



SARACENS HIGH SCHOOL

EDUCATIONAL VISITS AND RESIDENTIAL ACTIVITIES POLICY

Responsibility of (<i>see policy tracking sheet</i>):	Saracens High School
Approved by:	Local Governing Body
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Contents

1. Aims	3
2. Employer policies and procedures	3
3. Roles	3
4. Monitoring	3
5. Induction, training and succession planning	4
6. Risk management	4
7. Assessing venues and providers	4
8. Volunteers	4
9. Emergency procedures and incident reporting	5
10. Behaviour	5
11. Inclusion	5
12. Finance	5
13. Consent and medical information	5

1. Aims

- This policy applies to all off-site visits and all adventurous activities carried out with pupils, with the exception of work experience placements. Every pupil should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Educational visits provide pupils with valuable experience that enhance their learning and develop cultural capital. Providing a variety of real-life opportunities for our children enables them to achieve a better understanding of the world around them through direct experience. Education visits are an essential element of good school practice
- Educational visits can provide stimulus and support to learning being covered as part of the school curriculum. They can raise achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about *what* we learn but importantly how and where we learn.

2. Employer policies and procedures

- The Guidance for Off-site Visits and Related Activities with National Guidance and EVOLVE (London Borough of Barnet, 2016)
<https://www.barnet.gov.uk/sites/default/files/assets/workingwithchildren/Informationforschools/Healthandsafetyinschools/Educationalandrecreationalvisits/01RequirementsForEducationalandRecreationalVisits.PDF>
has been adopted as the school's Policy and Procedures. Specific local procedures will be in line with this guidance
- Where there is conflict with guidance or advice from other sources, Saracens High School will make a decision based on the best guidance we can source having sought clarification from Saracens Multi-Academy Trust, experts in the field concerned, and if required, from EVOLVE and/or the local authority.

3. Roles

- The Principal will appoint an Educational Visits Co-ordinator (EVC) who has the training and experience to enable him/her to competently discharge his/her responsibilities as listed in the Barnet guidance
- Although as an Academy there is no obligation for Saracens High School to follow the local authority guidance we see it as good practice and so buy in to EVOLVE
- Approval for visits will be given as follows:
 - **Principal:** Visits abroad, all adventurous activities, residential visits and non-local day visits
 - **Educational Visits Co-ordinator:** EVC oversees and advises on the planning and preparation but the Principal has final approval
 - **Local Governing Body** will monitor the implementation of this Policy by acting as a critical friend in monitoring its implementation and effectiveness. Their role may be to conduct reviews of the added value of such activities and to discuss learning points, to monitor plans for subsequent school terms or years, to be the critical friend in review of policy, to play a part (as appropriate) in any investigation and be the point of contact for exceptional circumstances.

4. Monitoring

The Educational Visits Coordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

5. Induction, training and succession planning

- The Educational Visits Co-ordinator will attend appropriate training and revalidation, as required
- Visit Leaders will be approved by the Principal and will have attended appropriate training, and/or have relevant experience
- Records will be kept of induction and training
- Where appropriate Deputy Leaders will be appointed in order that contingency plans can be put in place should a Visit Leader be indisposed.

6. Risk management

- Risk Management is a vital part of planning and assessing benefits and risk associated with visits and activities
- Visit Leaders are responsible for carrying out and recording risk assessments. They can use adapted and modified generic risk assessments where appropriate, and will use recommended templates to ensure consistency
- Risk assessments should include the following considerations:
 - What are the risks?
 - Who is at risk?
 - What safety measures need to be in place to reduce risks to an acceptable level?
 - Can the Visit Leader ensure that these safety measures will be provided?
 - What steps will be taken in an emergency?
 - What is an acceptable ratio of adults to children for this visit?
 - How many first aiders are required?
 - What are the specific medical concerns of the pupils on the register for the visit?
- For local and regular visits and activities standard generic risk assessments should be coupled with dynamic risk management, which considers staff, activity, group, environment and distance as the key factors in implementing sensible and suitable control measures.

In the event of a pandemic or other national crisis (such as covid-19), the school will follow national and local authority guidance on educational visits.

7. Assessing venues and providers

- Wherever possible Visit Leaders will gain credible assurances of health and safety management systems and quality
- Where there are external providers of teaching, instruction or accommodation we will seek external accreditation in line with EVOLVE recommendations or will be gained through a Provider Statement and appropriate additional accreditations
- In addition, adventurous activity providers will be checked for compliance with appropriate adventurous licensing requirements and any tour operators will be checked for compliance with relevant tour and travel operator licensing requirements.

8. Volunteers

Any volunteers who accompany a visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to pupils then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in the guidance.

9. Emergency procedures and incident reporting

- For the duration of all educational visits and activities there will be a nominated suitable person providing cover. This emergency contact will have access to all details of the visit, including medical and next-of-kin information for all pupils, accompanying staff and other adults. In addition, appropriate senior leaders will have access to an appropriate emergency response guide and Barnet emergency number
- Incidents will be reported appropriately as required by the Health and Safety Policy and Barnet Guidance Handbook.

10. Behaviour

Appropriate behaviour is essential for the smooth running of educational visits and adventurous activities and ensures that effective memorable learning can take place. Pupils, parents and carers will be made aware of the code of behaviour, expectations of pupils and sanctions which may be invoked should the code be breached.

11. Inclusion

- We endorse the following principles for pupils:
 - a presumption of entitlement to participate
 - accessibility through direct or realistic adaptation or modification
 - integration through participation with peers.
- We acknowledge that it is unlawful to:
 - treat a pupil with a protected characteristic less favourably
 - fail to take reasonable steps to ensure that pupils with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a pupil) is within their competence and is reasonable.

12. Finance

Charges for educational visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with the Charging and Remissions Policy.

13. Consent and medical information

- Parents and carers will be fully informed of the nature of the proposed activities of any learning beyond the classroom experience
- Consent may be obtained on enrolment for local and regular activities, or may be obtained individually for residential, non-local and adventurous activities
- Full medical information may be requested for residential and adventurous activities, alternatively parents and carers will be requested to provide any updates to information held centrally within the School.