



EDUCATIONAL VISITS POLICY

2017/2018

School **BEDALE HIGH SCHOOL**
Headteacher **MR T RAWDIN**

Named personnel with designated responsibility for this policy

Academic year	Designated Senior Person	Nominated Governor	Chair of Governors
2016/17	Ms R Haydon	Mr G Price	Mr G Price
2017/18	Ms R Haydon	Mr G Price	Mr G Price

Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff

Date Ratified by Governors	Review Date
November 2017	November 2018

BEDALE HIGH SCHOOL **EDUCATIONAL VISITS POLICY**

Statement of Intent

This policy applies to all educational off-site visits and all outdoor learning and adventurous activities carried out with young people. In addition, it applies to any visit taking place abroad which does not involve young people.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning outside the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organized, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning outside the classroom adds much value to classroom learning.

Employer Policies and Procedures

The handbook for Educational Off-Site Visits and all Adventurous Activities (September 2013) published by North Yorkshire County Council (Local Authority) is the employer's policy and procedures. Specific local procedures will be in line with, but not duplicate this guidance.

Where there is conflict with non-statutory guidance or advice from other sources, the handbook will take precedence with clarification sought from the headteacher, and if required, from the local authority.

Roles and Responsibilities

The headteacher has appointed an Educational Visits Coordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in the handbook.

The Educational Visits Coordinator is Ms R Haydon.

Administrative tasks will be carried out by Ms D McFarlane.

Training

The Educational Visits Coordinator will attend appropriate training and revalidation as required by the local authority.

Visit leaders will be approved by the headteacher and attend any necessary training for particular visits.

Records of Induction, Training, Qualifications and Competence

Records will be kept of induction, training, relevant qualifications and competence.

To ensure sustainability of important visits, deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

Approval of Visits

Approval of visits will be made as detailed below:

- Local Authority – visits abroad and self-led adventurous activities.
- Governing Body – the governing body has a strategic role to set the vision and direction of the school and to oversee and drive up its educational and financial performance. The Headteacher will inform the Board of proposed visits and their educational purpose at the planning stage so that they can exercise appropriate oversight, to ensure that the educational experiences are of a high quality, that best value is obtained and financial regulations are adhered to.
- Headteacher – visits abroad, all adventurous activities and residential visits.
- Educational Visits Coordinator – Local, normal routine visits which are part of the everyday educational provision of the school eg: local walking visits, bike ability training, local sports fixtures and local swimming visits.

Planning and Managing Visits and Activities

In addition, to the procedures to be followed in the guidance, local procedures and generic risk assessments which supplement but do not duplicate this are available for all staff.

Inclusion

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to school SEN policy.

External Providers

Wherever possible visit leaders will gain credible assurances of health and safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively assurances will be gained through a Provider Statement.

Insurance

Young people participating in visits and activities will have annual travel insurance provided under a Local Authority Schools Journey Insurance Policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

Finance

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with the guidance and requirements of the DfE advice "Charging for School Activities 2014". Travel and expenses will be paid in accordance with the LA Travel and Expenses Policy and Procedure.

Supervision and Safeguarding

Volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure certificate will be obtained and they will undergo induction and training in their role and responsibilities as detailed in the guidance and local procedures.

Behaviour

Appropriate behavior is essential for the smooth running of learning beyond the classroom activities and ensures the effective memorable learning that can take place. Young people, parents and carers will be made aware of the code of behavior, expectations of young people and sanctions which may be invoked should the code be breached. In addition, parents and carers will be made aware of their responsibilities for removing young people in prescribed circumstances. Reference should also be made to the School Behaviour Policy.

Risk Management

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

Consent and Medical Information

Enrolment Consent

Written consent will be gained on enrolment for routine local visits and activities which are a normal part of our educational provision. This can include visits and activities beyond the normal day such as after-school sports fixtures and information regarding the nature of the types of visit will be on our website. We will fully inform parents of the nature of each visit, activity or series of a similar nature, remind parents that they have already consented and give opportunity to update information and emergency contact details.

Individual Consent

Written consent which may be electronic via Parentpay will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities, those which fall outside of normal hours and non-routine activities which are not a normal part of educational provision. We will fully inform parents by letter of the nature of each visit, activity or series of a similar nature.

Medical Information

We will use the medical information on record in our Student Information Management System alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk, it may be appropriate for separate medical information and consent forms to be completed.

Accidents, Incidents and Emergency Procedures

For the duration of all off-site visits and activities there will be a nominated suitable person providing 24/7 cover. This emergency contact will have secure access to all details of the visit including medical and next of kin information for all young people, accompanying staff and other adults. In addition, they will have access to council emergency numbers.

Monitoring

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Coordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

Appendix 1 – LA Code of Safe Conduct for Staff

Adherence to this code will ensure that both children and adults are safe, including the possibility of allegations being made against them.

You must:

- Adhere to the school's policies.
- Behaviour in a mature, respectful, safe, fair and considered manner.
- Provide a good example and a 'positive role model' to students.
- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
- Not leave a dependent child in a position which may compromise their safety, eg: if parent/carer has not collected them.
- Observe people's rights to confidentiality (unless you need to report something to the headteacher/child protection lead eg: child protection concerns).
- Not touch children in a manner which is gratuitous or would be considered sexual, threatening or intimidating.
- Treat all children equally, never build 'special' relationships with individual children or confer favour on particular children.
- Not make arrangements to contact, communicate or meet children outside of your 'work'.
- Not develop 'personal' or sexual relationships with children.
- Not push, hit, kick, punch, slap, throw missiles at, smack a child or threaten to do so.
- Not be sarcastic, make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrass or humiliate children.
- Not give or receive (other than 'token') gifts unless arranged through school eg: donating outgrown PE kit, football boots, uniform.
- Not allow, encourage or condone children to act in an illegal, improper or unsafe manner eg: smoking, drinking alcohol.
- Not behave in an illegal or unsafe manner whilst transporting children eg: exceed the speed limit, drive recklessly, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy, otherwise unsafe or not properly insured, use a mobile phone whilst the vehicle is in transit, fail to use seatbelts.
- Never undertake any work with children when not in a fit and proper state to do so eg: under the influence of medication which induces drowsiness, have a medical condition which dictates that you should not be caring for children.

Report to the headteacher:

- Any accidents/incidents whilst transporting children.
- Any behaviour or situation which may give rise to complaint, misunderstanding or misrepresentation.
- Any difficulties you experience eg: coping with an unruly child, situations you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well.
- Any behaviours of another person working for the school, which gives you cause for concern (you will be protected by the Whistleblowing Policy in these circumstances).

Appendix 2

Drug Issues

Drugs include medicines, tobacco, alcohol, solvents and other substances.

Medicines

Notification of the need for medication and arrangements for security and administration should be in accordance with the school's medicines policy.

Alcohol

- When used to excess, can pose a substantial risk to health and safety of adults and students resulting in behaviour changes and impaired functioning for many hours, often well into the next day, after use has ceased. Judgement about what is an excess is generally a subjective one and is open to challenge, more so where incidents occur following allegation of alcohol abuse.
- Alcohol use or abuse by anyone involved in a visit should be considered during risk assessment.
- It is strongly recommended that alcohol use is not permitted for any outdoor activity. The use of alcohol by adults is also to be discouraged as each has a continuous responsibility for the welfare of the group and should always be in a position to respond to any emergency at any time. This 24 hour responsibility should be considered even when 'stand-down' time is allocated.
- No adult should be drinking alcohol or in contact with students whilst under the influence of alcohol. **The leader of any school educational visit must not consume alcohol at any time during the visit.** It is recommended that no one in a supervisory role should consume alcohol but in circumstances where this is judged to be appropriate during 'stand down' time the required staff – student ratio should be maintained without including those consuming alcohol.

Tobacco

- Although the possession and use of tobacco (though not sales to under 16s) is unrestricted in law, in practice smoking presents a danger to the health of the smoker, to those around and, in certain circumstances, may pose a fire risk.
- Non-smoking should be the norm on school visits. Adults should not smoke in face-to-face situations with children and young people.
- No students should be subject to passive smoking, even if they decline to object.
- The purchase of tobacco products as gifts should be discouraged and parents advised accordingly.

Solvents

- Volatile Substance Abuse (VSA) accounts for over 60 deaths per year in the UK. Lighter refills are one of the principal causes of death although many household and personal hygiene products are capable of being abused.
- Students should be discouraged from taking aerosols and solvent based products with them on visits or trips.
- Cigarette lighters and refills similarly should be restricted. Staff should keep control of any items students may have.
- Students and parents should be advised that cigarette lighters and refills are not acceptable presents for a student to buy as a gift (lighter fuel sales to U18s are, in any case, illegal in England).
- If adults find an individual or group engaging in solvent abuse they must not shout, alarm or excite them as this may precipitate a heart attack. A calm and reassuring approach is necessary.

Other Drugs

- Most drugs used in a non-medical manner are covered by the Misuse of Drugs Act (MDA) 1971. Although other countries may have varying interpretations of the law, for example, permitting small amounts of cannabis for personal use, school groups should be guided and abide by UK law.
- Under Section 8 MDA, it is an offence for people knowingly allow premises they own, manage or have responsibility for, to be used by any person for the supply of a controlled drug, or the administration or use of any controlled drug which is unlawfully in that person's possession. It may be held that teachers or other adults are responsible for premises wholly or substantially used by their students, even where ownership lies elsewhere.
- Students, parents and all members of any party making a visit to any location should be informed that the possession, use or supply (which includes sharing) of any controlled substance is not acceptable and that any contravention of this will result in disciplinary and/or legal action including an individual or individuals being sent home at their own expense.