

SIR GRAHAM BALFOUR MAT



Visits and Enrichment Policy

CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
07/04/2017	0.a	Initial Draft
30/06/2017	0.b	Updated following review by Trustees
19/07/2017	1.0	Updated following approval at Board Meeting 18/07/2017

AUTHORISATION

Approved at Board Meeting 18/07/2017

Signed:



19/7/17

Chair of Board

Date

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Name of Policy & Procedure

Introduction

The aim of this policy is to ensure that whilst students' education is enriched their safety is paramount, either on or off site and that all visits sustain themselves financially. It pertains to all trips and visits beyond the school gates and any enrichment activity that takes place within the Sir Graham Balfour Multi-Academy Trust (SGBMAT).

There may be differences in procedural arrangements from school to school, however all schools must adopt the Outdoor Education Advisers' Panel (OEAP) advice, Risk Assessments must take place using EVOLVE or something similar that has been agreed by the SGBMAT and the DfE guidance Charging for School Visits October 2014.

This policy should be read in conjunction with the Business Continuity Policy (BCP).

Aim

Our overall aim is that students' education is enriched to allow them to develop confidence and resilience and within a framework that allows for worthy, safe and effective visits to take place.

The main source of advice when constructing this policy is the Outdoor Education Advisers' Panel (OEAP) and the Educational Visits Co-ordinator at Entrust.

Key Elements

Employer's policies and Outdoor Education Advisers' Panel (OEAP) national guidance.

All visit leaders should refer to the Outdoor Education Advisers Panel (OEAP) and DfE guidance as this advice is most valuable in this area. This policy conforms to all guidance held within the relevant documents (Health and Safety of Pupils on Educational Visits, Standards for Adventure, A Handbook for Group Leaders).

School visits and enrichment activities should be an appropriate and valuable means of delivering the curriculum and raising standards. The School should make use of the procedures set out below and refer to the DfE good practice guide 'Health and Safety of Pupils on Educational Visits' (copy with Educational Visits Coordinator (EVC))

Visits or other activities should provide positive learning experiences for all students and staff, and may be part of examination specification requirements. This may affect the charging of such visits and DfE guidance Charging for School Visits October 2014 should be consulted.

The policy should ensure that visits or other activities are organised so that they fulfil all aspects of Health and Safety policies as laid down by the Government, the SGBMAT Board and the Local

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Governing Body. It should also enable Staff and Governors to follow a straightforward procedure in organising activities whilst adhering to all legal requirements pertaining to Health and Safety.

The policy seeks to ensure that a system of evaluation is in place, which ensures good practice to be developed and enables experiences to be shared and built upon. It also seeks to ensure the development of a positive understanding between Governors, staff, students and parents in terms of the smooth operation and administration of all visits and activities.

It is also clear that whilst school visits and activities can be an excellent way of enriching the curriculum, the overall aim of this policy is to cause minimal disruption to the taught curriculum: Futures days seek to ensure this.

Clarification of Roles

SGBMAT Board

Must ensure that policy and procedures are in place and adhered to and have a full awareness of their responsibility under health and safety law. They must ensure that contingency planning takes place for external Trips and Visits and that if an incident takes place support will be expected of them by individual schools.

Local Governing Body (LGB)

Must have a clear understanding of whether or not the school staff are fully aware of the employer's responsibility under health and safety law. That the school is fully versed in OEAP and DfE guidance and that there are robust systems in place to support the guidance. They must also ensure that adequate insurance is in place which will provide support for any external visit either nationally or internationally. They must challenge the school in order to be clear how outdoor learning and visits contribute towards a school's effectiveness. The LGB must be clear of their role in the visit approval. They must ensure there is a trained Educational Visits Co-ordinator (EVC) and that trips are evaluated upon their return.

There should be a Educational Visits link who will agree all foreign trips at the Standards and Curriculum and Students and Community meeting and oversee the EVOLVE system is used effectively to risk assess all trips

Headteacher

Must have an establishment trips and visits policy and procedures that confirm to OEAP and DfE guidance. They should ensure there is an appointment of an Educational Visits Co-ordinator (EVC) who is critical to the implementation of OEAP and DfE guidance. The EVC should be competent in the role and have sufficient time to fulfil the role, including OEAP-approved training. They (or their representative) should keep the LGB informed of the delivery of trips and visits. They should ensure there is an effective risk assessment system and that advice can be sought from an accredited outdoor education advisor.

Educational Visits Co-ordinator

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The EVC is the establishment's focal point for planning and monitoring visits and outdoor learning. They should have significant experience of practical outdoor learning and visit leadership. They should have status within the Establishment that enables guiding of the working practices of their colleagues. Sufficient time should be agreed to fulfil the role and to attend OEAP approved EVC training and updates. The EVC should be part of the formal approval process of trips and visits from initial requests, agreement of risk assessments via the EVOLVE system and evaluations of trips and visits. They should also, where needed, be able to seek advice from an accredited outdoor education adviser. The EVC should ensure that all visits meet SGBMAT policies, procedures and requirements. This includes appropriate monitoring evaluation and recording to ensure that the Headteacher and Local Governing Body can access the information and data they require.

Trip Leaders

The Visit Leader has the overall responsibility for supervision and conduct of the visit. They should ensure accountability and to avoid potential confusion, a single Visit Leader should be designated. If this role changes during a visit, a clear handover should be made. An Activity Leader can be responsible for a particular activity during a visit. Visit Leaders must be competent, confident and accountable to lead the visit that is being proposed, this means the leader has demonstrated the ability to lead to the level demanded by the visit, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in.

Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment. It is situational – a leader who is competent in one activity or environment may not be so in another, and it involves breadth as well as depth. Relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments. Being confident includes the Leader's capacity to take charge of a situation and their awareness of their abilities as well as their limitations. Being accountable means that the leader has been engaged through a clear process which includes vetting and appropriate induction into the school's policies and procedures. Regardless of employment status, Leaders must be clear about the chain of accountability and what is expected of them. A Visit/Activity Leader must follow the SGBMAT policies and the individual schools procedures.

A Visit Leader must ensure that the activity is properly planned including assessing the risks to ensure that there is wide understanding about what everyone needs to do. A Visit Leader must ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision.

Visit Leaders are responsible for continuous risk assessment takes place whilst on the visit and, alters plans according to changing situations.

Assistant Leaders

Assistant Leaders should be accountable; suitably knowledgeable about the school's procedures as they affect the responsibilities they have been assigned. They need to be specifically competent and confident to carry out such tasks as they are assigned, and to take over if the Visit Leader is

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incapacitated. They need to be fully briefed to ensure that they understand the role and responsibilities expected of them.

All other people on the visit

They should be fully briefed concerning their roles and responsibilities. Be suitably competent and confident to be able to carry out the duties they are assigned and understand how these integrate with other staff. They should be able to contribute to the evaluation of all aspects of the visit/outdoor learning. They should be appropriately briefed on, relevant establishment and visit/outdoor learning procedures, group characteristics, including age, health, capabilities, special educational needs, behaviour and any other relevant matters in the context of the visit/outdoor learning.

Where the helper is a parent (or otherwise in a close relationship with a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise group management, particularly if there is a serious incident. There is a probability that the helper may be distracted by the needs of their own child, rather than looking to the needs of the whole group. This means that the Visit Leader should directly address this issue as part of the assessment of risks and not assign a helper to a leadership role which gives them a direct responsibility for their own child, other than where this is a risk-managed part of the plan.

Monitoring and Evaluation

The Staffing and Standards Sub-committee of the MAT Board will formally review this policy every four years or more frequently if circumstances or legislation suggest it is appropriate.

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Procedures for Visits and Trips in Sir Graham Balfour School

Staff must obtain and consult an “Educational Visit Pack” after initial approval and **action its contents**. This is available from Office 365. Sample risk assessments, generic risk assessments (which are for specific modes of transport which must be made specific to trips) and blank risk assessments and related forms are available on Office 365.

It is imperative that the Visits and Trips flowchart is followed.

It is essential that for overnight visits and foreign visits that a Parents’ meeting takes place to ensure that standards of behaviour are clearly outlined.

Each visit must have emergency procedures in place which includes nominating a suitable person who can provide 24/7 cover at base during the visit. The emergency contact should have 24/7 access to all details of the visit, including medical and next-of-kin information for the staff and the students.

Work must be set for any classes requiring cover. Replacement colleagues should also be found if a duty will be missed.

Please let the School Kitchen know how many students are going out of school and when, to assist their planning, using the appropriate form available from the school office. The kitchen has a pigeon hole in the staffroom.

Staff accompanying students on coaches must supervise the journey by occupying seats at the front and back of the coach to maximise supervision and to promote good behaviour.

Student Teachers cannot be used to supervise isolated groups of students. A member of teaching staff must accompany any group led by an Associate Teacher.

Futures Days & Activities Day

There are normally three of these days scheduled each year. The normal timetable is suspended and students are given the opportunity to participate in a number of activities.

At the end of the year there are two activities days which are not year based and where students can choose to participate in activities of their choice.

Insurance

All schools which are part of the SGBMAT should ensure they have adequate Insurance for the specific visits which provides the required level of emergency support.

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Visits, Trips, Professional Development & Meeting Flowchart for Sir Graham Balfour School

Calendar, Letter Checking & Risk Assessments;

- SLM to be informed at all stages listed below to give LG overview.
- Check dates with DJP of proposed trip and a copy of the email to be sent to AED for information.
- Draft letter with details of trip to be sent to DJP/SLM for checking.
- Risk assessments must be submitted at least 6 weeks before the trip or activity to be approved by SLM and Headteacher to allow visit to be confirmed 3 weeks prior.
- Complete risk assessment via Evolve - staffordshirevisits.org.uk.
- Instructions for Evolve can be found in shared documents on the gateway. Sample Risk Assessments can also be found on the gateway.
- For adventurous activities or residential trips risk assessment should be submitted 12 weeks in advance.
- Additional documents such as Risk Assessment, EVC2 are available in shared documents on the Gateway.
- Copies of emergency contact details to be given to SLM before trip leaves.

Office / Admin / Cover;

- After SLM approves letters, they must be checked by the **School Office and Finance** before being sent out with a copy also given to AED.
- When a trip deemed viable by all parties, a yellow form detailing **ALL** staff who need cover **must** be submitted to DJP who will pass it to AED.
- It is important that names of students who are going on the trip are submitted to the office at this stage (this may be a whole year group).
- Inform the kitchen of large numbers going out so they can cater accordingly for Pupil Premium students on the trip and students in school.



Finance;

- Reasonable notice of 'due in' dates must be given to Finance as well as a copy of the letter, such that they can set up the online system for payment.
- When foreign trips are being organised by individuals a substantial buffer must be costed in to cover possible currency fluctuations
- Online payments are available through Tucasi. Parents must register with Finance to make payments online. This is the preferred payment method after the initial deposit.
- Cheques should be made payable to *Sir Graham Balfour School*.
- All cash and cheques should be paid into the Finance Office and will be credited to the correct account.
- Students who need financial support should be directed towards the Endowment Fund.



Following the Visit;

- Evaluation of the trip/visit must be carried out on Evolve post visit/trip.

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