

HINCHINGBROOKE SCHOOL

Inspiring Excellence Fulfilling potential



Policy Statement
on

SCHOOL EDUCATIONAL VISITS

Revised:
Approved by Governing Body:

3 Yearly (D&W Committee)
May 2019

Hinchingbrooke School Educational Visits Policy

1 Introduction

The Governing Body of Hinchingbrooke School is supportive of the inclusion of educational visits in the school curriculum. Staff at this school organise and lead an enormous number of visits; students have access to a wide variety of places and experiences and their education is enriched as a result. Staff and students also derive great enjoyment as well as value from visits and we believe that enjoyment is a very important part of a student's education. This policy sets out how Hinchingbrooke School will manage this aspect of learning, including health and safety requirements so that young people can discover the world beyond their classrooms.

The school has formally adopted National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom (NG) which can be found at www.oeapng.info

It is a legal expectation that Hinchingbrooke staff **must** work within the requirements of this document, as well as the requirements of this Policy Statement.

Where a Hinchingbrooke School staff member commissions activity, they must ensure that the commissioned agent has systems and procedures in place where the standards are not less than those required by National Guidance.

2 Ensuring Understanding of Basic Requirements

As an employer, Hinchingbrooke School is required to ensure its staff members are provided with:

- appropriate guidance relating to visits and Learning Outside the Classroom (LoTC) activity
- employer-led training courses to support the guidance to ensure that it is understood
- suitable systems and processes to ensure that those trained are kept updated
- access to advice, support and further training from an appointed Adviser that has proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

3 Approval and Notification of Activities and Visits

Permission for most day visits and all residential visits is sought from the Director of Finance & HR. This process is completed at the end of the academic year for visits planned for the following year.

Staff considering arranging visits must discuss it with their department/year team and then complete the appropriate form which is submitted to the EVC for approval. Visits involving Sixth Form must also have approval from the Head of Sixth Form or Key Stage 5 Manager.

It is a requirement that Hinchingbrooke School uses the EVOLVE online system for notification and approval.

All visits are approved at Principal and EVC Level and the OEA adds a third level of approval, confirming that visits which are overseas or involve adventurous activities meet appropriate standards. This will include Duke of Edinburgh (DoE) expeditions.

Overseas visits and visits including adventurous activities must be approved four weeks in advance of departure date, while all other visits must be approved one week in advance of the visit date.

4 Planning

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- the plan is based on establishment procedures and national guidance
- all staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process
- those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained
- proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes)
- designated emergency contact(s) have been identified that will work on a 24/7 basis where required
- all details of the activity provision are accessible to the emergency contact throughout the period of the activity.

Further advice on the planning of an educational visit is given in Appendix 1 Guide to Organising an Educational Visit at Hinchingsbrooke School and leaders should refer to NG document: "Planning Basics"
<http://oeapng.info/wp-content/uploads/downloads/2012/04/5.2b-Planning-Basics-final-1.pdf>

5 Risk Management

As an employer, Hinchingsbrooke School has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level - and not to eliminate risks. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring Hinchingsbrooke School to provide such support, training and resources to its staff as is necessary to implement this policy.

The risk management of an activity should be informed by the benefits to be gained from participating. Hinchingsbrooke School strongly recommends a "Risk-Benefit Assessment" approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (ie the risk remaining after control measures have been put in place) is "acceptable". The Health and Safety Executive advocates that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people.

Refer to NG document: "Risk Management"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.3c-Risk-Management-1.pdf>

6 Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality
- is at serious risk
- or has gone missing for a significant and unacceptable period.

As an employer, Hinchingsbrooke School is committed to providing emergency procedures to support staff in the event of a critical incident. Cambridgeshire County Council Childrens' Services Learning offer this support to all Cambridgeshire Academies as a free service.

To activate support from Hinchingsbrooke School, the visit leader should contact their designated emergency contact. Each visit must have two emergency contacts; one should be a member of Senior Leadership Team (SLT) and the other should be the Head of Department (HoD) or other senior staff member.

These numbers should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency. Under no circumstances should these numbers be given to young people or to their parents or guardians.

The two designated emergency contacts must be supplied with a list of students and staff on the visit which should include:

- name
- emergency contact name
- emergency contact number
- medical issues
- passport number (for overseas visits).

Refer to NG document: "Critical Incident Management for Visits"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4-1a-Critical-Incident-Management-Employer-final.pdf>

7 Monitoring and evaluation

As an employer, Hinchingsbrooke School ensures that there is sample monitoring of the visits and LOTC activities undertaken by its staff. Such monitoring should be in keeping with the recommendations of National Guidance. There is a clear expectation that the monitoring function is a delegated task, principally carried out through systems put in place by the EVC.

Evaluation should be carried out after every educational visit and there is the expectation that all visit leaders will complete this. It is completed using the EVOLVE system and it is the duty of the EVC to report on all trip evaluations. The EVC must also provide a report to the Health and Safety Committee on a half-term basis if applicable.

Refer to NG document: "Monitoring"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2b-Monitoring-final-230212-1.pdf>

8 Assessment of Leader Competence

National Guidance provides clear advice regarding the assessment of leader competence. It is an expectation of Hinchingsbrooke School that all leaders and assistants have been formally assessed as competent to undertake such responsibilities as they have been assigned in line with the NG guidance. Staff should maintain their training and qualifications on their own profile within EVOLVE.

Please refer to Section 2 of this document (Ensuring Understanding of Basic Requirements) for more information on training requirements for Visit Leaders.

Refer to NG document: "Assessment of Competence"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2d-Assessment-of-competence-1.pdf>

9 Role-specific Requirements and Recommendations

National Guidance sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found within Hinchingsbrooke School management structures. These are:

- ACES Board of Directors (Employers)
- Principal
- EVC
- Trip leader.

Specific responsibilities for the Hinchingsbrooke School roles can be found in Appendix 2. Also refer to individual NG documents headed as above.

National Guidance also sets out clear and detailed responsibilities and functions for:

- Assistant visit leader
- Volunteer adult helper
- Parents.

Refer to individual NG documents headed as above.

10 Charges for Off-site Activities and Visits

Hinchingsbrooke School Principal/Managers, Curriculum Planners, EVCs and Visit/Activity Leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

Educational visits are categorised as either requiring a charge, voluntary contribution or free of charge.

If a student does not pay for a visit which has a charge, they should not be allowed to participate in the visit.

If a visit is categorised as voluntary contribution the department in which the trip is being organised must be willing to cover any financial shortfall internally, or make the decision to cancel the trip.

If a trip requires a deposit, parents and carers must be made aware that if they subsequently decide their child will not take part in the trip, they will lose the deposit.

Students should only be removed from a trip as a last resort and only following consultation with VP (Pastoral). In such instances, the cost (balance paid to date) will be refunded less monies that cannot be recovered from the operator/tour company.

Visit leaders must take the cost of cover into account when planning an educational visit. This is £100 per teacher per day. No cover charges should be made to students for compulsory field work.

We should aim to provide a range of visits to suit the financial circumstances of all our students. Some financial assistance can be offered by the school but no guarantees are provided. Advice should be sought from the Director of Finance & HR. Students entitled to free school meals are able to claim a pre-packed lunch for visits which require students to bring their own lunch.

Please refer to Hinchingsbrooke School Policy “Charging and Remissions” and refer to NG document: “Charges for Off-site Activities and Visits in an Educational Establishment”

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2c-Charges-for-off-site-activity-final-230212-1.pdf>

Also see Appendix 3 for guidance on charging for school visits.

11 Vetting and Disclosure & Barring Service (DBS) Checks

Hinchingsbrooke School employees who work frequently or intensively with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

For the purposes of this guidance:

frequently is defined as once a week or more;

intensively is defined as 4 days or more in a month or overnight.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

Refer to NG document: “Vetting and CRB Checks”

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2g-Vetting-and-CRB-Checks-Final-230212-1.pdf>

12 Requirement to Ensure Effective Supervision

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require the level of supervision and group management to be “effective”.

Effective supervision should be determined by proper consideration of:

- staff competence
- activity - nature and location of the activity (including the type of activity, duration, skill levels involved)
- group - age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc)
- environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions)
- distance away from the base.

Hinchingsbrooke School requires, as a minimum, the following ratios. One adult per 15 students, with a minimum of two adults. The group leader must be a qualified teacher or other approved person. In mixed parties, one male and one female adult. This applies up to and including Year 11 students.

For Year 11 students the ratio is the same for camps and journeys, but for day visits Year 12 and 13 may be accompanied by one adult for up to 20 students of one sex. Mixed sex groups still require one male and one female adult. For Sixth Form, day visits of a routine nature may be made unaccompanied if authorised by a Vice Principal or the Principal and advised to parents.

Refer to NG document: "Ratios and Effective Supervision"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.3b-Ratios-and-effective-supervision-1.pdf>

Refer to NG document: "Group management and Supervision"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.2a-Group-management-and-supervision-1.pdf>

13 Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The LOTC Quality Badge
- Adventurous Activities Licensing Service
- Adventuremark
- National Governing Bodies centre approval schemes (applicable where the provision is a single, specialist activity).

Hinchingbrooke School takes the view that where a provider holds one of the above accreditations, there should be no need to seek further assurances.

Refer to: NG document "Preliminary Visits and provider Assurances"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.4h-Preliminary-visits-and-provider-assurances-1.pdf>

14 Insurance for Off-site Activities and Visits

Employer's Liability Insurance is a statutory requirement and Hinchingbrooke School holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. Hinchingbrooke School also holds Public Liability Insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Staff (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by staff for which the employer is responsible.

Some level of Personal Accident Insurance is provided for all Hinchingbrooke School staff in the course of their employment, providing predetermined benefits in the event of an accident. However, Visit/ Activity Leaders should be advised that they should consider taking out less limited personal accident cover privately, or obtain cover through a professional association.

Hinchingbrooke School should contact the Insurers to seek clarification of the above, including any circumstances requiring early notification of specialist activities to the insurer. They should also ensure they have obtained current information regarding any special policies that may be available to offer more comprehensive cover.

Hinchingbrooke School also has insurance to cover students while on educational visits. The policy is on the school website

<http://www.hinchingbrookeschool.net/attachments/download.asp?file=157&type=pdf>

and parents should be directed and advised to read the policy.

Refer to NG document: "Insurance"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.4c-Insurance-1.pdf>

15 Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Hinchingbrooke School takes all reasonably practicable measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and LOtC thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers
- Employers, Principal/Managers, Curriculum Planners, EVCs and Visit Leaders should be aware of the extent to which inclusion is or is not a legal issue.

Under the Equality Act 2010, (previously the Disability Discrimination Act 1995), it is unlawful to:

- treat a disabled young person less favourably
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

For residential and exchange visits, the visit leader must ensure the safe-guarding team have viewed the lists of students involved.

Refer to NG document: "Inclusion as a Legal Issue"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2e-Inclusion-1.pdf>

16 Good Practice Requirements

To be deemed competent, a Hinchingbrooke School Visit/Activity Leader, or Assistant Leader must be able to demonstrate the ability to operate to the current standards of recognised good practice for that role.

All staff and helpers must be competent to carry out their defined roles and responsibilities (refer to Appendix 2).

National Guidance sets a clear standard to which Hinchingbrooke School leaders **must** work. The guidance states:

"a competent Visit /Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:

- knowledge and understanding of their employer's guidance supported by establishment-led training

- knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment
- knowledge and understanding of the staff, the activity, the group and the venue
- appropriate experience
- in some circumstances (eg first aid, adventurous activities) a formally accredited qualification.”

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff. The EVC should view the original documents and certificates when verifying leader’s qualifications, and not rely on photocopies.

Where a volunteer helper is a parent (or otherwise in a close relationship to a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the Visit Leader's plans for group management. The Visit Leader should directly address this issue as part of the Risk-Benefit assessment.

Refer to NG document: “Good Practice Basics”

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.3a-Good-practice-basics-1.pdf>

17 Transport

Hinchingsbrooke School Transport Policy mirrors the Cambridgeshire County Council Minibus Driver Policy which is available on EVOLVE.

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and establishments **must** follow the specialist guidance provided in Hinchingsbrooke School transport policy. All national and local regulatory requirements **must** be followed.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Visit Leader should ensure that coaches and buses are hired from a reputable company.

Transporting young people in private cars requires careful consideration. Where this occurs, staff involved must have business use in their car insurance policy and parents must be informed of the mode of transport.

Refer to NG document: “Transport: General Considerations”

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.5a-Transport-general-considerations-1.pdf> .

Refer to NG document: “Transport in Minibuses”

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.5b-Transport-minibuses-1.pdf> .

Refer to NG document: “Transport in Private Cars”

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.5c-Transport-in-private-cars-1.pdf>

GUIDE TO ORGANISING AN EDUCATIONAL VISIT IN HINCHINGBROOKE SCHOOL

Assistance in organising a school visit is available from Hinchingsbrooke's Educational Visits Co-ordinator (EVC), school policy and National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom (NG) which can be found at www.oeapng.info

The school has formally adopted NG and it is a legal expectation that Hinchingsbrooke staff must work within the requirements of this document, as well as the requirements of the school's educational visits policy.

1 Staff competency and training

All visit leaders must undergo in-house training before leading a visit and those managing more complex visits must undergo external Cambridgeshire County Council (CCC) visit leader training. This training must be updated every three years. Details of relevant training courses are available from the Educational Visits Co-ordinator (EVC). Further guidance can also be obtained from the Outdoor Education Advisor (OEA) at CCC.

2 Seeking permission and approval for an educational visit

The Hinchingsbrooke educational visits list is compiled in May for the following academic year. After having sought approval from their department or year team, staff must complete the educational visit's approval form, found on the staff intranet > educational visits > forms to complete > form 1 approval. This is submitted to the EVC who compiles the list for submission to the Director of Finance & HR and the school Governors. The EVC will advise whether permission has been given.

For ad hoc visits through the school year permission must be sought by sending an email to the EVC with: **staff**, year group, student numbers, date, destination, cost and educational value (**including Curriculum essential/relevant**). The EVC will obtain approval and if given, will give permission for the visit to be organised.

Visits involving Sixth Form will also require approval from Head of Sixth Form or Key Stage 5 Manager. If approval is given the visit leader must also have signed permission (on the appropriate form available from the Sixth Form office) from all their subject teachers. This must be obtained before any payment is received. A subject teacher or a member of the guidance team will have the right to refuse permission if a student is behind with work.

3 Planning

The more complex trips eg overseas should have a supporting planning document highlighting tasks, timescales, deadlines and staff responsibility. There should be a meeting involving key staff and the subsequent plan should be approved by all who assist in delivering the visit.

4 Communication with parents/carers

Letters are written and submitted to the EVC for approval. They should include:

- Font Tahoma 11
- Date should be correct
- Reason for trip
- Date of trip
- Location
- Costs (charge or voluntary contribution)

- Financial assistance if required
- Mode of transport
- Pick up/drop off times and place
- Itinerary
- Requirements (food, clothes, equipment)
- FSM students
- Permission slip (parent signature, emergency contact details, medical conditions)
- Visit leader’s school contact details to allow parents to ask any questions they may have
- For overseas visits passport photocopies should be requested
- Any other information relevant to the specific trip
- Sample letters are in the Educational Visits area on the intranet.

Once the letter has been approved, the EVC will return it to you for distribution. The EVC will also copy in the Director of Finance & HR, Receptionist and Finance so all are aware and have the information to enable them to manage queries.

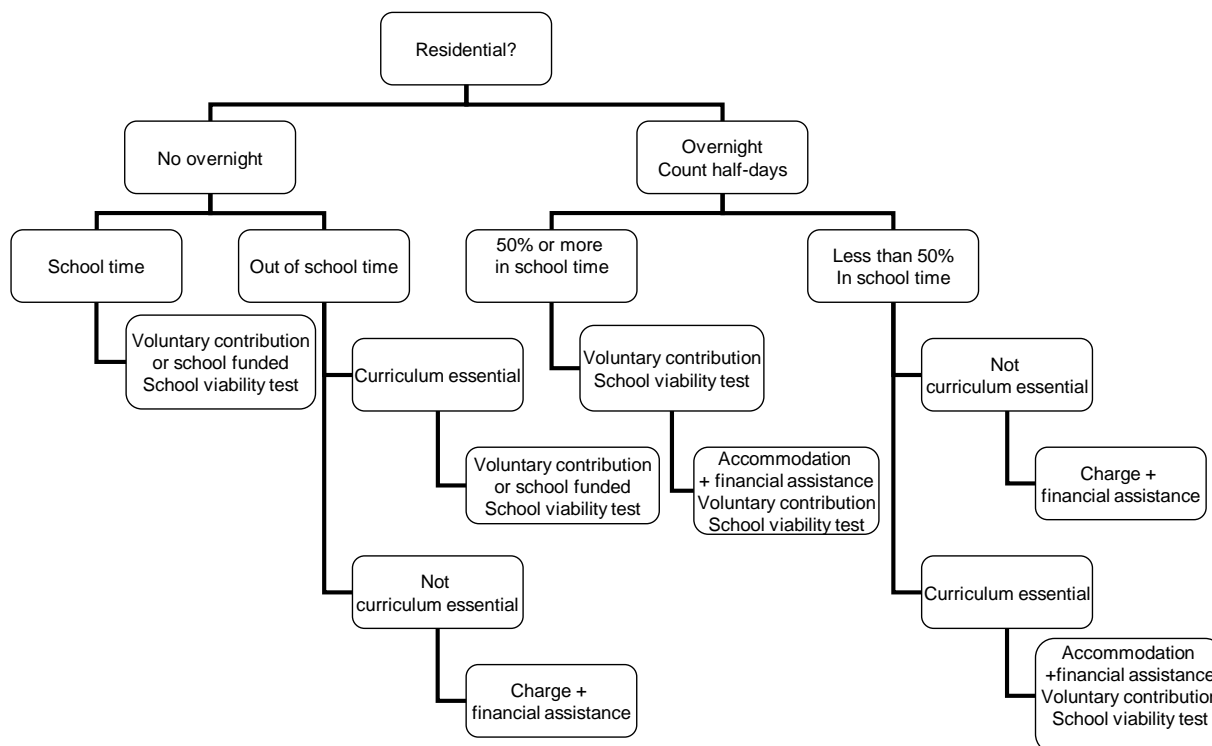
The letter should be printed and given to form/tutor group and given to Reception who will place in tutor trays.

For overseas/residential or more complex visits we recommend holding a parent’s meeting to allow two-dialogue and enable to parents to ask any queries they might have.

5 Charging for educational visits

Below is a flowchart designed to help you decide whether a visit should be “charge” or “voluntary contribution” and to assist you in calculating the cost of the visit.

Decision Flowchart



If a visit is categorised as voluntary contribution the department in which the trip is being organised must be willing to cover any financial shortfall internally, or make the decision to cancel the trip.

If a trip requires a deposit, parents and carers must be made aware that if they subsequently decide their child will not take part in the trip, they will lose the deposit.

Visit leaders must take the cost of cover into account when planning an educational visit. This is £100 per teacher per day. No cover charges should be made to students for compulsory field work.

We should aim to provide a range of visits to suit the financial circumstances of all our students. Some financial assistance can be offered by the school but no guarantees are provided. Advice should be sought from the Director of Finance & HR.

Students entitled to free school meals are able to claim a pre-packed lunch for visits which require students to bring their own lunch. This can be arranged by contacting the Catering Manager at Chartwells.

You should book a meeting with the Finance Department, so they are aware that money will be coming in to pay for the trip.

All monies must be collected by the Finance Cashier during break time in the Finance Office. Under no circumstances should any other member of staff collect money from students.

The Finance Department can receive payment by cheque, credit/debit card or +Pay (online payment system).

6 Booking transport

All transport should be booked through the Finance Department. You will need to fill out a Transport requisition form, which can be found on the staff intranet, educational visits > forms to complete > transport requisition form. The Finance Department will source three quotes for you, then once the decision has been made, will make the booking.

Car: If you use your own car your insurance MUST include "business use" and parents must be informed that this will be the mode of transport.

Minibus: If you book a minibus through Finance, you will have to find a qualified driver; Finance has a list of drivers in school. You must also adhere to the Cambridgeshire County Council policy on Minibus Driving which can be found on EVOLVE.

Coach: Best for large numbers but expensive and costs are rising.

Train: You can ask students to purchase tickets on the day, BUT this is unbelievably expensive and the cheaper option is to collect their money and make a group booking in advance.

Flights: Finance make plane bookings but will need named students to complete the booking.

7 Cover and other staffing implications

The staff:student ratios required for an educational visit are:

One adult per 15 students, with a minimum of two adults. The group leader must be a qualified teacher or other approved person. In mixed parties, one male and one female adult. This applies up to and including Year 11 students.

For Year 11 students the ratio is the same for camps and journeys, but for day visits Year 12 and 13 may be accompanied by one adult for up to 20 students of one sex. Mixed sex groups still require one male and one female adult.

Sixth Form: day visits of a routine nature may be made unaccompanied if authorised by a Vice Principal or the Principal and advised to parents.

Cover must be booked through the Cover Manager and any request for cover should be made using the staff absence form which is found on staff intranet > organisational forms > absence request form.

Cover costs are £100 per day for per member of teaching staff.

Cover should be charged to students whether it is needed or not, unless the visit is to complete compulsory field work.

There is no charge for support staff, however if they are to be used to supervise a visit, approval must be sought from their line manager, and in instances where multiple support staff members are being used, HR must be informed.

Please also take the staff duty rota into consideration when planning your visit. Find a replacement staff member to cover your rota place and inform the Director of business & HR in advance.

8 Safeguarding and special educational needs students

Once the list of students has been compiled for a residential or exchange trip, it must be shown to the SENDCo who can advise on the requirements of any special educational needs (SEN) student. If necessary they will also be able to provide additional staffing to ensure inclusivity where possible. If a visit leader has any concerns about a particular student requesting to go on a visit, again they should seek advice from both the form tutor and the safeguarding team.

For educational visits involving students who are over 18, the following rules must be followed:

- No consumption of alcohol is allowed on any school residential educational visit, apart from a modest share of table wine at the visit leader's discretion.
- At all times, there should be the required levels of supervision by alcohol-free staff.
- It is expected that single day visits will be alcohol-free.

It should also be noted that each visit will be assessed individually with regard to alcohol consumption and certain visits will have a complete ban.

9 Approval process and EVOLVE

It is a requirement that Hinchingsbrooke School uses the EVOLVE online system for notification and approval. EVOLVE is an online system that simplifies the process of planning, processing, monitoring, evaluating and reporting of educational and off-site visits. It ensures we have consistency in the planning and implementation of all our educational visits and that all visit leaders follow the same methods. It provides a referral point that procedures were followed correctly if we are called to provide evidence of such.

All visits are approved at Principal and EVC level and the OEA adds a third level of approval, confirming that visits which are overseas or involve adventurous activities meet appropriate standards. This will include Duke of Edinburgh (DoE) expeditions.

Overseas visits and visits including adventurous activities must be approved four weeks in advance of departure date, while all other visits must be approved one week in advance of the visit date.

To use EVOLVE you will need a username, password and to have undergone training. All of these are provided by the EVC.

The documents you will need to upload include:

- parent letters
- student lists containing all emergency contact details, medical issues and passport numbers if going overseas
- risk assessments
- itineraries.

If you have any other supporting documentation, this should also be added to the trip file.

10 Emergency contacts

When organising an educational visit you must have two emergency contacts. They act as support if a critical incident should occur. A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality
- is at serious risk
- or has gone missing for a significant and unacceptable period.

The emergency contacts should be a member of Senior Leadership Team (SLT) and the Head of Department (HoD) or other senior staff member.

These numbers should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency. Under no circumstances should these numbers be given to young people or to their parents or guardians.

The two designated emergency contacts must be supplied with a list of students and staff on the visit which should include:

- name
- emergency contact name
- emergency contact number
- medical issues
- passport number (for overseas visits).

11 Risk assessments

Risk assessments must be completed for ALL educational visits. A blank template can be found on the staff intranet > educational visits > forms to complete > risk assessment form.

12 Insurance

Our staff and students are automatically covered by our insurance policy. Parents must have access to this, and a copy is on our website at:

<http://www.hinchingbrookeschool.net/attachments/download.asp?file=157&type=pdf>

An emergency contact card issued by the insurance company is available, and it is recommended this, or a copy is taken on all overseas visits.

13 Mobile phone use for visit leaders

Visit leaders must provide a mobile phone number so they can be contacted while on the visit. This number must go on EVOLVE. If you do not want to use your personal mobile phone, there are two school mobiles which can be booked from the EVC and collected a few days before departure.

14 First aid kit

You should have a first aid kit with you, and this can be obtained from the Medical Room a few days before departure. If the trip is complex or overseas, you should have a qualified first-aider accompanying the trip.

15 On the day of the visit

You MUST take a register before you leave the school premises and deliver it to Reception. This should highlight any changes to the original student list and include staff members and an emergency contact number.

This gets sent to the Attendance Officer who then log the student as being absent and avoids any embarrassing phone calls to parents asking where their children are...

Keep communication open: if you are going to be late, inform those it will affect.

Don't be afraid to change your plans: if circumstances change, use your common sense.

16 Evaluation

All trips must be evaluated on EVOLVE and the EVC will ensure this is completed by trip leaders. EVOLVE allows 40 days after the completion of a trip for the leader to complete the evaluation process.

RESPONSIBILITIES OF PRINCIPAL & DIRECTORS

It is the duty of the Principal and Governors to ensure that National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom (NG) is observed and reviewed at regular intervals.

The role of the Principal is to ensure that the School policy and NG are implemented and that all activities are properly planned, appropriately supervised and risk assessed by a competent person.

Principals are encouraged to review visit procedures with the Directors on an annual basis in order to ensure they reflect the current thinking of the Directors and are up-to-date in relation to staff changes.

Particularly:

- to ensure that tasks are delegated to the Educational Visits Coordinator (EVC) as appropriate
- that the visit leader is appropriately experienced and a competent staff member
- the suitability, number and competency of all adults accompanying or instructing
- that adequate child protection measures are in place
- proper and effective support structures are in place in the event of a difficulty or emergency
- notification approval of the visit to the Outdoor Education Advisor (OEA), where required, and appropriate insurance cover is in place
- visits are evaluated to inform future visits.

The role of the Directors is to ensure that guidance is available and followed to inform the school's policy, practice, and procedures relating to health and safety of students on Educational Visits. Directors should note that failure to ensure compliance, on the part of responsible bodies, could constitute criminal and/or criminal negligence in circumstances where it is clear that this failure contributed to serious injury or loss of life. The Directors, Principal and EVC must ensure that school procedures comply with the guidance provided by Cambridgeshire County Council's (CCC) Educational Visits Policy.

Particularly:

- ensure that a policy exists for the co-ordination of visits and their effective and safe management
- assure itself that the appropriate risk management procedures are in place
- ensure CCC is notified where appropriate
- determine what types of visits may require their specific attention or notification
- determine its procedures in responding to a major emergency (Critical Incident Policy)
- have a Charging and Remissions Policy
- to appoint an EVC within the staff.

In most cases, the Directors' role is to ensure that the school has effective systems in place to enable the Directors to feel confident that the various requirements can be met. Further, ensure that the Principal and EVC have taken all reasonable and practical measures to include students with special educational needs or medical needs on a visit.

To enable this:

- ACES Finance Committee will review the Health and Safety issues surrounding all trips
- The School Development & Welfare Committee will assess the programme of trips on an annual basis giving due consideration to inclusion and the overall menu and coverage of the school curriculum
- all known trips will be brought to the Development & Welfare Committee during the summer term for approval for the following academic year
- additional ad hoc trips organised through the academic year can be brought to the Director of Finance & HR for approval.

Responsibilities of the Educational Visits Co-ordinator (EVC)

The EVC will work as directed by the Director of Finance & HR, with the main tasks being:

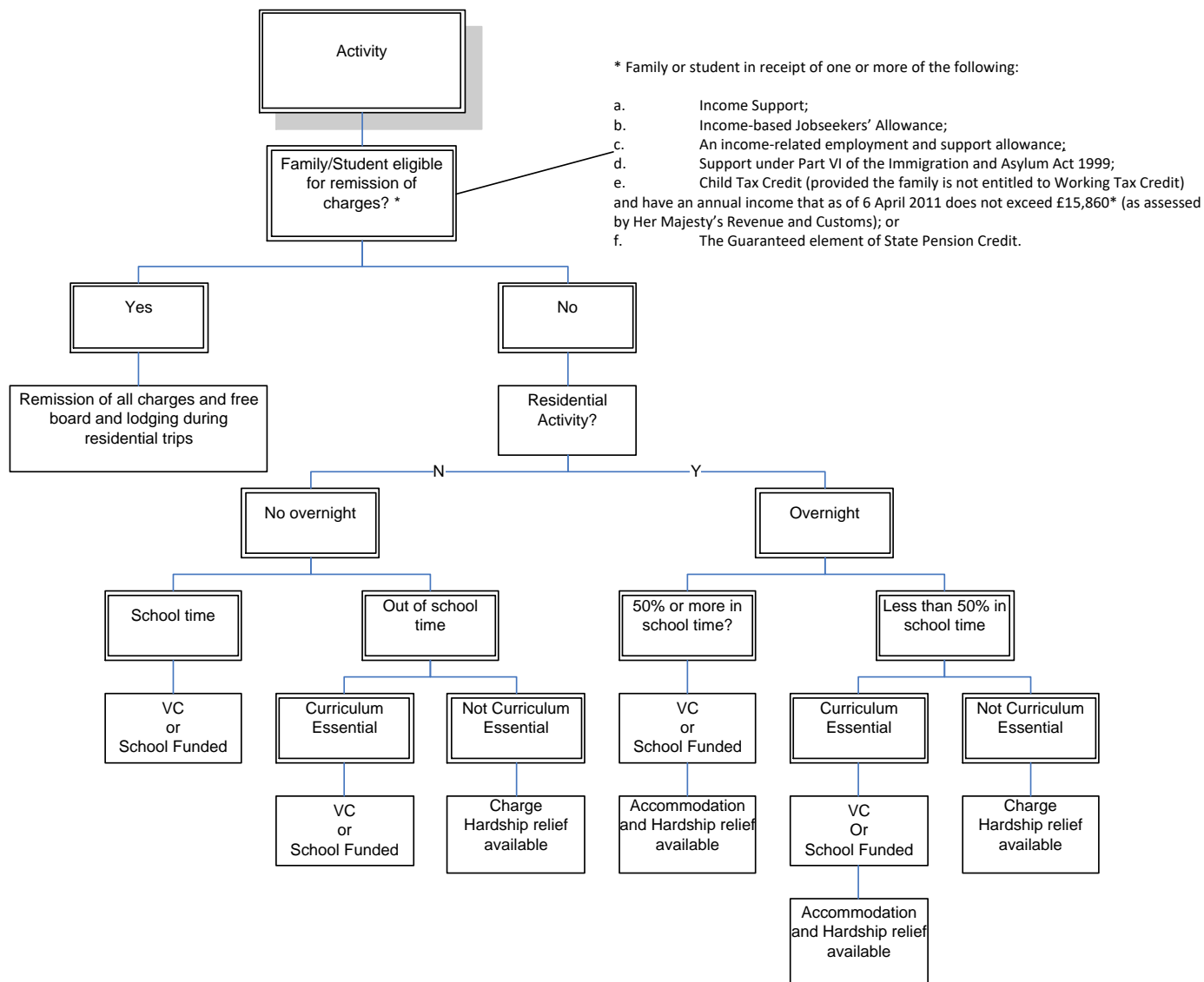
- work as delegated by the Principal/Governors/CCC
- support the Director of Finance & HR with approval decisions
- ensure the competence of the staff and volunteers to lead or supervise a visit
- organise the training of leaders and others accompanying a visit
- ensure Disclosure & Barring Service (DBS) checks are in place
- ensure that procedures are in place for the visit leader to obtain parental consent (or refusal)
- organise the emergency arrangements and ensure emergency contact for each visit
- keep records of individual visits including accident/incident/near miss reports
- review systems and monitor practice.

Responsibilities of the Visit Leader

The visit leader will have overall responsibility for management of the visit and must:

- follow NG, Governors and school regulations, guidelines and policies
- recognise that whilst leading the visit he/she is representing the Principal and Hinchingsbrooke school
- ensure that all accompanying adults, whether employees or volunteers, are fully briefed on their roles and responsibilities
- ensure the overall maintenance of supervision, order and discipline at all times
- make adequate arrangements for the safety and well-being of all persons at all times
- introduce child protection measures
- make appropriate and adequate preparations for emergencies in conjunction with the EVC and ensure all accompanying staff are familiar with these procedures
- arrange for clearly understood delegation in the absence of the visit leader
- ensure that persons instructing adventure activities are competent and properly qualified
- ensure that the visit and activities are suitable for the group
- ensure that accompanying adults are aware of any special educational or medical needs
- prepare and organise a comprehensive risk management system.

Charging and Remissions Policy Flowchart



VC = Voluntary Contribution may be requested

School Funded trips need to be economically viable