



# Wade Deacon High School

*Wade Deacon Trust*

Exceptional Values

Exceptional Learning & Teaching

Exceptional Achievement

## EDUCATIONAL VISITS POLICY



# 2018-19

Date of Governing Body Review: Autumn 2018

Next Review Due: Summer 2019

School Link: Mr C. Woan

## **Rationale**

Wade Deacon High School is committed to ensuring well planned and executed educational visits provide our students with valuable experiences which will enhance their learning in school and life experiences. Providing a variety of real life opportunities for our students enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are essential to our ethos and culture underpinned by a 'commitment to excellence,' in order to strive towards being a World-class school.

## **Introduction**

Educational visits are off-site activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise not be possible. All Educational Visits must serve an educational purpose or to provide social interaction, enhancing and enriching our student's learning experiences.

In the policy, we seek to establish a clear and coherent structure for planning and evaluation of our Educational Visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils.

## **Aims**

Educational Visits, Outdoor and Adventurous Activities are an integral part of the childrens' education at Wade Deacon High School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

## **Nature of Educational Visits**

- Visits to local businesses or locations
- Visits to places of interest to support the curriculum
- Visits to places of historical, environmental, religious or other interest to support specific curriculum areas
- Reward trips for Year Groups
- Residential – UK and abroad
- Outdoor & Adventurous visits to support the curriculum or as a reward mechanism

## Roles & Responsibilities

The **Principal** is responsible for:

- Ensuring approval for visits is given via Evolve system
- Ensuring Educational Visits Coordinator (EVC) is appointed with relevant and up to date qualification
- Ensuring that arrangements are in place for the educational objectives of a visit to be inclusive
- Being aware of the need for Best Value
- Ensuring that all accreditation or verification of providers has been met
- Ensuring that visits are evaluated to inform the operation of future visits
- Ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff

The **EVC** is responsible for:

- Ensuring that a suitable visit leader and deputy are appointed
- Ensuring risk assessment has been undertaken and uploaded to Evolve system
- Ensuring training has been arranged for visit leaders and assistant leaders
- Ensuring the group leader has experience in supervising and controlling age groups attending the visit
- Ensuring the group leader has relevant and up to date qualifications and experience if acting as an instructor and knows the location of the activity
- Ensuring that all supervisors on the visits are appropriate people to supervise children and have the appropriate clearance

The **Visit Leader** is responsible for:

- Being suitable competent and knowledgeable about Wade Deacon's Educational Visit Policy and procedure
- The overall planning, supervision and conduct of the visit
- Ensuring all information required is shared with parents
- Ensuring that suitable aims and objectives are set prior to the visit
- Ensuring a suitable assistant visit leader is appointed
- Being able to control and lead students of the relevant age range
- Being suitable qualified if instructing an activity and be conversant in the good practice for that activity
- Ensuring that a comprehensive risk assessment is completed
- For the health and safety of the group at all times
- Ensuring all the students proposed for the visit are suitable to attend and safeguarding concerns have been addressed with the Senior or Deputy Designated Teacher for Safeguarding.
- Ensuring staff and other adults involved in the visit are aware of all aspects of the visit
- Ensuring to care for each individual student as a reasonable parent would
- Stopping the visit or activity if they think the risk to the health and safety of the pupils in their charge is unacceptable
- Ensuring all students are fully aware of their roles and responsibilities during the visit
- Ensuring the visit has been authorised by the appropriate body which may include Principal, EVC. This should be done via the online Evolve system

The **Assistant Visit Leader** is responsible for:

- Being suitable and competent to take the role of the visit leader if they become incapacitated and follow all points highlighted above
- Stopping the visit or activity if they think the risk to the health and safety of the pupils in their charge is unacceptable
- Ensuring to care for each individual student as a reasonable parent would

The **staff and volunteers** accompanying the visit are responsible for:

- Ensuring the health and safety of everyone in the group
- Ensuring to care for each individual student as a reasonable parent would
- Following the instructions of the visit leader/assistant visit leader
- Stopping the visit or activity if they think the risk to the health and safety of the pupils in their charge is unacceptable

The **students** are responsible for:

- Being sensible and following instructions given by staff on visit
- Not taking unnecessary risks
- Dressing in a way that is appropriate to the type of visit and directed by the visit leader
- Not undertaking any task that they fear or that they think will be dangerous

Any student whose Attitude to Learning or behaviour may be considered to be less than expected or a danger to themselves or to others may be stopped from attending the visit. The safety for all members of the visit is the main priority.

The **parents/carers** are responsible for:

- Providing the visit leader with relevant up to date emergency contact details
- Signing and returning any consent and medical forms
- Providing the visit leader with any relevant information about their child's health which might be relevant to the visit
- Collecting their child promptly at the end of a visit or making suitable arrangements home

## **Planning Educational Visits**

Educational visits should add to and consolidate the taught curriculum and have clear aims and objectives. Before arranging a visit, permission to be out of school must be obtained from the Principal to determine whether staff absence can be covered during the excursion. When running any off-site visit it is essential that careful planning takes place. Please see Appendix I for the Educational Visit approval process.

# Educational Visits Planning

## 2018-19

The key to effective and successful outdoor learning and off-site visits is:

**The right leaders doing the right activities with the right young people in the right places at the right times**

This means in the planning, management and delivery of visits the 'SAGE variables' must be considered and be appropriate:

**S**taff  
**A**ctivities  
**G**roup  
**E**nvironment(s)

There is new protocol for planning, reviewing, approval and delivery of Educational Visits which follows a 10 stage approach.

### **Wade Deacon Visit Leader for Educational Visits Protocol**

- 1 Initial planning of visit using SAGE approach and Category consideration/ confirmation
- 2 Speak to line manager about feasibility of the trip (Subject Leader/Progress Leader/Senior Link)
- 3 Book time to meet with Educational Visits Coordinator (Charlie Woan)
- 4 Explain visit to EVC outlining planning, staffing, students and risk assessment considerations to EVC and agree a deadline for completion. If required, email Finance in regards to payments.
- 5 Create a Visit Form on Evolve and share intentions to Subject Leaders and SLT if students are required to be absent from lessons. Arrange with Finance in regards to WisePay and Dropbox for payments.
- 6 Upload Risk Assessments, Individual Medical Forms, Letters, Next of Kin information, Special Considerations etc.
- 7 Submit completed Visit Form to EVC
- 8 EVC reviews Visit Form and either returns to Party Leader for editing or submits to Head of Centre (Simon Corner) for approval
- 9 Head reviews Visit Form and either returns to EVC/Party Leader or submits to Local Authority for approval
- 10 Safely deliver the visit and evaluate on Evolve

Please note:

If the protocol is not followed and appropriate timings are not provided for the review and approval process then visits will not be approved and the visit will not take place.

Evolve system requires 20 working days to review residential, adventurous and overseas visits. For expeditions and third world countries there is a minimum of 6 weeks review period and in addition to being informed in the planning stages. From 1st October, late visit forms will be charged a £20 fee and review of the visit is at the discretion of the service, taking into consideration the time available and any changes needed, therefore all staff need to ensure visit forms are submitted in time to EVC and Principal.