



**SHENFIELD
HIGH SCHOOL**

Educational Visits Policy

It was ratified by the Governing Board on:

July 2020

Educational Visits Policy

1. Introduction

- 1.1.1 The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that staff read this policy before contemplating or organising any educational trip or visit to be made by students.
- 1.1.2 As an academy we follow the guidance as suggested by the OEAP, in line with training facilitated by Essex County Council.

2. Reasons for Visits

- 2.1 Shenfield High School is committed to offering students a broad and balanced curriculum. A key element of our curriculum is the capacity for enrichment and super curricular opportunities that promotes cultural capital and develop enthusiasm and commitment to lifelong learning.
- 2.2 All activities must have a clearly defined educational purpose and demonstrate how they meet our curriculum aims for all students, regardless of social background, race, gender or differences in ability.
- 2.3 Some trips are necessary for the completion of particular academic courses or accredited elements of those courses.

3. Gaining approval for a trip

3.1 Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits. The Governors delegate the EVCs the responsibility to approve visits.

3.2 The Educational Visits Coordinator (EVC)

- 3.2.1 Should ensure the suitability and competence of all staff appointed to the visit.
- 3.2.2 Should ensure that the visit leader fully understands their responsibilities. This can be evidenced in part through completion of Trip Leader online training.
- 3.2.3 Should ensure, in conjunction with the Business Manager and finance department, that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

- 3.2.4 Should ensure that suitable and proportional risk assessments have been completed for any trip. A Staffing, Activity, Group, Environment (SAGE) approach will form the basic [checklist](#).
- 3.2.5 Should ensure that **all trips** are recorded via the Evolve system at www.evolve.edufocas.co.uk.
- 3.2.6 Must process forms in good time, accounting for the fact that residential or adventurous trips require final approval from the Local Authority.

3.3 **The Trip Leader**

- 3.3.1 Must complete online visits training
- 3.3.2 Should seek outline approval via the evolve system. Outline approval is given by a senior leader in the school, Cover Co-Ordinator, Calendar Administrator, Finance department and attendance officer.
- 3.3.3 Following outline approval, the trip leader should complete the remainder of the form in good time to allow processing. For a 1 day trip the trip form should be submitted at least **5 working** days prior to start. For a trip requiring LA approval forms should be submitted at least **15 working** days prior to start
- 3.3.3 Should ensure, in liaison with the finance department and Business Manager, that all financial requirements are adhered to and communicated clearly to those involved in financing a trip or visit. For example outlining from the start that deposits are non-fundable. Please see financial considerations [document](#) for further support.
- 3.3.4 The trip leader must notify all Outline Approvers if a decision is made to cancel a trip. Any decision to cancel a trip must be discussed in liaison with the business manager.
- 3.3.5 Trip leaders are responsible for the completion and adherence to any risk assessment. They must be fully aware of emergency procedures and understand their ultimate responsibility for staff and students safety and wellbeing on any trip. Emergency cards can be found [here](#) and should be amended prior to trip departure with relevant details. Incident reporting documentation is found [here](#).
- 3.3.6 Must ensure the two emergency contacts have accurate, up-to-date, detailed information pertaining to the trip including contact details for all attendees including staff.
- 3.3.7 Evaluate the trip as guided by the evolve system.
- 3.3.8 Will ensure there is a named member of SHS staff who takes responsibility for first aid during the duration of the trip.

3.4 **Emergency contact**

- 3.4.1 Will be a member of the senior leadership team.
- 3.4.2 Will be available and contactable for the duration of the visit.
- 3.4.3 Must complete the trip emergencies training.
- 3.4.4 Is familiar with the critical incident procedure and who to contact should an incident escalate or need further support. Details of this are found in School's **Incident Management and Business Continuity Plan**

4. **Visits and staffing**

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care. Further guidance on expectations are laid out in the code of conduct, and Drugs and Alcohol Policy (See Appendix A)

5. **Insurance Provision**

Staff should be aware of the school provision for insurance. Details of which are available in the finance office or [W:\1Whole School\Visits and trips](#)

6. **Trip Attendance and selection**

To be eligible to attend any school trip a student must be on roll at the time the trip will depart. Additionally attendance, behaviour and attitude to learning will all be referenced when considering a potential attendee. Failure to meet our expectations as a school may result in a student being ineligible to attend or being removed from a trip. Due to the popularity of many trips, unless others stated, we will operate a first come first served basis with timings being clearly shared with interested parties.

7. **Emergency Procedures**

- 7.1.1 All Trip leaders must carry Emergency Telephone contacts for at least two SLT links.
- 7.1.2 In the event of a critical incident the SLT emergency contact will initiate plans as outlined in the School's **Incident Management and Business Continuity Plan**
- 7.1.3 On return, the visit leader must comply with the school's normal accident reporting procedures if necessary.

7.1.4 There is a check list to follow in event of emergency located [here](#).

APPENDIX A

Reminder of expectations as taken from the Drugs and Alcohol Policy

"A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. This definition includes illegal substances such as cannabis, and also legal substances such as alcohol and tobacco, vaping and shisha substances, substances known as 'legal highs' and over the counter and prescription medicines.

*The definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles or any venue managed by the school at the time e.g. **premises of a school trip or visit**. Shenfield High School also determines that this policy extends to any time a student might be in school uniform or be representing the school such as travelling to and from school from home, or attending additional school events outside of the school premises."*

"No alcohol will be consumed on site or in the course of school business during the course of representing the school. Staff, students and visitors thought to be under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to collect their children if the student is thought to be under the effects of alcohol. A consequence will be applied to either staff or students found to be under the influence of alcohol in accordance with our Staff Code of Conduct and our Behaviour for Learning Policy. Staff are reminded that 'in the course of school business' means whilst they are responsible for the welfare of students, this includes staff supervising school trips, including those on residential trips or visits to places like the theatre".