

Canonium Learning Trust



Educational Visits Policy

Adopted: 2020/2021

Next review: 2023/2024

This policy is a guide to all Educational Visits within the trust. It reflects current practice for academies (schools) within the Canonium Learning Trust.

RESPONSIBILITIES

Directors:

- The Directors delegate the approval of any visit involving a residential, overseas or adventurous to each academies' Local Teaching and Learning Council.
- The Directors delegate the academy's Headteacher/EVC the responsibility to approve all other/local visits.

Teaching and Learning Council Members:

- The members of the Teaching and Learning Council must approve any visit involving a residential, overseas or adventurous.

The Headteacher and EVC:

- are responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- should ensure that the aims of the visit are appropriate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made.
- should ensure the suitability of all staff appointed to the visit, and provide training opportunities.
- should ensure that the visit leader fully understands his/her responsibilities.
- should implement effective emergency contact arrangements.
- should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

Trip Leader: * Leave in the school office with Emergency Contact:

- Make a risk benefit judgment for the trip before booking or completing RA. This balances the aims of the trips against the children's individual needs i.e. SEND.
- Annually check the resources listed below for changes to best-practise regarding trips (See Resources).
- Complete an appropriate risk assessment (See Appendix A)
- Have an up to date list of staff/volunteers and groups of children (this should be a photo list for KS1 or children with specific needs) for which they are responsible.
- * Have the itinerary for the entire day.
- To take a printed copy of emergency contact details (or **Critical Incident Action Plan Card**).
- Request at least 24 hours prior to visit: take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen, etc.
- * Take a mobile phone(s) leaving numbers with school office. Including **Visit Leader** and **Deputy** contact details.
- * a copy of the completed risk assessment (these should be given/read to each accompanying adult and the EVC).
- check children out of classroom and onto transport (repeat on return) and complete regular head counts

- After the visit, review and evaluate (through Evolve for residential). Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC and the Head.

Accompanying Adults:

- Should read the risk assessment.
- Follow all guidance given by the Trip Leader.
- Support the group leaders with managing and running the trip.

RESOURCES

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom (essential reading documents specific for your role e.g. Director / Head / EVC / Visit Leader / etc.)*
- The following website can assist the leader with planning a visit e.g. considering the reasons for the visit, check out the provider, Parent Consent, Visit leader checklist, etc.

Website link: www.oeapng.info/

Appendix A –

Risk assessments are located on the teacher Drive. Copies should be saved to this folder for future reference. *A visit involving a residential (either overseas or including OAA) requires a risk assessment to be completed on the Evolve website (see EVC) and agreed by Essex County Council.*

Appendix A



PRIMARY ACADEMY
RISK ASSESSMENT/VISIT APPROVAL FOR LOCAL VISITS

Name of Trip leader: Location:

Trip Deputy: How will children reach the location:

Date of visit: Depart Time: Return Time:

Purpose of visit/Activity:

No. Children: Boys Girls Year Group

No. of adults accompanying visit:

	Teachers	Support Staff	Volunteers/Parents Helpers
Male:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Female:	<input type="text"/>	<input type="text"/>	<input type="text"/>

National Guidance
 Visit leaders must ensure that children are supervised in accordance with the principles of "Effective Supervision (see link below)
<http://oeapng.info/download/1142>

Additional Information: special needs including medical, groups, staff training prior to visit:

What hazards may occur travelling to location or during activities:

How will these hazards be controlled:

Signed Visit Leader: Date:

Approval: Please hand in at least 1 week before visit to the Education Visit Coordinator or in their absence the Headteacher or in their absence a Senior Leader

Signed: EVC / Head / SLT Date: