



Diocese of Salisbury  
Academy Trust

## Educational Visits Policy

## Educational Visits Policy

### Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This Academy recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

### Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the academy to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

### Key Principles

#### Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the **Policy of Safety and Guidance – Offsite Events and Adventurous Activities**. The Local Governing Board (LAB) will include in its role the support of academy policy and procedures for educational visits including the reporting of visits
- The Executive Principal/Principal will be responsible for the approval of all visits including residential visits, or may designate this function to the Educational Visits Co-ordinator.
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the LAB and Principal; In the absence of a suitably trained Educational Visits Co-ordinator the Principal automatically assumes this role.
- There will be a named and approved Event Leader (and where appropriate, deputy) on all educational visits. This Event leader will be specifically competent for the role as detailed in the **Policy of Safety and Guidance – Offsite Events and Adventurous Activities**.
- Working with the EVC as necessary, the Event Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Event Leader will assume full responsibility during the visit, including ongoing risk assessment
- The Event Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed

- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA for assessment/monitoring through use of FORM 5 at least 1 month before the departure date.

*In Voluntary Aided, foundation and foundation special Schools the governance arrangements may require a governing body to assume overall responsibility and establish a chain of delegation*

#### Parents and carers

- The academy will provide parents and carers with information about policy and procedures relating to the safe management of educational visits
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details
- Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

#### Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

#### Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan for the academy. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion and staff development.

## Policy of Safety and Guidance – Offsite Events and Adventurous Activities.

### FORM 1

#### OFFSITE EVENTS AND ADVENTUROUS ACTIVITIES – PRELIMINARY QUESTIONNAIRE

Proposed activity.	
Venue/ location	
Anticipated start and end dates.	
Anticipated participant numbers.	
Organisers name.	

Organisers should consider the following	Comments
What is the purpose of the visit / activity?	
How is this the most efficient and cost effective way to achieve the aims?	
What are the competencies / qualifications required of the leaders?	
Do the proposed leaders have the required competencies?	

Other comments or considerations:

## AGREEMENT TO PROCEEED WITH PLANNING

<b>Form 1 submitted by.</b>	<b>Name.</b> <b>Date.</b>
<b>Agreement to proceed.</b>	<b>Name.</b> <b>Date.</b>

## FORM 2

### CHECKLIST AND APPROVAL FORM FOR OFFSITE EVENTS AND ADVENTUROUS ACTIVITIES

**Complete for all offsite events and adventurous activities**

Name of Establishment	
Name of Person Planning the Event	
Event / activity / venue	
Date/s of event / activity	

This checklist provides a summary of the main points that require consideration when planning an event. It can also be used as a formal record of approval.

**Supporting documentation can be attached to this form or changes made to the format to allow details to be recorded on the form.**

It is designed to help ensure;

- The health, safety and welfare of all participants
- That young people gain the maximum benefit from the event
- Effective management, planning, organisation and leadership
- Compliance with policies and statutory requirements

Organisers must refer to Form 2 guidance notes to assist their planning.

Establishments are encouraged to make use of the generic standards provided or to develop their own standard operating procedures to reduce planning time and to ensure consistency of standards.

**All guidance documentation can be accessed at or from  
DSAT website [www.dsat.org.uk](http://www.dsat.org.uk)**

## **1. Programme / Timetable of the Event**

To ensure the smooth running of the event a timetable is agreed and shared with all participants.

### **2. Purpose**

There is a clearly identified purpose for the whole event appropriate to the age and ability of the group.

### **3. Advice**

Where there is uncertainty about safe practice advice has been sought from someone with appropriate expertise or technical competence.

### **4. Guidance Documents**

Reference has been made to available guidance.

### **5. Preliminary Visit**

The party leader has made a preliminary visit to the event site or has obtained sufficient information through other means.

### **6. External Providers**

If the event involves activities delivered by a commercial, charitable or private organisation there is confidence that required standards of safety and quality are met.

### **7. Supervision**

There is an event leader plus a sufficient number of suitably competent other staff to provide adequate supervision.

### **8. 1<sup>st</sup> Aid**

The level of 1<sup>st</sup> aid cover is appropriate for the venue and activity

### **9. Inclusion**

Arrangements have been made for the inclusion of those with medical, behavioural and/or other needs.

### **10. Communication with those with Parental Responsibility**

Sufficient information has been provided to, and gained from, those with parental responsibility.

### **11. Safeguarding**

All aspects of the event are organised in accordance with establishment and statutory safeguarding standards.

### **12. Transport and Travel**

All aspects of the event are organised in accordance with establishment and statutory standards.

### **13. Accommodation**

The event organiser has made a preliminary visit to the event site or has obtained sufficient information through other means to give confidence that required standards of safety and quality are met.

#### **14. Risk Assessment**

The event leader has identified the hazards, assessed the risks involved in **all** aspects of the event and recorded the significant findings.

#### **15. Plan 'B'**

There is an agreed and risk assessed alternative plan for use in the event of bad weather or other necessary change.

#### **16. The Group**

Group members are adequately prepared for the event and clear about expected standards of behaviour. Information about group members has been collected and a group list is taken on the visit.

#### **17. Emergency Action Plan**

There is an agreed action plan for use in the case of an emergency

#### **18. Insurance**

Insurance cover is adequate and suitable, details are known to organisers and made available to those with parental responsibility.

#### **19. Finance**

Financial planning is organised in accordance with organisational and statutory requirements.

#### **20. Follow up**

Arrangements for follow up work and evaluation have been agreed.

#### **21. DSAT Notification**

For all visits abroad, overnight stays and any adventurous activity the Trust has been notified through submission of Form 5 at least 1 month before departure.

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#### **Organiser's Declaration.**

I, the event organiser, believe that the planning undertaken has identified significant risks, and that the agreed operational standards reduce the chance of harm to an acceptable level.

Organisers Name .....

Organisers Signature .....

Date .....

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#### **Approval.**

I am satisfied that the preparations undertaken for this event meet the required standards set by both this organisation and the Trust and that the leaders have the required personal and professional competencies to implement the agreed safety management strategies.

Approvers Name: .....

Approvers Signature: .....

Position: .....

Date: .....

## FORM 3

<b>Establishment Name:</b>
<b>PARENTAL CONSENT FORM (for Children and young people under the age of 18)</b>
The purpose of this form is to obtain your consent for your son/daughter to take part in the proposed event
<b>DATA PROTECTION</b>
Dorset CC is a Data Controller for the purposes of the Data Protection Act 1998. This Act regulates how we obtain, use and retain information about individuals. The information you supply is being collected for the purpose of gaining your consent. When you sign <u>or</u> complete this form you are providing your consent to DSAT holding your personal information for this purpose. This information is used only for the purposes for which it is given and is not passed on to a third party.
<b>DETAILS OF PROPOSED EVENT</b>
<b>Event :</b>
<b>Any additional information:</b>
<b>ACKNOWLEDGEMENT OF RISK</b>

This event poses additional risks to those encountered during a normal day. We have assessed those risks and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level.

To help with safety all participants are expected to behave in a responsible manner at all times during the event. They must take direction from any leader and follow all instructions or guidance given.

Details of planning and risk assessment are available on request.

#### **CHILD OR YOUNG PERSON'S DETAILS**

Full name:

Home address:

#### **MEDICAL / EMERGENCY CONTACT INFORMATION**

In an emergency I can be contacted:	Email:	Mobile:
	Home Tel:	Work Tel:
If unavailable contact:	Email:	Mobile:
	Home Tel:	Work Tel:
Our family doctor is:	<p>Name: Surgery:</p>	
Dr's Tel No:		

#### **Young Person/Child's Medical Information.**

Please provide detail of all medical conditions and illnesses and any treatments required to maintain health. This information helps us to keep your child safe.

#### **Other information.**

Please provide any other information that may affect the safety of your son/daughter or any

other persons and/or the organisation and success of the event.

### CONSENT DECLARATION

I, being the parent / guardian of the child/young person named at the head of this form, have received full details of the event, am satisfied with the arrangements and give consent for him / her to take part in the proposed event.

I give consent for him / her to receive emergency medical treatment, including anaesthetic, as considered necessary by any medical doctor present, should the need arise. I have provided detail of all medical conditions and illnesses and any treatments required to maintain health.

Any other information that may affect the safety of my child or any other persons and/or the organisation of the event has been provided to the organiser.

**Print Name:**

**Relationship to child/young person:**

**Signature & Date:**

FORM 4

External Provider Check for use with organisations  
that do not hold the Learning Outside the Classroom Quality Badge

*Name of provider organisation:*

*The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please tick all specifications you meet. Indicate by a cross any you cannot meet. Write N/A against any specifications, which do not apply to your provision.*

**Section A should be completed by all. Section B (adventure activities) should also be completed if applicable.**

#### **Section A – ALL PROVIDERS**

1. *The provider has public liability insurance for a minimum of £5 million.*
2. *The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974, and has a health and safety policy and recorded risk assessments which are available for inspection.*
3. *Accident and emergency procedures are maintained and are available for inspection.*
4. *The provider operates a policy for staff recruitment, induction and training which ensures that all staff with a responsibility for participants are competent to undertake their duties.*

5. *The provider has a safeguarding policy covering staff recruitment, induction and training. To support this policy reasonable checks, including CRB checks, are made for staff who will have access to young people for relevant criminal history and suitability for work with young people.*

6. *The centre has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.*

7. *There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants.*

8. *There are adequate and regular opportunities for liaison between visiting staff and the provider's staff to agree learning outcomes and to agree any necessary changes to the programme.*

9. *The provider will take all reasonable steps to allow inclusion and participation of any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005.*

10. *The provider encourages responsible attitudes to the environment and/or promotes wider sustainability issues as an integral part of the programme.*

11. *All minibuses operated by the provider are roadworthy, meet statutory requirements and are properly maintained. Drivers hold a valid licence to drive them on behalf of the provider.*

12. *A fire risk assessment has been completed and is regularly reviewed which meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Information on fire safety will be communicated as required.*

13. *Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.*

14. *Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.*

## **SECTION B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES**

15. *The provider holds an AALA licence. If yes provide the licence number.*

**For AALA licensable activities the specifications in this section may be checked as part of an AALA inspection. However, providers registered with AALA are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.**

16. *The ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and are informed by a risk assessment.*

18. *The provider maintains a written code of practice for each activity which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.*

19. *Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have their competencies confirmed by an appropriately experienced and qualified technical adviser.*

20. *The provider has made an assessment of 1<sup>st</sup> aid needs for its employees and visitors and will provide adequate facilities and 1<sup>st</sup> aid personnel who will hold a valid certificate of competence in 1<sup>st</sup> aid*

21. *All equipment used for activities is suited to the task and adequately maintained and monitored in accordance with current good practice.*

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If any of the above specifications cannot be met or are not applicable, please give details:

*Details of any other accreditation with national governing bodies, tourist boards etc.*

**Signed:**

**Date:**

**Name:**

**Position in organisation:**

**Tel:**

**Fax:**

**Email:**

**Thank you. Please return it to: Sudipa.Ghosh@salisbury.anglican.org**

### Trust Notification Form

This form must be e mailed to Richard Larter at least one month before **any** event that involves;

- an overnight stay
- travel outside the United Kingdom or
- any activities of an adventurous nature

On receipt the executive principal, to enable it to assess proposals and to monitor practice, reserves the right to request sight of all written evidence of planning, meet with organisers and approvers and conduct visits to event venues to observe practice.

Name of Establishment	Name. Tel. Office Email.
Event leader /organiser	Name. Email.
Event approver	Name Email.
Establishment head	Name Email

Event description	
Dates	Start date. End date.
Event venue detail	Address  Tel. no.
External organisations involved in delivery	Name  Address  Tel no  Email
Accommodation detail for residential visits.	Name  Address  Tel. no.
Base contact details for establishment 24hr emergency contacts for duration of event	1. Name  Tel No  2. Name  Tel. No
Contact details for event leader whilst away from organisation base	Mobile
<b>DSAT 24 hr emergency contact</b>	<b>Andy Guest Chief Executive: 07946430459</b>

**We, the event leader/organiser, event approver and establishment head (named above) are submitting this form as notification of the above event and confirm that all organisation has been undertaken in compliance with both establishment and DSAT requirements.**

**We have assessed the risks associated with the event and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level**

Risk = Severity x Likelihood

		L I K E L I H O O D		
		Low	Medium	High
S E V E R I T Y	Low	L	L	M
	Medium	L	M	H
	High	M	H	H

Zone 1 – High Risk

Zone 2 – Medium risk

Zone 3 - Low Risk

Risk = Severity **x** Likelihood

#### Likelihood Scale

Low	— Remote or unlikely to occur.
Medium	— Will occur in time if no preventative action is taken
High	— Likely to occur immediately or in the near future