



Educational Visits Policy

June 2023

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Version	Date	Author	Note of revisions
V1	April/May	ACB/DS	Changes to wording and timelines
V2	April 2022	AT/DS	Update to include EV3 and change of notice period of trip.
V3	June 2023	CF/DS	Updated due to change of ownership

Heathermount School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core value of building confidence and preparing students for life. While this current policy document may be referred to elsewhere in Heathermount School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility considers a 'parent' to include:

- All biological parents, whether they are married or not.
- Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative.
- Any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.
- A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)

Heathermount School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment. All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Heathermount School. The policy documents of Heathermount School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

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1. Policy Statement

At Heathermount School Equal Opportunities plays an integral part in all aspects of teaching and learning. Heathermount School acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of young people. Children should have the opportunity to participate in a variety of school visits whilst they are students at Heathermount. Ideally visits will support the curriculum or in other areas around the school.

2. Policy Aims

This Policy has been designed to ensure that when planning educational visits there is full accountability of the risks involved for students with Autistic Spectrum Disorders taking part in these activities. A Risk Assessment will be carried out on both the proposed site of the visit and the staff and students taking part to ensure that no staff member, student or member of the public is put at unnecessary/avoidable risk.

3. Procedure

3.1. Actions Required

- Headteacher/Deputy Headteacher should approve outings; these should be clearly documented in an appropriate form such as EV1s, (Appendix 1) itinerary and other documentation relevant to the visit.
- One teacher/educator (known as the group/individual leader) must have overall responsibility for planning, supervision and conduct. The group leader has ultimate responsibility for the safety of the students and other adults. This person needs to take full responsibility for the relevant paperwork.
- For all visits it is essential that the lead member of staff must make a prior visit to the location to assess the risks involved or research the location in detail to ascertain any predictable risks. For residential trips all locations must be visited before the risk assessments are started. Lapses of more than 12 months require a revisit.
- There must be a documented Risk Assessment for all off-site visits. This must be completed 3 weeks before the trip commences. The Headteacher/Deputy Headteacher will make the final decision on whether the trip goes ahead or not.
- The Risk Assessment Form must be completed and signed by the staff member responsible for the visit. These must be given to the Headteacher or Deputy Headteacher for final approval.
- All students taking part in the educational visit should have a valid EV2 (Appendix 3) form (parental consent). For educational trips such as residential and trips abroad a separate EV3 must be signed by the parent/family.
- All parents/families must have had their permission sought for their child to attend the trip. In usual circumstances this will be a reply slip at the end of the trip letter. Sometimes, permission is sought via a phone call home. This conversation must be documented on School Pod communication report. The written permission must still be completed by the family and returned to school.
- On the day of the visit, the completed Risk Assessment plus parental consent along with EV2, Student BARAs and Itinerary must be taken on the Off-Site visit with the

team leader. A copy of all documentation is left onsite usually in the Headteacher's office. The team leader must sign all students off site via the folder in Reception. At this time, they must also collect a First Aid kit and other equipment/medication as appropriate to the needs of the students, this is inclusive of any emergency medication that may be required.

- Medication that needs to be refrigerated must be stored in the medication bag which is available in the medical room. Any medication that needs to be given off site to students will be recorded on the medication and stock control student form. There must be one form per student if administered.
- All medication and forms need to be handed in to Reception upon arrival back from the trip and transferred back into the medical room.
- All staff must sign out using passtab and sign in again on returning to school.
- All staff on the trip must carry a school mobile.
- Staff must be allocated responsibility and clear written instructions by a member of the senior leadership team for their duties for specific students where there may be concern about behaviour management.

3.2. In addition, the leader is responsible for ensuring that:

- The school calendar and the School Business Administrator are informed at least 10 working days before the trip takes place.
- The visit does not clash with any external tests, visitors etc.
- A school vehicle is booked as required at least 10 working days before the trip.
- Cover is arranged for staff going on the trip at least 10 working days before.
- All expenses have been covered – please ensure that you have received a pre-paid card from finance if you require funds. You will need to complete a purchase order and provide receipts for expenditure made on the card.
- Permission (written or verbal) has been received from parents/carers.
- A briefing with all staff involved on the trip is completed at least 2 days before the trip commences.
- The Risk Assessment has been tailored to the specific trip and a copy is given to the office before you depart on the trip.
- All EV1's EV2's and EV3's is in a pack to be taken on the trip.
- All staff must have their Autism Awareness cards.
- There is the correct staff/student ratio.
- There is a list of participants.
- If necessary, the catering staff have been informed and food/drinks provided.

4. Intervention Techniques

4.1. Risk Assessment

Planning and Risk Assessment is crucial to enable the school to discharge the civil and criminal law duties. All educational off-site activities should be discussed in detail with the Senior leadership team before approval is obtained. There should be an age appropriate qualified First Aider with the group.

4.2. Competence, Experience and Qualifications of School Support Staff

The Group leader will be an experienced and confident member of staff that the Senior Leadership deem appropriate.

5. Additional Considerations

5.1. Insurance

The group leader is responsible for ensuring that the insurance covers off-site activity. School vehicles must be used for transporting students on school trips.

5.2. Transport and Road Safety

Clear expectations of behaviour in school vehicles must be made clear to the students and students BARA's should be followed. It is the driver's responsibility to carry out the relevant checks prior to taken the vehicle off site. The driver must also be registered to drive a school vehicle.

5.3. Emergency Action Plan

All staff on the trip must carry a school mobile phone. A First Aid kit and any relevant medical information (for both staff and students) must be readily available. If an emergency occurs, then one member of staff on the trip (preferably the Trip Leader) will contact the school's reception. The school will then coordinate further actions.

Parental Consent must always be obtained. *Staff must not take students off-site on ad hoc visits.*

Written with guidance by DfE [Health and safety on educational visits](#).

Appendix 1

EV 1



Off-site activities form

To be used for: (please tick one box)

☐

seeking outline approval for activities not delegated to school level (OUTLINE APPROVAL SHOULD BE SOUGHT IN THE PLANNING STAGE)

☐

seeking full approval (NORMALLY THIS WILL BE A FULLY COMPLETED VERSION OF FORM SUBMITTED FOR OUTLINE APPROVAL AT AN EARLIER STAGE)

☐

informing the Head of activities that last under 24 hours, but journey of >30miles radius.

Supply brief summary details as complete as available – other attachments/forms to be added as appropriate.

Centre Heathermount		Visit leader emergency contact details	
Dates of Activity	Departure: Various dates and various times		Return: Various dates and various times
Venue of activity with address and telephone number:			
Nature and educational purpose of the activity/visit.			
Name of travel company or means of transport (and telephone number if applicable)			
Party leader and post in school:			
Other professional staff and posts in school:			
Other supervising adults and qualifications if appropriate:			
If children of staff or other supervising adults or their partners are attending, please give names and ages.			
Total pupil numbers:	Male:	Female:	Age range:

Are HAZARDOUS ACTIVITIES (as defined in the Guidelines

Yes

No

<p>Regulations) involved in the programme?</p> <p>If the answer is yes, please indicate which Hazardous Activities are involved and staff and/or supervising adults and whether they are registered with the Education and Children's Service and qualified to lead the activities. (If the Hazardous Activities are not to be taught or led by Disabilities Trust staff or supervisors please indicate who will be leading them and who has guaranteed their competence.) Evidence of suitable risk assessment such as EV3 will be required.</p>													
<p>Does the programme involve work in any NATURALLY HAZARDOUS ENVIRONMENTS such as coasts, cliffs, mountains, moorlands, large forested areas or sizeable areas of open or running water? If so, briefly indicate. Evidence of suitable risk assessment such as EV3 form will be required.</p>													
<p>PLEASE INDICATE WHETHER COPIES ARE ATTACHED OF THE...</p> <table border="0"> <tr> <td><input type="checkbox"/></td> <td>ITINERARY,</td> </tr> <tr> <td><input type="checkbox"/></td> <td>DETAILED TRAVEL PLAN</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ACTIVITY PROGRAMME,</td> </tr> <tr> <td><input type="checkbox"/></td> <td>RISK ASSESSMENTS (such as EV3 form)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NOMINAL ROLL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TRAVEL INSURANCE POLICY DETAILS (IF NOT USING THE DT POLICY),</td> </tr> </table> <p>The form should be signed as indicated and returned to: Headteacher Please submit any proposal <u>before</u> the centre is committed to the activity, even if not complete. Further information may be requested prior to full approval. (Refer to full regulations and guidance manual) Governors' approval is needed for residential and foreign activities & must be on a sufficiently informed basis.</p>		<input type="checkbox"/>	ITINERARY,	<input type="checkbox"/>	DETAILED TRAVEL PLAN	<input type="checkbox"/>	ACTIVITY PROGRAMME,	<input type="checkbox"/>	RISK ASSESSMENTS (such as EV3 form)	<input type="checkbox"/>	NOMINAL ROLL	<input type="checkbox"/>	TRAVEL INSURANCE POLICY DETAILS (IF NOT USING THE DT POLICY),
<input type="checkbox"/>	ITINERARY,												
<input type="checkbox"/>	DETAILED TRAVEL PLAN												
<input type="checkbox"/>	ACTIVITY PROGRAMME,												
<input type="checkbox"/>	RISK ASSESSMENTS (such as EV3 form)												
<input type="checkbox"/>	NOMINAL ROLL												
<input type="checkbox"/>	TRAVEL INSURANCE POLICY DETAILS (IF NOT USING THE DT POLICY),												
<p>I have read, and also ensured that all staff and adult supervisors are familiar with, the relevant sections of the Off-site and Hazardous Activities Regulations.</p> <p>Signed: Party Leader Date:</p>													
<p>I confirm that this activity has my approval and (if overseas/residential) the approval of the governors of the centre.</p> <p>Signed: Head of Centre Date:</p>													
<p>I confirm that this activity has been planned in accordance with the Disabilities Trust's regulations and guidance, informed by risk assessment and judged appropriate to the level of competence of the party leader and supervising adults</p> <p>Signed and submitted by: EVC/SBM Date:</p>													

Appendix 2

EV 2



Parental Consent Form for Off-site and Hazardous Activities

Attached to this form is information regarding an activity. If you wish your child to join in the activity, complete and sign the form and return as indicated in the information.

School: Heathermount School	Class or tutor group:
Pupil's name:	Date of Birth:
Home address:	
Tel.no. inc. std.code:	NHS number:
How could you be contacted in an emergency?	
Is your child receiving medical treatment at present? If so please give details:	
Please give details of any medical conditions that might affect your child's performance or safety on this activity (please advise of any infectious illness in the 4 weeks prior to departure):	
Please give your family doctor's name and address:	
Please add any further information on a separate sheet as necessary.	

Statement

I acknowledge receipt of the information regarding the proposed activity

to
on

and consent to my child, named above, participating.

I agree to staff on the activity giving permission for my child to have any medical treatment that the medical authorities think necessary. I undertake to inform the school of any changes in my child's fitness prior to departure. I have ensured, as far as I reasonably can, that my child understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed.

Signed: Date:

Please indicate relationship to child:

Appendix 3

EV 3



Checklist for offsite trips

Action	Completed
Trip leader to complete EV1, itinerary and Risk Assessment 3 weeks <u>before the</u> trip commences and submits to the Headteacher or Deputy headteacher (in Headteacher's absence) for approval.	
Once the EV1 is approved the trip leader must communicate dates for planned trip with CD/ND to arrange staff cover.	
The trip must be put into the school diary at least 10 days prior to it taking place (email: heathermountadminteam@heathermount.co.uk).	
Trip leader MUST then visit the venue where the outing is due to take place at least 3 weeks prior and begin to draw up a risk assessment.	
A detailed risk assessment must be completed and shared for review and feedback with SLT/Headteacher at least 3 weeks prior to the trip taking place.	
EV2 forms are to be sent out to parents for written permission only and returned at least 2 weeks prior to the trip taking place.	
Trip leader to contact Admin team (heathermoundadminteam@heathermount.co.uk) for any booking of transport as required and ensure this is added to the car calendar at least 10 days before the trip.	
If necessary, Trip leader to share requirements for lunch/snacks and drinks 1 week in advance with kitchen staff and collect petty cash from AT if money is required for eating offsite.	
The trip leader will need to arrange for the team of staff going to attend a briefing 48 hours before the trip takes place.	
Trip leader to organize all the necessary visuals and schedules of the trip tailored to the needs of the children.	
EV3 checklist and supporting paperwork is then given to Headteacher or Deputy Head (in Headteacher's absence) for final approval.	

Checklist approved by Headteacher