



## **EDUCATIONAL VISITS POLICY**

Reviewed: May 2024

Review date: May 2025

Person responsible for policy -AMW

## 1. General Policy Statements and Aims

This policy applies to learning which uses places other than the classroom or facilities used for regular PE lessons.

Droitwich Spa High School adopts the Outdoor Education Advisers' Panel guidelines for Educational Visits. This is to ensure legal requirements are adhered to and best practice guidance is followed.

Every student should experience the world beyond the classroom; it is an important part of his/her learning and personal development, whatever his/her age, ability or circumstances.

## 2. Application to run an Educational Visit

### 2.1. Staff will apply to run an Educational Visit using the School Portal.

Ideally staff will submit their application at least four weeks before a day visit, ten weeks for an overnight visit (or one that includes hazardous activities) and two terms for a foreign visit

They will submit basic details of about the visit as below and confirm they have read the school's Educational Visits Policy:

Name *	<input type="text"/>
Destination *	<input type="text"/>
Purpose of Visit *	<input type="text"/> <small>Where is educational visit is going to?</small>
Visit Leader Name *	<input type="text"/> <small>Enter a name or email address...</small> <small>NB: 'Name' above is the Name of the Visit e.g. 'Art Department Paris'</small>
Visit Leader Contact Number *	<input type="text"/> <small>If you are not taking your personal mobile, please indicate the number of the trip phone you will be taking.</small>
Visit Leader eSignature *	<input type="text"/> <small>Yes <input checked="" type="checkbox"/></small> <small>I have a copy of the LA Guidelines regarding school visits and have read the sections relevant to this proposed educational visit.</small>
Assistant Visit Leader *	<input type="text"/> <small>Enter a name or email address...</small>
Start Date of Visit *	<input type="text"/> <input type="text"/> 12 AM <input type="text"/> 00
End Date of Visit *	<input type="text"/> <input type="text"/> 12 AM <input type="text"/> 00
School Time? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Does the visit include school time?</small>
What is the Type of Visit? *	<input type="radio"/> Compulsory element of curriculum <input checked="" type="radio"/> Enrichment of curriculum <input type="radio"/> Extra curricular
Visit Requires Governor Approval? *	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>Does this trip involve travelling 50 miles or an overnight stay?</small>
Submission Status	<input type="text"/> Created <input type="text"/> <small>Only set this status as 'Submitted' when you have completed all of the documentation on the following page.</small>

### 2.2. Next, they will complete risk assessment documents, which are as prescribed by OEAP, and an excel document, which includes:



- financial costings (including which staff are planned to go on the visit to enable calculation of cover costs)
- a student list, contact details and medical practice information is transferred from Arbor by the trip leader before the trip takes place.



### Year 12 fieldwork

Submission Status	Submitted
Visit Leader Name	Gray, O
Visit Leader Contact Number	[REDACTED]
Assistant Visit Leader	Hook, AK
Destination	Knowle
Purpose of Visit	Collection of data for coursework
What is the Type of Visit?	Compulsory element of curriculum
Start Date of Visit	05/02/2015 09:00 AM
End Date of Visit	05/02/2015 03:00 PM
School Time?	Yes
Response from Cover	OK from Cover
Response from Finance	OK from Finance
Response from Governor	OK from Governor
Response from EVC	OK from EVC

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✓	Name	Destination	Visit Leader Name	Start Date of Visit	Visit Pack Status	Finance Trip ID	Finance Status
	student list, costings and financial monitoring	...					
	risk assessment documents	...					
	invitation letter	...					
	place confirmation letter	...					



**EDUCATIONAL VISIT COSTING FORM PLEASE COMPLETE ALL APPLICABLE YELLOW BOXES BELOW**

Trip Name:  Trip Date(s):

Trip Leader:  Number of Pupils:

Trip Start Time:  Trip End Time:

Staff Code:	Tutor periods needing cover:	Number of lessons needing cover:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**COSTS:** Location:

1 Staff supply carts (see above) £170 per day  **£0.00**  
NB: please email cover@draitwicheps-high.warcs.sch.uk with cover requirements before submitting your

2 School Minibus/Carter  
£15 per minibus per day  
Mileage: 20p per mile Number of Miles:   **£0.00**  
\*Calculate miles for return journey using Google Maps

3 Other Transport Charge(s) (include coacher / train / tube)  
Motor:   **£0.00**

4 Tickets / Entry Charges (including staff):  
Motor for Item 1:  Item 1:  **£0.00**  
Motor for Item 2:  Item 2:  **£0.00**

5 Additional Carts:  
Motor:   **£0.00**

6 Other Cart / Contingency:  
Motor:   **£0.00**

Lezz Supplementary Func   **£0.00**

7 TOTAL COST:  **£0.00**

8 ARBOR FEE:  **£0.00**

9 MINIMUM COST PER PUPIL:  **£0.00**

10 PROPOSED CHARGE PER PUPIL:  **£0.00**

11 PAYMENT SCHEDULE

Amount:	Date:	Travel Cost	Tickets	Pmt Schedule
Deadline for Full Pmt / 1st Depart:				
Instalment 2 deadline:				
Instalment 3 deadline:				
Instalment 4 deadline:				
Instalment 5 deadline:				
Instalment 6 deadline:				
Instalment 7 deadline:				
<b>£0.00</b>				

12 ELIGIBLE PUPILS - please state year groups or teaching groups or list names. E.G. 08L, Gooq Panda, 08L, Gooq Rhina

13 YOUR LETTER - please write details here SPECIFIC TO YOUR TRIP which will be copied into a template letter and sent out to parents of eligible students arranged to be loaded on Arbor (when fully approved). The template letter is below. Completed letter will be saved

**COPY & PASTE YOUR LETTER IN THIS TEXT BOX**

INCLUDE: purpose of the visit, travel arrangements, what the kids should wear, where they should meet and timings.

A screenshot of the student list is not included as it contains identifiable information.

- 2.3. Finally, they will complete a letter to parents based on a template provided. Parents are invited to sign up via an on screen window which makes it clear that visits will be filled on a first come first served basis. The letter also includes information about payment methods.

Where pupils are not selected for trips which are treats the school will consider offering an enjoyable activity within school, where possible and depending on circumstances.

- 2.4. The PE department is required to complete an application for each fixture or activity that takes place off site. It is acceptable for them to submit an application for all normal activities, including training for Duke of Edinburgh expeditions for the entirety of the academic year.

### 3. Approval of Educational Visits

- 3.1. The Headteacher will delegate the responsibility for approval and monitoring of all proposed Educational Visits to Educational Visits Co-ordinator (EVC).

- 3.2. The EVC will delegate the review of the costings of the visit to the Cover Manager and the Finance Office Manager and Chief Financial Officer. The Cover Manager will ensure that sufficient money has been put into the costings for provision of agency staff (if required). The Finance Office Manager and Chief Financial Officer will ensure that the proposed visit will not run at a loss. If, after reconciliation of expenditure, there is a surplus of £5 or more per pupil it will be refunded to parents.
- 3.3. The EVC will review the management of risks associated with the visit. He/she shall be trained as an Educational Visits Co-ordinator in line with OEAP guidance. The EVC will:
- Ensure that all students, regardless of gender, disability or sexuality, are entitled to participate in educational visits without substantial disadvantage unless there is appropriate justification. NB: it could be deemed as acceptable to exclude a pupil from a visit if their behaviour is of concern and if the behaviour is *not* directly linked to a disability.
  - Review the risk assessments provided by the proposed educational visit leader (EVL) and decide if the level of managed risk (including that faced by adults) is appropriate for the expected rewards of the educational visit. Risk will be judged in line with OEAP guidance. In summary there is consideration of:
    - the type(s) of activity planned, particularly if it involves proximity to water
    - whether or not the activity takes place outside normal school time
    - the type(s) of transport used
    - the type(s) of pupil involved
    - the ratio of pupils to staff (with a consideration of gender balance if the visit is residential). NB: volunteers do not count towards the staff ratio.
    - the distance from the school
    - experience of leaders and assistant leaders. NB: all leaders must be EVL trained and it is the responsibility of the EVC to check this.
    - whether conducting a preliminary visit is necessary to reduce risk
  - Decide if a parental briefing is required
- 3.4. The Governor(s) will be involved in the approval process for Educational Visits which are overnight, hazardous or over 50 miles from the High School.
- 3.5. Each of the three (or four if governors are involved) parties involved in reviewing an application for an Educational Visit will submit their feedback via the School Portal so that everyone can see the status of the application. If all parties have given their approval the leader will receive an email authorising them to give letters out with the appropriate OS form.\* The email will also contain emergency contact details for the EVL and will be copied to the Headteacher and Reception for information and the Attendance Officer for monitoring of attendance.

\*If a pupils' parents do not give permission for forms of medical treatment, consultation should take place between the parents and Headteacher. If no agreement can be reached and parents are not willing to give written instructions then the pupil should not take part in the visit.

Example of email:

Dear Marchant, DA (Staff, Rowling House),

Your visit, "EGEO1050 Iceland 2024" has now been approved by all necessary parties. The description, including feedback from approvers is at the end of this email- please take note of it and consider printing this email.

This visit is now APPROVED.

Finance will now mail merge your invitation letter for you and email it to parents directly.

Important information:

1. Please take the consent and contact forms with you on the visit in printed copy in case you have to contact a parent in an emergency- Finance will place these in the electronic trip pack the week before.
2. If you need to contact school in an emergency, please call 01905 774421, 07927 423155 (AMW), 07712 186124 (JMB), or 07557 330689 (NJW).
3. The Local Authority emergency support number is 01905 766176 or 07624 909756.
4. Our Group Personal Accident and Travel Insurance provider is RPA from the DfE. The policy number is 136927. Their emergency number is 0330 058 5566, or overseas +44 (0)203 475 5031. Please make all claims through Finance.
5. Please print the [contact details and emergency record sheet](#) and take it with you in case of emergency. The telephone call record card matches what Reception will have, so that you know which questions they will ask you in the event that you may need to call.

<https://droitwichspahighschool4005.sharepoint.com/sites/DSHSStaffroom/educationalvisits/Digital%20Visit%20Packs%202021%20Onwards/Forms/Educational%20Visit%20Docs/docsethomepage.aspx?RootFolder=%2Fsites%2FDSHSStaffroom%2FEducationalvisits%2FDigital%20Visit%20Packs%202021%20Onwards&ID=1178>

EVC comment: risk assessment in place  
staffing ratio is 4:40 OR 5:50 according to take up.  
Governor comments: Approved via email- CMR  
Finance comment:  
Cover comment:  
\$ day 3 night visit to Iceland to see the geographical features.

3.6. The EVL will be responsible for ensuring that parents have returned OS forms for all of the pupils on the visit.

#### 4. On the Educational Visit

4.1. The EVL will take

- the OS forms for the students
- the email (see above) with feedback from the EVC and emergency contact numbers

If appropriate, copies of these documents will be made and also kept by Assistant Visit Leaders.

- 4.2. The EVL will assign appropriate responsibilities to Assistant Visit Leaders.
- 4.3. The EVL will, with the directed support of Assistant Visit Leaders (see above) and other adults, manage the students in accordance with their training. This will include being aware of potential hazards and exerting proper control over the group in their charge. To assist with this, the group may be briefed before the visit. Pupils must be told, in terms suitable to their age and level of comprehension, of the need always to have in mind their own safety and that of those around them.
- 4.4. The EVC may attend educational visits in a supernumerary capacity to review the practice of EVLs and Assistant EVLs.

## 5. After the Visit

- 5.1. All trip leaders receive a request to complete an evaluation of the trip to ensure there is continual improvement of practice. The EVL will feedback to the EVC if there have been any accidents or near misses in order to ensure statutory reporting takes place
- 5.2. The Finance team will complete a financial reconciliation and provide refunds to parents where appropriate

## 6. Other

- 6.1. The EVC will ensure that an appropriate number of staff are EVL trained given the financial and time constraints faced by the School.
- 6.2. OEAP Guidance does NOT require EVLs to update their training. However, experienced EVL's who have a track record of good practice will attend refresher training and then cascade latest guidance down to EVLs within school.
- 6.3. Parents/carers are asked to agree that medical and dental treatment may be given if necessary, including the administration of a general anaesthetic and to surgical operations in the case of an emergency, in accordance with the recommendation of a qualified practitioner. The letter says - *Consent to attend the trip is given once payment is made. You will consent to emergency medical and dental treatment being administered if necessary. See Educational Visit policy on the school's website for further information.*

*It is your responsibility to ensure that the emergency contact details for your child and any medical conditions your child has are recorded in Arbor, and are up to date. Please check the Profile section in the Arbor App or on the Arbor website to make sure everything is filled in. The visit leader will take the information we hold on Arbor on the trip.*

- 6.4.



1. Pupils are insured by Droitwich Spa High School and Sixth Form Centre against personal accidents. Additional Insurance may be required for some activities and parents will be informed.
2. Droitwich Spa High School and Sixth Form Centre accepts no responsibility for accidents or injury to pupils or for loss of or damage to personal effects, unless caused by the negligence of Droitwich Spa High School and Sixth Form Centre or any member of its staff.
3. Parents/Guardians must provide staff with telephone numbers (day and night) at which they can be contacted in case of emergency, in particular should urgent medical treatment be necessary. They must make sure their contact details are up to date on Arbor, as noted above.

Droitwich Spa High School and Sixth Form Centre takes its responsibilities as a data controller and data processor seriously and are committed to using any personal data collected and held in accordance with the law. The schools policies, privacy notices and forms in relation to personal data are available for you to view on our web site at [www.droitwichspahigh.worcs.sch.uk](http://www.droitwichspahigh.worcs.sch.uk) or by using the <https://website.droitwichspahigh.worcs.sch.uk/index.php/communications/information-management-and-data-protection/>

The School's Data Protection Officer can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at [privacy@droitwichspahigh.worcs.sch.uk](mailto:privacy@droitwichspahigh.worcs.sch.uk)



## Appendix A: The Role of the EVC

The following is taken from the OEAP, written with the EVC as the audience:

“As an EVC, your key functions must be documented and clarified. These should include:

- Ensuring that you have an understanding of how outdoor learning, off-site visits and Learning Outside the Classroom can support a wide range of outcomes for children and young people, and raise achievement.
- Ensuring that you have attended EVC training as recommended or required by your employer.
- Ensuring that all activities and visits meet guidance requirements.
- Ensuring that the Head/Manager and members of Visit Leadership Teams have access to training at an appropriate level to ensure that your
- Employer’s guidance and Establishment procedures are properly understood.
- Ensuring that you have an Establishment Visit Policy. As a minimum, the policy will need to make a link between the Establishment's procedures and this guidance.
- Supporting your Head/Manager with approval of visits and other decisions.
- Supporting your Head/Manager in ensuring that all members of Visit Leadership Teams are competent.
- Monitoring of Visit Leader planning, and sample monitoring of visits.
- Organising the training of members of Visit Leadership Teams.
- Ensuring that where the Visit Leadership Team includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management.
- Ensuring that DBS checks are in place as required.
- Ensuring that establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent.
- Checking that there are 24/7 Establishment Emergency Contacts for each and every visit and that Emergency Procedures are in place.
- Ensuring that medical and first aid issues are addressed.
- Ensuring that emergency arrangements include Emergency Contact access to all relevant records, including medical and next of kin information for all members of the party, including staff.
- Ensuring that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, complying with Employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Ensuring that policies and procedures are reviewed regularly. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
- Ensuring that there is an Establishment procedure for recording “near accidents/near misses”, including any resulting learning points and action.
- Ensuring that you keep your knowledge up to date via EVC update processes and EVC Revalidation courses as recommended or required.”