



**BEVERLEY SCHOOL  
AND SERVICE FOR  
PUPILS WITH AUTISM**

**EDUCATIONAL VISITS POLICY**

**Updated: September 2018  
Approved by Governors: ....October 2018  
To be reviewed: September 2020**



# BEVERLEY SCHOOL'S EDUCATIONAL VISITS POLICY

## CONTEXT

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant aspect of the programme of Beverley School. They present opportunities to extend the learning of young people including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases may lead to professional fulfilment. They are particularly important for children and young people with autistic spectrum disorders and are to be encouraged.

## STATEMENT

Beverley School recognises its 'Duty of Care' and statutory responsibilities for the Health, Safety and Welfare of participants, staff, voluntary helpers, providers and members of the public in connection with educational visits for which it is accountable (Reference: DfES/0803/2001, Health and Safety: Responsibilities and Powers).

In order to achieve and maintain the highest possible standards in this regard, the School has adopted the following guidelines issued by the DfES:

- Health and Safety of Pupils on Educational Visits DfES/HSPV2, September 1998
- Standards for LEAs in Overseeing Educational Visits DfES/0564/2002, July 2002
- Standards for Adventure DfES/0565/2002, July 2002
- A Handbook for Group Leaders DfES/0566/2002, July 2002
- Group Safety at Water Margins DfES/CCPR/2002, December 2002

These guidelines will form the basis of good practice in the management and conduct of educational visits. From time to time they will be supplemented by complementary guidelines, instructions and procedures issued by the LEA, or by the School with the approval of the LEA. Together they will be known as 'Safety Guidelines for Educational Visits and Adventure Activities'.

## PURPOSE

1. To ensure that every pupil has the opportunity to benefit from educational visits
2. To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
3. To enable the School to identify appropriate functions, responsibilities, training, support and monitoring for governors and all committees, staff, volunteers, pupils and providers involved in educational visits
4. To enable compliance with LEA 'Safety Guidelines for Educational Visits and Adventure Activities' which incorporate guidelines published by the DfES in 1998 entitled 'Health and Safety of Pupils on Educational Visits' together with Supplements 1-3 published in July 2002 and Group Safety at Water Margins issued by the DfES in conjunction with the CCPR in December 2002
5. To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources

## **KEY PRINCIPLES**

### **STAFF**

- All educational visits will be linked to the objectives of the School and planned sufficiently well in advance in accordance with good practice and effective planning procedures
- Governors will include in their role the support of School policy and procedures for educational visits including the reporting of visits
- The Headteacher will be responsible for the approval of all visits but may delegate the approval of local routine and low risk visits (Category A) to an appropriate member of staff which may be the Educational Visits Coordinator
- The Headteacher will approve all higher risk visits including adventure activities, residential experience and foreign travel (Categories B and C). The most demanding of visits (Category C) will be submitted to the LA for endorsement
- A named Educational Visits Coordinator (EVC) will be appointed (this may be the Headteacher)
- The EVC will support the Governors and Headteacher with approval, decisions and the management of educational visits in accordance with 'Safety Guidelines for Educational Visits and Adventure Activities' and in particular as described in 'DfES: Standards for LEAs in Overseeing Educational Visits' section 6
- There will be a named and approved Group Leader (and where appropriate, deputy) on all educational visits
- Working with the EVC as necessary, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including ongoing risk assessment, in accordance with 'Safety Guidelines for Educational Visits and Adventure Activities' and in particular 'DfES: A Handbook for Group Leaders' and 'DfES/CCPR: Group Safety at Water Margins'
- The Group Leader, working with the EVC as necessary, will ensure Best Value principles are used when purchasing goods and services, that appropriate checks are made, and that insurance and financial procedures have been followed

### **PARENTS/CARERS**

- The School Prospectus will provide parents/guardians with information about policy and procedures relating to the safe management of educational visits
- Parents or guardians will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details
- Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged
- Expectations with regard to behaviour and codes of conduct will be explained to parents and guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances

## **PUPILS**

- Wherever possible pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety

## **LINKS**

Although this policy focuses on the management of Health, Safety and Welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, charging for school activities, special educational needs and staff development.

These procedures will clearly form part of the wider Corporate Health & Safety Policy of Middlesbrough Council.

## **Educational Visit Responsibilities**

### **HT is responsible for:**

- overall responsibility for the signing off of visits on Evolve
- is aware of any non-timetabled visits and has been briefed by the staff involved in the organising

### **Phase/KS Leads are responsible for:**

- is aware of all visits, timetabled and non-timetabled visits within their Phase on a weekly basis
- brings any non-timetabled visits to the attention of SLT during weekly attendance meeting
- checks with organiser on the impact on the curriculum and reminds them to send this to SLT for cover implications
- proof-reads risk assessment
- checks that medication has been considered
- reminds organiser to share information with staff

### **Visit Organisers are responsible for:**

- discussing with phase leads the details of the proposed visit well in advance
- identifying high risk visits and bringing them to the attention of the HT immediately for discussion
- checking the diary to ensure that there is no other planned visits or staffing issues
- writing the risk assessment and providing the necessary paperwork from external providers as appropriate
- ensuring that all information has been passed by Phase/KS Lead before sending to office to enter on Evolve
- ensuring information for Evolve is presented in a timely fashion and at a minimum 2 weeks before the visit
- checking the impact on curriculum and staffing and, where possible, finding solutions to present to SLT
- ensuring medication is considered and written into risk assessment
- writing letter to parents/carers informing them of the visit (especially for any non-timetabled visit even if no consent is needed (ie less than half a day))
- giving the office staff a copy of all letters/consent forms sent out
- gaining consent for visits from parents/carers
- ensuring packed lunches are ordered and kitchen staff are aware that pupils will not be needing lunch that day and office staff know which pupils who normally have meals are bringing their own packed lunch
- checking bus timetable and liaising with classes to check availability
- discussing with Phase/KS Lead if no bus is available what the options and cost implications are
- completing a Phase 3 visits form with all pupils and staff attending the visit identified before leaving the building (this includes timetabled visits)
- developing rationale and considering pupils against this criteria for more adventurous visits to ensure safety is paramount
- ensuring safety of pupils and staff whilst on the visit

**Staff on the visit are responsible for:**

- making sure they have read the risk assessment
- monitoring the safety of pupils (eg regular head counts, checking road safety, etc.)
- informing school of issues as immediately as possible
- ensuring only activities that have been properly assessed are happening
- monitoring and administering medication and having the correct forms to be able to record this
- ensuring they are contactable through mobile phones should school wish to relay messages during the visit