



BELLE VUE
GIRLS' ACADEMY

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School Visits Policy

Reviewed by	Approved by	Date of Approval	Next Review Date
MH	LGB	December 21	December 22

The purpose of this policy is to ensure that all educational visits, irrespective of their nature and duration, are well planned and co-ordinated and take into account the health and safety issues that may foreseeably arise during any visit. Only competent persons and organisations will therefore be selected for the purpose of planning and organising any visits and all and any venues visited will be carefully assessed beforehand.

Policy

- To ensure that the purpose of any educational visit is clearly understood and is the focal point for any arrangements made.
- To ensure that all visits have prior approval before going ahead.
- To ensure adequate provisions and arrangements have been included for all students with special needs during educational visits.
- To co-ordinate all educational visits through our appointed Educational Visits Co-Ordinator (EVC).
- To ensure a suitable Trip Leader is appointed for each type of visit, irrespective of the nature and duration.
- To ensure that any selected Trip Leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.
- To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.
- To select only competent persons for supervisory roles and to ensure they have been suitably vetted and cleared in line with the school's safeguarding procedures.
- To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.
- To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- To provide effective levels of supervision at all times appropriate to the numbers and age group(s) of the students.
- To ensure that all parents are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand.
- To assist, wherever possible, those parents who may have difficulties in meeting all the costs of any specific visit.

Visits Personnel

Emma Landau -Educational Visits Co-Ordinator

- The primary functions of the above named person are to co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.
- This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
- In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved, follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.
- In addition, the above named person is responsible for ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.
- The above person can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

Trip Leader

- To plan the proposed visit taking into account the health and safety risks that may arise before, during and after the visit.
- To appoint, where considered appropriate, any competent deputy or deputies in support of any visit.
- To ensure that as much relevant information is obtained on any proposed visit, venue and location to enable an appropriate risk assessment to be carried out. This may include an exploratory visit beforehand.
- To ensure that the needs of all those included on the visit are assessed and provided for.
- To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.

- Ensuring that all equipment and materials required for the visit are adequate and arrangements are made to store them safely and correctly.
- To ensure parents are provided with all the necessary information about the educational visit, any equipment etc they need to provide, and the standards of conduct expected of their child(ren).
- Where appropriate, invite parents to any briefing sessions.
- To brief all group members, including students and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.

Additional staff involved with educational visits

- Support the Trip Leader in all requirements and follow instructions.
- Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility.
- Inform the Trip Leader of any concerns, observed or otherwise.

First Aid

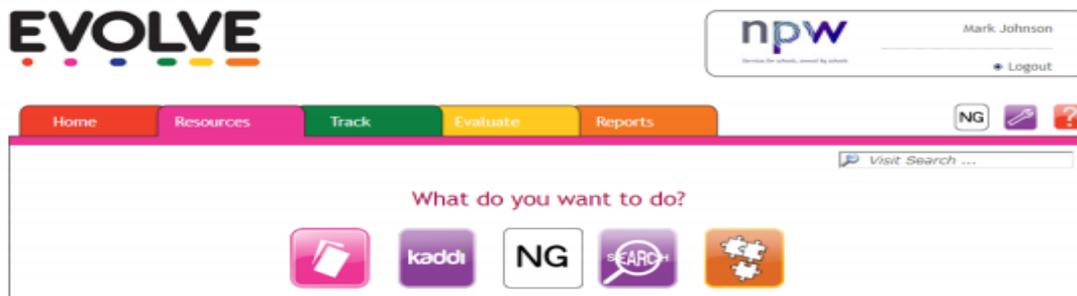
- Before undertaking any off-site activities, the Trip Leader should assess what level of first aid provision is needed. The HSE recommends that, where there is no special risk identified, a minimum stock of first aid items are taken:
 - a leaflet giving general advice on first aid
 - individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
 - sterile eye pads
 - individually wrapped triangular bandages, preferably sterile
 - safety pins
 - large sterile individually wrapped unmedicated wound dressings
 - medium-sized sterile individually wrapped unmedicated wound dressings
 - disposable gloves.

Staff: Pupil Ratio

- Staff: Pupil ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.
- Staff: Pupil ratios will be decided by the trip risk assessment, as a guide for low risk activities a staff pupil ratio for 1:20 is suggested. For higher risk activities this ratio will be higher.
- Low-risk activities are those that typically involve everyday risks, such as slips and trips. These should be differentiated from the much greater risks associated with outdoor adventurous activities such as caving, canoeing, rock-climbing etc.
- All trips will have minimum of two members of staff regardless of pupil numbers

The Arrangements

The school uses EVOLVE for the submission, quality assurance and monitoring of all educational visit



Visits during the school day.

1. Before any visit requests go to the Headteacher, they need to have been discussed with the line manager
2. The line manager will email the Headteacher for approval in principle
3. Letters can be sent to parents once approved in principle by the Headteacher and agreed by the EVC.

When approved in principle:

Log on to EVOLVE and follow the staged approach to communicating all aspects of the educational visit. Once the risk assessment, visit letter and register is complete and all other mandatory elements are

filled, this is automatically sent to the EVC (Educational Visit Coordinator), who sends it on to the Headteacher once all checks are complete. Please submit all information on EVOLVE at least 2-3 weeks before the visit is due to happen. Only when the Headteacher approves the visit and you receive your confirmation email from EVOLVE does the visit have **full permission** to proceed.

The risk assessment.

This may well include a preliminary visit, even if the venue has been visited before. Consider what could go wrong, what will be done to avoid problems, what will be done in the event of problems.

Make first aid arrangements; first aid equipment must be taken on all visits and can be collected from the school Nurse.

A copy of the risk assessment must be attached to EVOLVE at least 2 week in advance. The Belle Vue Girls' Academy risk assessment template should be used (appendix 1 of risk assessment policy)

When creating the risk assessment please consider:

- Transport
- Venue
- Staff: Pupil Ratios
- Activities
- First Aid

This list is not exhaustive.

The visit letter.

This should be attached to the EVOLVE visit form and approved by the Headteacher and agreed by the EVC before being sent to parents. Every visit should have a letter to inform parents of the event and logistical arrangements.

To be included in the letter:

- Nature and purpose of the visit
- Cost (which should be the total, fully inclusive through PARENTPAY).
- Date
- Travel arrangements (including stations from start to finish)
- Departure and return times
- What student needs to bring/wear, etc.
- Arrangements for those entitled to free school meals

- SLT emergency contact details - as default, either EVC should be named here

Where necessary a written detailed plan of the day should be attached in EVOLVE. It is important that all visit staff have a very clear understanding of the times, itinerary, responsibilities, etc for the visit. A meeting for the staff BEFORE the day of the visit is essential in ensuring all staff are clear on all relevant information.

Free School Meals

Free School Meal numbers should be collected by Evolve and automatically sent to the Catering Manager. Please ensure that you have checked this has happened with the Catering Manager.

Medical needs

Please ensure that you have noted the medical needs of students in your risk assessment where relevant. Particularly cross reference with SIMS those students who have allergies and require the use of an injection pen. A trained member of staff must be on the visit with these students. Please liaise with the School Nurse regarding student health concerns

Visit Information

All visit information must be stored on Evolve. This includes:

- visit plan/itinerary
- student list including emergency contact details and any medical needs
- spreadsheet of reply slips from parents
- staff list (and other relevant staff information where necessary)
- parent information letter
- risk assessment
- Medical needs register
- This list is not exhaustive

If you wish to carry student information (e.g. emergency contact details, medical needs) as a hard copy during the course of the visit, this must be carried in an opaque and secure folder that is kept on your person at all times. This is to ensure that personal information cannot be accessed by anyone outside the academy, in compliance with GDPR regulations.

Educational visits which include residential accommodation (Includes overseas visits)

1. Ensure that the visit has been added to the Governors approval list by the Headteacher
2. Carry out a risk assessment. A copy of the risk assessment must be given to the EVC well in advance
3. Check the list of those wishing to go with HOYs
4. Send first letter with dates, cost etc. to all those eligible.
5. Hold information evening for parents and pupils.

6. Keep detailed records of payments and give pupils receipts
7. Get passports in as soon as possible
8. Record all details of every passport
9. Make arrangements for getting currency with the Finance Manager
10. Contact the British Embassy/High Commission in the country being visited.
11. Inform school immediately of safe arrival and any subsequent changes to arrangements or pending problems.
12. The hotel/hostel should be checked on arrival for satisfactory security arrangements, emergency procedures and fire exits.
13. After the visit, a written report should be submitted to the EVC, this should highlight any issues or problems encountered, any accidents or 'near misses' and anything which might inform decisions regarding any future visits to that or any other location.

