

POLICY TITLE: Educational Visits

STATUS: Non Statutory

DATE of REVIEW: October 2018



Our Aims

The Latimer Arts College understands that opportunities for learning outside of the classroom provide a wide range of benefits to both students and staff at the College. Our purpose is to use educational visits, residential trips, and other off-site activities to:

- Give opportunities for all students to enrich their cultural, environmental, linguistic, historical, scientific, technological, spiritual and sporting experience and to raise awareness of diversity and promote community cohesion
- Encourage students to be open to new experiences and to develop a spirit of enquiry and a sense of wonder about the wider world
- Encourage students to explore and appreciate the local, national and international community

In providing these opportunities we will:

- Ensure the safety and wellbeing of students and staff during all off-site activities
- Ensure the range of trips and visits offers opportunities for all students to participate and that the inclusive principles of the College's Equality Policy are implemented
- Improve opportunities for all students, by offering subsidised places on college trips to eligible students, in accordance with the DfE Charging of School Activities policy May 2018.
- Ensure that there is an appropriate balance between the benefits of off-site activities and educational visits and the need to protect the continuity of teaching and learning within the normal timetable

Principles

The Governors and Staff of the College believe that educational visits, residential trips and other off-site activities makes an important contribution to the curriculum. The safety of students and staff is paramount and for this and other reasons, meticulous planning and organisation are essential.

To ensure that there is appropriate overall coordination, inclusivity, regard to the impact on in-college teaching and learning, and costing of the cover implications, all proposed activities should be submitted to the Business Manager for presentation to the Senior Leadership Team for approval before publication to staff and students and before detailed planning is undertaken.

The procedures for planning college trips (adopted from Northamptonshire County Council (NCC)) seek to ensure that students and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare. The procedures should be followed at all times by all concerned. OEAP National Guidance, www.oeapng.info should be referred to for guidance on all aspects of planning Educational Visits and other learning outside the classroom.

Procedures

The College has adopted the NCC procedures for off-site activities and educational visits.

Roles and Responsibilities

The **Governing Body** must:

- Ensure that the College meets its statutory obligations as an employer under the 1974 Health and Safety and Work Act.
- Ensure that arrangements are in place and that NCC regulations and guidance are being translated in to working systems
- Ensure that the Governing Body has a named governor that is responsible for overseeing the educational visits process
- Have the ability to act on behalf of the parents and carers to ascertain if the specific event arrangements and risk assessments are in place and appropriate

The **Principal** must:

- Ensure that the management of visits and learning outside the classroom meet the regulations and guidance offered by NCC, Department for Education, and others, as well as conforming to the College's own Health and Safety Policy
- Ensure that the Governing Body is kept appropriately informed
- Ensure that the accreditation or verification of providers has been checked
- Ensure that the arrangements are in place for the educational objectives of a visit to be inclusive
- Ensure that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment

The **Educational Visits Coordinator** must:

- Liaise with the Outdoor Educational Adviser for all Category C visits (international, adventurous, residential or water-based outdoors) and other complex visits which exceed their experience and knowledge
- Be involved in educational visit management in order to ensure that NCC's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- Oversee the trip login system
- Be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- To provide information on the training of leaders and volunteers, and to provide support for staff and volunteers new to the visit
- Ensure that liaison with parents and carers, including obtaining consent are effective
- Ensure that the College has robust emergency procedures in place and knows how to liaise with the NCC team should an emergency occur
- Ensure that the establishment complies with NCC requirements for reporting incidents and accidents (near misses)
- Support the Principal in the management and evaluation of educational visits
- Use and apply suitable record keeping practices for both students and leaders off-site
- Learn from previous experience, recording successful practice and contacts, and be able to use them to implement improvements, in particular, where staff personnel change
- Monitor and review College, local school and national processes, establishing a clear picture of current practice.

- Be able to both report on successes and set targets for improvement.
- Be ready to intervene where practice is incorrect or unsatisfactory
- Ensure that any use of student information complies with the Data Protection Policy

The Visit Leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about both the College and NCC's policies and procedures
- Obtain the approval for the visit as outlined on Page 1
- Plan and prepare for the visit and assess the risks in liaison with the EVC
- Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do
- Have enough information on the students and staff taking part in order to risk assess their suitability for the visit or specific activity Consider stopping the visit if the risk to health and safety of the students is unacceptable and have in place procedures for such an eventuality
- Ensure that they, and other visit staff have details of the College's base contact
- Ensure that they and other visit staff have details of the students' special educational or medical needs which will be necessary for them to carry out their tasks effectively
- Ensure that any use of student information complies with the Data Protection Policy
- Enter details of the trip on to the electronic College trip logging system

Parents and Carers must:

- Provide the EVC with emergency contact number(s)
- Sign the consent form
- Give the EVC information about their child's emotional, physiological and physical health which might be relevant to the visit
- Agree the arrangements for sending a child home early and who will meet the cost
- Meet payment in full for any trip their child goes on (unless they are eligible for possible subsidies)

A student must:

- Not take any unnecessary risks
- Follow the instructions of the leader and other supervisors including those at the venue of the visit
- Dress and behave appropriately and responsibly
- If abroad, be sensitive to local codes and customs
- Look out for anything that might hurt or threaten themselves or anyone in the group and inform the group leader or supervisor

Training

The Governing Body acknowledge their responsibility to ensure that staff receive sufficient training to enable them to fulfil their roles on Educational Visits.

- Educational Visit Coordinators (EVCs) will attend OEAP EVC training or revalidation training every 3 years.
- Visit Leader staff will be able to access sufficient training to be able to fulfil their role. This will probably require a combination of in-house training (or OEAP National training), training offered by school tour operator and other nationally recognised awards e.g. MIDAS, First Aid, Ski Course Co-ordinator.

Refund Policy

All enquiries regarding refunds should be directed to the EVC. The EVC will hold a Reserve List for each trip, and attempt to fill the place from it.

If it is possible to fill the student's place on the trip, parents or carers will be refunded their payments in full, including the deposit, minus any administrative fees demanded by the tour operator (such as name change charges.)

If the place cannot be filled from the Reserve List, then the following table of refunds will take effect.

Time Period	Refund Amount
After parents/carers have paid the deposit payment, but before the deadline for the deposit payment	Full refund
At any time, between deposit payment deadline and departure date, at the request of the college (for behaviour issues, or other concerns)	Full refund
Between the deposit deadline and 14 weeks before departure, at parental request	Deposit will not be refunded. 50% of additional payments will be refunded to parent/carer
Between 14 and 4 weeks of departure, at the parents/carers request	Deposit will not be refunded. 25% refund of additional payments will be refunded to parent/carer
Within 4 weeks of departure, at parental request	No refunds

If it is possible for the tour operator to refund the college for the student's place (without putting up the cost of the trip to the remaining students), the college will pass this refund on to parents and carers, minus any administrative fees charged by the tour operator.

Monitoring and Evaluation

Group Leaders will be asked to provide feedback following visits and a more detailed report will be requested from Group Leaders who have either taken an overseas visit or a trip that has not been made before. The Senior Leadership Team will review this policy by evaluating the effectiveness of the arrangements for off-site activities and educational visits and the outcomes for students.