



Cranbrook Education Campus

Educational Visits Policy



Policy Date:	October 2022
Review Date:	October 2024
Review Committee:	Pupils and Curriculum
Author of Policy:	Devon County Council [Modified by Ollie Milverton]



1. Introduction

This policy covers all off-site visits and activities organised through the school and for which the Governing Body and Headteachers are responsible.

The Governing Body endorses the Devon County Council /Torbay Council policy document “Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2020” as the basis for the school’s health and safety policy for the management of visits and off-site activities.

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate school environment.

The Governing Body aims to enable this school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Headteachers, the Visit Leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school health and safety policy.

It is a priority of this school that all visits and off-site activities are safe, well-managed and educationally beneficial.



2. Responsibilities of the various parties

2.1 The Headteacher

The Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- approve all visits and activities, based on compliance with the council and school health and safety policy, relevant Devon County Council guidance and recognised good practice;
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- check that the staffing ratio is suitable for each visit;
- ensure Visit Leaders have access to a planning checklist, based on the Devon policy, and adapted as necessary to meet the particular needs of the school;
- check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.
- All the above responsibilities have been delegated to Ollie Milverton and Caitlin Short (EVCs)

Name of Headteacher: Stephen Farmer

2.2. The Educational Visits Co-ordinator (EVC)

In order to carry out the above responsibilities effectively the Headteacher may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The Headteacher will be considered to be the EVC where tasks are not delegated to a named member of staff. The EVC will be responsible for carrying out agreed tasks and attending relevant training provided by the Council.

Name of EVCs: Ollie Milverton (September 2016 – present)
 Caitlin Short (January 2020 – present)

The functions delegated to the EVCs are:

- to be the principal contact with the LA over planned visits.
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the college specific arrangements named in this policy.
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment.
- to draw up the Standard Operating Procedures for 'routine and regular' visits and activities.
- to manage and update the EVOLVE website, including updating staff lists and training records.
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements.



- to provide staff with support, advice and information that they need to comply with OEVOSA requirements.
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA.
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place.
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities.
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt.
- to ensure that any third party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

2.3. Responsibilities of the party / Visit Leader

The party / Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity;
- obtain the Headteacher's approval (or the EVC on his /her behalf) before any off-site visit or activity takes place;
- follow policy and procedures of the Council and the school;
- assess the risks involved and amend as appropriate any previously recorded risk assessment;
- use the CEC 'Visits Process flowchart' to ensure all procedures have been followed within the appropriate timescales wherever possible;
- ensure form SOE5 from the policy is completed (or a previously completed form is on EVOLVE) where commercial, charitable or private are being used for adventurous or residential activities;
- inform parents fully about the visit and gain their consent, where appropriate;
- re-assess risks while the visit or activity takes place;
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc;
- Complete a Visit Schedule prior to departure, leave with the Campus reception and return to the EVC as soon as possible after the visit has taken place.

2.4. Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit.
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.



2.5 Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks;
- Follow instructions of the Visit Leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of significant hazards.
- Engage positively with the activities, and work co-operatively with other pupils, staff, and outside agencies working with the group.

2.6 Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct;
- inform the Visit Leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the SOE3 consent form (either a hard or electronic copy).

3. Approval of off-site activities

The Headteacher (or an EVC on his behalf) will be responsible for approving all off-site activities. This includes approving the Visit Leader for each visit or off-site activity.

The final responsibility of approval depends on the type of off-site activity in accordance with the table below:

Category A	Non-adventurous day visits	CEC Headteacher
	Non-adventurous residentials with a provider	
Category B	Adventurous day visits or residentials let by school staff	Devon County Council
	Adventurous day visits or residentials led by a provider	
Category C	Trips abroad	Devon County Council

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Approval of visits is the responsibility of the Headteacher, initially dEVOLVED to the EVC. All category B and C visits will still need initial approval from the Headteacher before proceeding to the Adviser for Outdoor Education at Devon County Council for final endorsement.

An EVOLVE visit form and risk assessment will be completed for the following categories of visit:

- hazardous outdoor and adventurous activities (except those taking place at Babcock LDP outdoor and residential centres) (Category B activities);
- visits abroad (Category C activities);
- activities where there is significant concern about health, safety and welfare (Category C activities).
- Staff are also asked to complete an EVOLVE form complete with CEC Standard Operational Procedures (SOP) from their relevant phase for all trips, as this is good practice and provides a good planning framework for staff.

The Headteacher will monitor off-site visits and activities and will provide a regular report to the Governing Body about the off-site activities which have taken place from the school.

4. Safeguarding

The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the Visit Leader should follow the Campus' child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place.

Arrangements should be in place to enable contact with the college's Designated Safeguarding Officer outside normal college hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the Visit Leader) in case the safeguarding concern is about the Visit Leader.

5. The provision of training and information

A copy of this policy and associated school procedures will be made available to all staff within the school who may be responsible for leading off-site visits and activities and to any parent requesting a copy.

The Headteacher and EVCs will make additional information available to staff to help ensure the safe management of off-site activities, including the Devon policy statement "Outdoor Education, Visits and Off-Site Activities" and access to the Devon LDP website:

www.babcock-education.co.uk/ldp

Appropriate training will be made available to leaders and other adults taking part in off-site activities in order to reflect identified school health and safety priorities and educational priorities.



The Headteacher (or either an EVC or other designated staff member on his behalf) will maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities.

6. Action in the case of emergency

The Headteacher will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment as described above. Where necessary, this assessment must include the identification of contingency plans. It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary. Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

7. Accidents and incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Devon County Council will be informed of notifiable accidents and incidents which occur in Devon County Council maintained schools. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

8. Management of specific provision

The following arrangements apply to the management of specific provision for off-site visits and activities:

Use of the school minibus must follow the CEC Minibus Policy, with the main points being:

- The minibus will only be driven by Devon County Council approved drivers.
- Bookings for minibus use can be made via the online booking system.
- All usage to be logged, with the logbook being stored in the vehicle.
- Follow the emergency procedures listed in the policy (a hard copy is in the vehicle)



9. Outdoor Education curriculum programmes

- Ollie Milverton (EVC) is responsible for the planning, design, implementation and review of these programmes.
- All programmes are planned in accordance with Devon County Council guidelines.
- Devon County Council are notified via the EVOLVE system of all off-site activities taking place, and programmes are updated to the CEC website on a regular basis.
- In case of emergencies during these programmes, the Visit Leader will liaise with the Headteacher at Cranbrook Education Campus in the first instance. Other relevant people will be contacted as appropriate.

10. Mobile phones

- The Visit Leader in charge of any offsite activity must carry a mobile phone in order to contact school in case of emergencies and other reasons. It is also recommended that other adults also carry mobile phones.
- The Visit Leader may use either one of the school mobiles, or their own mobile phone.
- The relevant telephone numbers **MUST** be registered on the EVOLVE system, and given to the emergency contact person named on EVOLVE.

11. Monitoring and review policy and practice

The Governors will review this policy:

- Every two years.
- At such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities.
- Should significant issues be brought to the attention of the Governors through the report of the Headteacher.