



Policy on Educational Visits

Statement of intent

Educational visits have clear educational benefits. Such activities help young people apply their knowledge across a range of challenges, and learning outside the classroom builds bridges between theory and reality, schools and communities, young people and their futures. Quality learning experiences in 'real' situations have the capacity to raise achievement across a range of subjects, and to develop better personal and social skills

Outdoor Education Advisors Panel - National Guidance document 2012

Approved by: Ian McCrudden Date: 01/09/2020

Chair of Directors Edward Morris Date: 01/09/2020

Review Date: 01.09.2021

1. Responsibilities

1.1 The Acting Head of School is the responsible officer for ensuring visits are approved as necessary, no visits can proceed without the Acting Head of School approval. Approval includes a check that the proposed trip can be accommodated within the timetable, and that the ethos of the visit is one with which the College wishes to be associated.

1.2 The Educational Visit Co-ordinator (EVC) is the staff member who has received relevant training and induction. The College's EVC is James Lambert and he is delegated with the following tasks: -

1.3 Norton College will follow OEAP National Guidance regarding all offsite visits.

1.4 After initial approval has been granted by the Acting head of school, the EVC will provide all relevant risk assessment paperwork and support to trip leaders

1.5 To receive completed forms and check all visit details are in order, and ensure the annual record of visits is maintained.

1.6 Ensure trip leaders are aware of expected process including final approval meeting with the Acting Head of School.

1.7 To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.

1.8 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

2. Procedures

2.1 Staff wishing to plan and undertake a visit should discuss the details with the Acting Head of School initially for permission to plan the visit. Once granted they should discuss the process of the visit with the Educational Visits Co-ordinator (EVC), who will provide the necessary forms that will need to be completed.

2.2 Approval will be granted when all the paperwork requirements have been completed, and the EVC has checked that appropriate plans are in place. Visit leaders will then need to see the Acting Head of School to complete a final risk assessment prior to the visit taking place.

2.3 Trip leaders need to ensure that there is at least one mobile phone contact available throughout the trip. A copy of all contact details for the trip must be left in the College office.

2.4 When the visit involves additional or high risk activities, foreign travel or is a residential visit, then details of the visit will also be sent to the Norton College Directors for approval that all the procedures have been satisfactorily completed.

2.5 Once outline permission, and any necessary county approval, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of 7 days before the visit.

2.6 After the visit has been completed all forms need to be returned to the EVC. In addition, the staff on the visit need to undertake an evaluation of the visit and inform the EVC of aspects that could be improved and issues to avoid should the visit be repeated in the future

2.7 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 College day.

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

3. First Aid / Medical Procedures

3.1 All trips will require a first aid trained member of staff who will be responsible for all aspects of medication and first aid. As part of the risk assessment process the names of all students requiring medication during the trip will be identified and the designated member of staff will keep all medications securely contained and individually labelled.

3.2 A first aid kit must be taken on all trips and the first aid trained member of staff will be responsible for the use of the contents.

3.3 If an accident, illness or injury occurs, the trip leader will carry out appropriate first aid, which may involve calling for an ambulance or seeking further medical advice. The Trip leader will then notify the Acting Head of School immediately and advise on the course of action taken.

4. Emergency Procedures

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

4.2 In the event of a delay, or an incident resulting in harm to any attending participant, staff member or volunteer, then the College must be contacted as soon as possible to inform the Acting Head of School or Member of SMT so that they can decide: -

- 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.
- If the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality), then the Acting Head of School, a member of SMT or the home contact will inform the Directors who will together agree the most appropriate course of action.

4.3 In the event of a party being overdue and without contact by more than 1 hour, the College, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.