Empowering all to achieve

Severn Vale School
An Academy

EDUCATIONAL VISITS

POLICY

Date of Policy	September 2026
Date of Next Review	September 2027
Staff Responsible	Educational Visits Co-ordinator / Assistant Head
School/Governor Policy	Governor
Reference	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.
- An Educational Visit Approval Form (yellow) available from the Staff Room or Cover Manager's Office must be completed fully including the costing sheet and be signed by the Headteacher, Assistant Headteacher, EVC and Finance Officer, as part of the approval process. Only once this form has been fully signed off and returned to the trip leader can any bookings be made or communication be sent out.
- The EVC will ensure that educational visits meet the school's requirements.
- **The Assistant Headteacher responsible for overseeing trips must have checked parental consent for all students on a trip before it leaves.**

- 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 on an evening and away from the students. 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 (SBM) 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 Arbor 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 Arbor.
- 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. This is with the exception of competitive sporting events, whereby students who have demonstrated a commitment to the sport will be given priority.

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."
- Where a student who has a severe allergies, diabetes, epilepsy or cortisol deficiency are attending the trip appropriately trained staff should also attend.
- 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.

- If the Appointed Person is not a first aider, 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.
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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 are available from the Educational Visit Co-ordinator (EVC) or Assistant Head. The EVC can also provides induction and training on eVisit2. There is also a good training page on eVisit2 with useful how to guides.
- 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.
- Following approval on Educational Visit Approval Form (yellow), all visits need to be logged on the county on-line eVisit2 system. https://app.e-visit.co.uk/Login. The system is administered by IT Support, who can set up new users, as required. The EVC can provide training on how to 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.
- Trip organisers need to seek approval for visits well ahead of the planned dates. This is particularly important for residential and overseas visits or any visits that involve potentially hazardous activities, as these need to be reviewed by the Local Authority on eVisit2 at least two weeks in advance of the visit.
- 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 where issues have arisen or improvements are needed copy of this should be passed to EVC/ ~~SBM /~~ Assistant 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 out of hours visits two members of SLT should be listed as named emergency contacts.
- The Emergency pack for out of hours trips should contain the following information: Itinerary (including dates, timings, programme of events, relevant address and contact details of the visit's intended destination, important school contacts and SLT emergency contacts (if out of hours)), student emergency contact details, a list of contact details for staff on the visit and a copy of the emergency procedures.

- For trips during the school day, the school office must receive a copy of the Itinerary with dates, timings, programme of events, relevant address and contact details of the visit's intended destination.
- A register must be completed for all trips. The easiest way to do this is to complete it on Arbor by clicking on your trip on the calendar. If this is not possible, then a completed paper copy must be given to the attendance team. If a trip is out of hours the SLT emergency contacts must be informed of any non-attenders.
- 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 (EVC): Dan Higgs
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 Simon Ball (Deputy Headteacher) or Ms Danielle Lee (School Business Manager), in confidence. dlee@severnvaleschool.com sball@severnvaleschool.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.