



Fierté Multi Academy Trust

Policy on Educational visits 2017-2018

At the heart of our Trust are both the UNICEF Rights Respecting values and articles and Building Learning Power. Through these, we aim to put children's rights at the heart of our schools. We work together to embed children's rights in our ethos and culture; to improve well-being and develop every child's talents and abilities to their full potential. We aspire to give children a sense of pride and achievement in all that they undertake.

1. Introduction

Fierte Multi Academy Trust acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oeapeg.info/>)

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

2. Roles and Responsibilities

The Headteachers' in each academy are responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA/ Violet Way Academy / Evolve as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance
- To ensure that all visits comply with Safeguarding, Health and Safety and Prevent duties and procedures.

The designated EVC for Ankermoor Academy is Richard Burns, Glascote Academy is Penny Andrews and Violet Way Academy is Marie Dawson.

The Headteachers will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

3. Procedures

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from the Headteacher or EVC to plan a visit. Once granted they should then add the visit details through the EVOLVE system which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval.

Visits requiring LA approval should be submitted six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-Site Activity guidance document.

4. Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. Fierté Multi Academy Trust recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted

benefits and learning outcomes. The Trust Business Continuity Plan is also used to support the safeguarding and welfare of all undertaking the visit.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that *Glascote Academy* staff adopt and adapt the risk management materials available through *EVOLVE* to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

5. Transport

The school will use Staffordshire LA approved coach companies who will have CRB checked drivers. The school will ensure that all coaches used are insured and have up to date MOT certificates.

6. Medication

Staff leading the visit will ensure that any medicines needed by the children will be held by the leading teacher, or the teacher leading the group. Children will be supervised when taking medicines or using inhalers.

7. Lost Children

We minimise the risk of children getting lost on an educational visit by ensuring that they are closely supervised at all times. Each child will have a member of staff or other appropriate adult allocated to them. Each adult will be allocated a maximum of 8 children.

If a child is lost on a visit, the lead teacher will instruct all adults and children to return to an agreed meeting point. A count will be taken to confirm who is present/missing. Adults will be asked to confirm when the child was last seen.

The lead teacher will dispatch staff (with mobile phones) to search for the missing child and alert officials at the venue that there is a missing child and follow their advice. Remaining staff and adults will be allocated additional children to supervise while the search is in progress.

If advised by officials at the venue, the police should be telephoned to report the situation and staff will follow their advice.

The Headteacher should be contacted to inform him/her of the situation and of the advice of venue officials and the police. The lead teacher will inform the headteacher who will advise the

parents and chairperson of the situation. All adults will be asked to look out for the child if the visit continues, whilst keeping the other children safe.

If a child is not found after a search, children and adults will return to school, leaving a member of staff at the site to liaise with police and officials from the venue until the child is found. Instructions for this procedure will be written on the risk assessment for the visit.

8. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school that may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: -

- A. 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 (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task in consultation with the designated person as above.
- B. If the incident is very serious to contact Staffordshire County Council using the emergency contact phone number and details given below:

The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication.

Under no circumstances should these numbers be given to young people or to their parents or guardians.

9. Accident Reporting

All accidents will be handled in line with Staffordshire County Council's Accident Policy. Accident investigation and employee hazard report forms are available from the Health and Safety intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE. In addition the B.C.U will enable additional contacts in case of an emergency.

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