LANDAU FORTE ACADEMY GREENACRES

Policy Name	Educational Visits Policy
Date of Issue	June 2024
Author	L Bridge
Reviewed by	L Bridge
Date of next review	June 2026

Scope of the policy

This policy applies to Landau Forte Academy Greenacres.

Purpose of the policy

Introduction
This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities.

Aims and Objectives for Educational Visits
Our fundamental aim at Landau Forte Academy Greenacres is to provide the best possible education for all our pupils. It is the aim of the academy to place a high value on diversity, treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. In doing this, we aim, therefore, to raise the achievement of all the children in the school.

Educational Visits and Outdoor and Adventurous Activities are an integral part of the children's education at Landau Forte Academy Greenacres. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

Policy Detail

Nature of Educational Visits
The school runs a wide range of Educational Visits. These may include:

- Walks around Amington and the surrounding area, including to the local church.
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas.
- An annual residential visit for children in Year 6.

Health & Safety
The Educational visits co-ordinator must have attended the course run by Staffordshire County Council and adhere to the guidance given.

Before a visit can commence Staff must carry out an initial visit to consider the suitability of the visit and if there are any risks to the children. The Academy uses the EVOLVE system, which is an on-line system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

It is proven to reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and national guidelines, as the system is a national database, accessed via a service level agreement (SLA) with Staffordshire County Council.

Evolve has been designed and developed by a team with extensive experience of implementing and managing IT systems in schools, and planning and co-ordinating educational visits. It is modular, flexible and designed to promote efficiency and confidence in those that use it.

All trips must be recorded using the EVOLVE system, showing full details of the visit, activities, attendees and all associated risks, with proposed controls. The Group Leader for the proposed trip will input these details and the Office Manager will check for completeness before forwarding to the Principal, who will approve all proposed trips.

In addition, for those trips that involve residential, adventurous/high risk and/or foreign travel, these will be reviewed and approved by the County Educational Visits Co-ordinator prior to the trip going ahead. In view of this, all trips of this type should be submitted six weeks in advance of the proposed date.

The Year 6 residential visit venue is provided by Staffordshire County Council and the relevant checks have been carried out.

Personnel
The school's Educational Visits Co-ordinator (EVC) is the Office Manager, S Tomson. This role may be carried out by somebody other than the Principal, who also has other specific responsibilities.

For each visit, of whatever duration, a Group Leader is identified.

The Governing Body also has a specific role to play in all Educational Visits.

The **Governing Body** is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Principal is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Principal has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Principal on a bi-annual basis.

The function of the **EVC** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise training and induction;
- ensure parents are informed and have given consent;
- organise emergency arrangements;
- keep records of visits, accidents or incident reports;
- review systems and monitor practice.

The **Principal** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Group Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit.

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare.

The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks;
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

Adult volunteers who are not teachers at the school must:

- receive a copy of the Educational Visits Policy and sign to say they have read and understood it before the trip.
- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed and a DBS check completed;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader;
- comply with the safeguarding and use of photographic images policy.
- during any visit check with the Group Leader, and get authorisation, before communicating with parents.

Financing Educational Visits

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

Emergency Procedures

It is the responsibility of the EVC/Principal to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- Ensuring that all involved know who is the emergency contact point in the Academy, for each visit.
- having access to an emergency (Critical Incidents) plan appropriate to the visit;
- ensuring that the contact point – or rota – is effective throughout the visit;
- Ensuring that parental contact information is up to date and accessible.

Policy Review

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day to day basis this responsibility is delegated to the Principal who will report back to the governing body as appropriate.

This policy is a working document, and will be reviewed every two years or when legislation changes.

Policy Name	**Educational Visits Policy**
Changes Made	**Covid guidance removed and review date for policy amended to two years**
Date Made	**June 2024**
Made By	**L Bridge**
Principal	**L Bridge**

LANDAU FORTE CHARITABLE TRUST