



# Hill Top Primary Academy

*A Member of Leodis Academies Trust*



## **Educational Visits Policy**

<i>Plan administration</i>	
<i>Version Number</i>	<i>3</i>
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<i>Date of next review</i>	<i>September 2023</i>
<i>Person responsible for review</i>	<i>Principal</i>
<i>Signed and dated Principal</i>	
<i>Signed and dated and in Govs minutes Chair of Governors</i>	

*Hill Top Primary Academy is an inclusive school; we believe that every child has a right to a broad, balanced and effective education regardless of race, gender, age, sexuality or special need. Please refer to our Equal Opportunities Policy for further details of this.*

# **1. General Statement of Policy**

*Hill Top Primary Academy recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the Academy and help generate positive relationships with their teachers.*

- 1.1. Proposals for visits will, as a minimum, state*  
*- the educational purpose of the visit,*  
*- its aims and objectives and*  
*- how it conforms to the Academy's curriculum aims.*
- 1.2 The LEA planning checklist will be used to provide assurance that each visit is methodically and suitably planned.*
- 1.3 Approval of visits will be outlined within the arrangements section of this policy however in brief –*  
 *The Principal and the Governing Body will approve visits in categories 3, 4 and 5, as defined in the LEA's Educational Visits Handbook.*  
 *The Principal will approve visits in categories 1 and 2.*
- 1.4 The LEA will be notified where required.*
- 1.5 Staff competencies required for the nominated Group leader and for teaching and support staff will be clearly defined.*
- 1.6 Where the Academy uses external providers, each provider will be required to complete and return the LEA's checklist.*
- 1.7 Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.*
- 1.8 The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy.*
- 1.9 Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.*
- 1.10 No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian. Verbal approval is not acceptable.*
- 1.11 Every trip or visit will be subject to a review.*

## **2. Organisation**

*Responsibility for educational visits rests with the Governing Body and Principal. The respective roles of each are outlined within the LEA Handbook for Educational Visits Code of Practice.*

### **2.1 Governing Body**

*2.1.1 Approval of visits in LEA categories 3, 4 and 5 will be undertaken by*

**The Chair of Governors and Principal**

*2.1.2 The Governor named below will oversee and monitor this policy.*

**The Chair of Governors**

*2.1.3 The Principal's report outlining visits planned and the results of the reviews of visits undertaken will be submitted to each full Governing Body meeting.*

*2.1.4 A copy of each visit's review report will be sent to the following Governor-*

**The Chair of Governors**

### **2.2 Principal**

*2.2.1 The Principal will be responsible for ensuring that Academy trips are planned, organised, undertaken, controlled, monitored and reviewed. The Principal will agree, with the named EVC, the duties delegated to the EVC.*

*2.2.2 The Principal will authorise all visits, through the EVC site that monitors all visits.*

*2.2.3 The Principal will report visits planned and the results of the reviews of visits undertaken to the Governing Body.*

### **2.3 Educational Visits Co-ordinator (EVC)**

*2.3.1 The Academy's Educational Visits Co-ordinator is :*

**The Principal**

2.3.2 *They will undertake duties as agreed between them and the Principal.*

2.3.3 *The EVC will be fully conversant with the LEA's Handbook for Educational Visits*

## **2.4 Group Leader**

2.4.1 *The Group Leader will comply with the requirements outlined in the LEA Educational Visits Code of Practice. As such every Group Leader must be conversant with the LEA's Handbook for Educational Visits.*

2.4.2 *The Group Leader will ensure that the planning checklist is completed and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.*

2.4.3 *The Group Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.*

2.4.4 *The Group Leader named for each visit will have overall responsibility for the visit whilst it is underway.*

2.4.5 *The Group Leader will liaise with the EVC throughout the planning and preparation of their trip.*

2.4.6 *The Group Leader will review their trip and provide details of their review to the EVC.*

## **2.5 Supervisory staff**

2.5.1 *All staff assisting with supervision on any trip will be conversant with the LEA Handbook for Educational Visits and will be aware of the Code of Practice and Guidance.*

2.5.2 *All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.*

2.5.3 *All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Group Leader.*

2.5.4 *Staff will feedback information to the Group Leader to enable a full review of the trip to be completed.*

### **3. Arrangements**

#### **3.1 Proposals**

3.1.1 *The Group Leader will submit a proposal to the Principal within the following timescale for each category of visit*

Category	Latest date for submission to Principal
1	<i>As soon as possible and in ordinary circumstances no later than 3 weeks prior</i>
2	
3	<i>At least one months notice</i>
4	
5	

3.1.2 *The LEA proposal and notification form EVH1 must be completed.*

3.1.3 *The means of complying with the requirements outlined in the LEA planning checklist must be outlined.*

3.1.4 *Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions.*

3.1.5 *Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form(s), and provide emergency contact number(s) and all relevant medical details.*

3.1.6 *Where coach or minibus travel is to be used it must be in accordance with LEA regulations.*

#### **3.2 Notification**

3.2.1 *Notification will be made using Proposal and Notification form EVH 1.*

3.2.2 *Notification to the LEA will only be allowed after the Governing Body and Principal are satisfied that the form has been fully completed and that any requisite additional information is attached and they have signed all relevant documentation.*

3.2.3 *The Group Leader is responsible for sending the notification to the Principal.*

3.2.4 *The Principal will ensure that the Group Leader carries out this task.*

#### **3.3 Undertaking the visit**

3.3.1 *Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a risk assessment made prior to the alteration taking place.*

*3.3.2 A record must be kept of all such instances for evaluation and review purposes.*

*3.3.3 Any accidents or near misses that occur during a visit will be reported to the relevant insurance company using the forms CF/50 and/or CF/50a upon the return of the group to the Academy.*

*3.3.4 Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the Academy contact immediately. Upon receipt of any such calls the Academy contact will immediately inform the CEO of Leodis.*

### **3.4 Monitoring**

*3.4.1 The Academy will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.*

*3.4.2 On occasions the EVC, Principal, Senior Manager or member of the Governing Body will accompany a group.*

### **3.5 Evaluation and Review**

*3.5.1 Every visit will be reviewed by the Group Leader.*

*3.5.2 The results of the evaluation and review process will be provided to the Principal.*

*3.5.3 The Principal's report to the Governing Body will include details of the evaluations and reviews for visits undertaken of any note.*

*3.5.4 The evaluation and review report will be maintained in the Academy's educational visits file for reference.*