OFG Education

Educational Visits Policy

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Educational Visits Policy

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1.0 INTRODUCTION

1.1 This policy defines the expectations and intentions for educational visits. It applies to situations where the schools/colleges has responsibility for children and young people who are taking part in learning activities in an environment that is outside of the classroom. It supports the principle of inclusion.

1.2 This policy applies to all school/college pupils, including those in the early years.

2.0 POLICY STATEMENT

2.1 All schools/colleges which are part of Outcomes First Group are expected to follow this policy and the 'Guidance for Educational Visits' document.

2.2 This policy and the Guidance for Educational Visits document formally adopt the website www.oeapng.info as their source of guidance about educational visits.

2.3 Educational visits are valued as an integral part of education within Outcome First Group schools.

2.4 The Headteacher is responsible for the purposeful and safe provision of educational visits and activities. This includes ensuring that all adults accompanying the visit have appropriate background checks, the staff team are competent and appropriate risk management has been undertaken.

2.5 Delegated duties are given to the Educational Visits Coordinator (EVC) and supporting Educational Visits Coordinators to oversee the school's/college's educational visits.

2.6 Delegated duties are given to Visit Leaders to plan and run specific educational

visits, as per the Job Description to be found at www.oeapng.info.

2.7 The EVOLVE platform is to be used to manage all educational visits. Visits are categorised as either Local Visits, Standard Visits or Adventurous/Residential/Overseas Visits. Further details around the visit categories and the approval chain can be found in the Guidance for Educational Visits document.

2.8 Headteachers will ensure that providers hold an LOtC Quality Badge. Where this is not the case, a Provider Statement is to be completed. This applies to all visits that involve a tour operator and/or external provision of instruction, guiding, supervision and/or equipment hire with regards participation in 'higher risk activities' (e.g. swimming) and adventurous activities.

3.0 PRINCIPLES

3.1 Outcome First Group will provide all Headteachers, EVCs and Visit Leaders with access to relevant training and information necessary for them to carry out their duties safely.

3.2 Headteachers will ensure that their staff are trained appropriately to lead and accompany any trips.

3.3 Headteachers will ensure all overseas, residential and adventurous offsite visits are approved on EVOLVE prior to any bookings or payments being made and submitted for approval by the Lead Approver no less than 6 weeks before departure.

3.4 For Local Area Visits, each school is to complete a Local Area Visit Policy, based on the template provided. Once complete, the policy is to be uploaded on to the EVOLVE platform. SLT must formally authorise the policy and relevant staff must be trained on its implementation. Visits can then be recorded using the Local Area Visit function on EVOLVE. Effective monitoring arrangements must be in place to ensure continued suitability and effectiveness.

3.5 Safeguarding is everyone's responsibility. Any member of staff who wishes to report a potential safeguarding matter during or subsequent to a visit should contact the school/colleges DSL (or Headteacher, if the concern is about an adult). In cases of child protection concerns, this may also involve the member of staff directly contacting the relevant statutory agency, such as the police or social care services, particularly in the case of immediate danger or if a child is at risk of harm, in full accordance with the school's Safeguarding and Child Protection Policy.

3.6 Visit Leaders must ensure they uphold the highest safeguarding standards, including Keeping Children Safe in Education Part One and Annex A, as well

as their locality child protection procedures. All staff accompanying children on school visits have a duty to provide a safe environment in which children can learn.

3.7 Visit Leaders must complete and submit an evaluation form for each visit (excluding Local Area Visits) to the EVC. They must be uploaded to EVOLVE within 14 days of a visit and any issues arising be reported to the EVC, Head, DSL or Adviser.

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