attendance and behaviour in school is good and coursework is up to date. Their Head of Year, Subject Leaders and members

of the Senior Leadership Team will all be involved in this decision. Once accepted on the trip, if subsequent attendance and behaviour makes participation untenable (including being placed on the school's 'no-go list'), deposits and payments will not be refunded, and the remainder of the trip cost may still be payable to the school.

**Educational Visits Co-ordinator (E.V.C.): School Business Manager**  
**Person responsible for this policy: Assistant Head – Andy Connor**

## Appendix A

### Severn Vale School - Trip Terms and Conditions

1. Trips may be cancelled if insufficient students apply, making it uneconomic to run. In this instance a full refund will be made of all monies paid towards the trip.
2. Numbers on some trips may be restricted. In the event of oversubscription, names will be selected randomly from all completed applications which have been received before the deadline date. A reserve list will be held of other interested students in case places become available at a later date.
3. Any applications received after the deadline will only be considered if places remain available.
4. If a student withdraws from the trip for any reason, deposits and payments may be non-refundable unless another student can be found to fill their place.
5. Once a deposit and/or payments have been made, if a student cannot subsequently go on the trip for any reason, the remainder of the fee may still be payable to the school.
6. Payments for trips and activities can be made using ParentPay. Please contact the Finance Office if you have not already registered, or have difficulty using the system.
7. The school has to make payments at set stages to third parties; in order to ensure that sufficient funds are available to cover these costs, payments must be made in accordance with the payment plan issued.
8. Students will only be considered for trips if their attendance and behaviour in school is good and coursework is up to date. Their Head of Year, Subject Leaders and members of the Senior Leadership Team will all be involved in this decision. Once accepted on the trip, if subsequent attendance and behaviour makes participation untenable (including being placed on the school's 'no-go list'), deposits and payments will not be refunded, and the remainder of the trip cost may still be payable to the school.
9. For students receiving Free School Meals or eligible for Pupil Premium, help towards trips in the UK may be available if needed. Please contact the trip organiser, Mr Stef Horton (Deputy Headteacher) or Mrs Julia Atkinson (School Business Manager), in confidence. [jatkinson@severnvaeschool.com](mailto:jatkinson@severnvaeschool.com) [shorton@severnvaeschool.com](mailto:shorton@severnvaeschool.com)
10. For overseas visits, students must have their own passport, valid for the dates of travel plus any validity beyond that required by the entry requirements for the country being visited. If a student does not have a British passport and an entry visa is required, the parent will be responsible for arranging this.
11. A risk assessment is completed by the trip organiser. Pupils are expected to adhere to the school's high standards of behaviour whilst offsite.
12. Any damage caused by a student through misconduct or carelessness is the responsibility of the parent / carer of that child.
13. Students are responsible for security of their own personal belongings, including cash, unless specifically agreed otherwise.
14. The consumption of alcohol or use of any prohibited substances will not be tolerated and any students found in possession will need to be collected by their parent / carer.
15. Pupils are expected to be in school following any trip. Non-attendance may lead to unauthorised absence marks and non-acceptance on further trips.