



BELLE VUE
GIRLS' ACADEMY

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School Visits Policy

Reviewed by	Approved by	Date of Approval	Next Review Date
WS	LGB	December 23	December 24

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.
- 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. 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.

Arrangements

See appendix 2 Visit Procedure Document-Staff how to guide

Free School Meals

Free School Meal numbers should be collected by Evolve, once EVC approval has been granted. FSM numbers and names will be set to the catering manager

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

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. Inform school immediately of safe arrival and any subsequent changes to arrangements or pending problems.
11. The hotel/hostel should be checked on arrival for satisfactory security arrangements, emergency procedures and fire exits.
12. 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.

Appendix 2-Visit Procedure Document-Staff How to guide

Before a visit

Before starting to organise your visit, you first must contact the Headteacher's PA, to schedule a meeting with the headteacher to discuss if the visit can take place. During this meeting you will need to request how many staff you would like to attend the visit and the reasoning behind the number of staff you require. Remember to check the whole school calendar to make sure there are no visit embargos on the dates you wish to take the trip.

After approval from the Headteacher has been obtained

Once the visit has been initially approved by the Headteacher, and you would require the school minibus, please check with the enrichment team for availability. You may also wish to book a coach or tickets for the venue (please see guidance below). It is at this point you start to complete the Evolve trip form. When completing the outline approval stage of the form, please remember to make sure the students names are added and in the attachment section under letters to parents, the information you want to go on ParentPay (see below for guidance). Before submitting your form, please ensure you select the correct person from the drop box menu, either HOF or HOY. Once you have sent your form for outline approval, it cannot be edited until the approval has been granted.

After outline approval has been granted

Once outline approval has been granted, your form will be sent back to you for you to fill in the other sections. **All sections must be completed, with all relevant risk assessments attached** and attendees edited to include only those who have given consent.

Risk assessments

The risk assessments you need to upload are

1. All education visits (which have been completed for you and on Evolve system, you just need to download it from Evolve and attach it to your visit form)
2. Travel RA (which have been completed for you and on Evolve system, you just need to download it from Evolve and attach it to your visit form)
3. Trip specific risk assessment (you need to download this for Evolve and fill it out. You can only do this once you know who is attending)
4. A risk assessment from the venue (if applicable) – you will need to email the venue for one
5. A risk assessment of the activity (if applicable) – either you will need to email the venue for one, or use a school one for a specific activity e.g., countryside RA (which have been completed for you and on Evolve system, you just need to download it from Evolve and attach it to your visit form)

Please ensure you read through all the risk assessments you use to fully understand them. You can only fill out the trip specific risk assessment once you know who has given consent to attend the visit.

EVC approval

Your visit will be approved by the EVC (Educational Visits Coordinator) after all the risk assessments have been finalised and you have obtained a final list of students with consent from ParentPay. Once everything is completed and checked it will be sent on for final Headteacher Approval.

Letter to parents

All communication and consent for the visit must be completed via ParentPay. ParentPay will allow up to 1000 characters per visit description. Your description must include the date, the venue, how you will be getting there, times for departing and arriving back at school, the deadline to give consent, any costs that you wish the student to pay and any other information that the parents need to know i.e. walking shoes, non-uniform, packed lunch, collection from school/venue, how they will be getting home.

ParentPay and Consent

All consent must be collected via ParentPay, even if there is no cost to the students for the visit. Consent on ParentPay will be closed 2 weeks before the visit is due to depart. You need to know who is attending the visit 2 weeks before and before EVC approval can be given. If a student has not given consent before the deadline through ParentPay, they will NOT be able to attend the visit.

Booking tickets of venues

When booking tickets through the finance team, please ensure you have enough tickets for your attendees, including the minibus driver. Any shorts fall in funds will be taken out of your school budget.

Quotes for transport

The enrichment team will support you with this process. Please let them know details of your visit including date, times, venue and number of visitors including staff. The enrichment team will get 2 quotes and send them to you for your approval. Once you have chosen the quote that is right for you, email this to the finance team and they will confirm the booking. If you are using the school minibus, please email finance to say where this cost will be paid from i.e. students, subject budget.