

# EDUCATIONAL VISITS POLICY

Updated June 2022

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## OVERVIEW

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, 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 lead to professional fulfilment. Shrewsbury High School encourages all forms of educational visit:

- Curricular – to support the delivery of the curriculum.
- Super-curricular – to enrich the academic curriculum beyond the minimum requirements.
- Co - curricular – activities that fall outside the realm of the normal school curriculum, such as sports fixtures, expeditions, cultural visits, team building etc.

This policy covers any journey or activity organised by or for the school, for a group of its pupils that takes place off the premises.

The organisation of all Educational Visits follows current best practice guidance as described in:

- The 'Health and Safety of Pupils on Educational Visits' (HASPEV).
- The RoSPA school visit guide - <http://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>
- LoTC and Evolve
- GDST Notes of Guidance on HUB

## ROLES AND RESPONSIBILITIES

All educational visits must first be approved through the online EVOLVE system with outline approval initially from Ms Joanne Sharrock, the Head Teacher and then diary clearance by Mrs Emma Owen Davies, the Pastoral Deputy Head. EVOLVE will then guide Trip Leaders to submit detailed plans to the Educational Visits Coordinator (EVC). Once approved by the EVC, EVOLVE will submit the details to the Head Teacher for final signing off after which details of the trip can be publicised to pupils and parents. As such, all planned visits pass through a number of layers of screening before implementation.

These key roles are now described in more detail:

### Role of the Head Teacher:

- To ensure that visits comply with the guidelines and regulations provided by the GDST and the Schools own Trips Policy.
- To ensure that the Educational Visit Co-ordinator (EVC) is competent to oversee the co ordination of all off-site education, and support the EVC in attending relevant training courses.
- To ensure that the EVC keeps him informed of the progress of the visit and that this information is relayed to parents as necessary.
- To ensure that the activity leader is competent (experience and training) to undertake the activity.



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- To check that the EVC has designated an appropriately competent group leader who will meet the GDST's criteria. For less routine visits, the Head Teacher will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- To ensure that in the event of a major incident or accident, GDST guidelines are adhered to in terms of informing, parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated.
- To ensure that arrangements are in place for the GDST and the Governing Body to be made aware of visits so that questions can be asked as necessary.

## **Role of the Pastoral Deputy Head Teacher:**

- To liaise with the trip leader as DSL on the well being of the pupils on the trip

## **Role of the Academic Deputy Head Teacher:**

- To ensure that there are sufficient staff left in school to provide cover for emergencies, illness etc
- To provide cover for staff participating in educational visits or related training courses, e.g. first aid

## **Role of the Educational Visits Co-ordinator:**

It has been identified in the HASPEV supplements as good practice for each school to have an **Educational Visit Co-ordinator (EVC)**. The EVC's role is to support the Head Teacher in ensuring that all visits follow GDST regulations and guidance and all of the school's relevant policies and procedures and will act on behalf of the Head Teacher:

- To keep an overview of the timing of all educational visits and how they are integrated into other whole school events
- To check that the proposed dates for the trip are suitable by reference to the school diary of events
- To approve educational visits as agreed by the Head Teacher.
- To provide adequate documentation to support planning of all trips and visits.
- To ensure all off-site visits are thoroughly planned using EVOLVE software, completed well in advance of the trip itself and before publication of the trip to pupils and parents.
- To ensure all staff are aware of the guidelines available (see above).  
To assign competent people to lead or otherwise supervise a visit. Competence of other adults proposed to provide support or lead activities within a visit will commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.
- To liaise with the School Office Manager, Mrs Julie Humphreys, to ensure that Criminal Records Bureau disclosures are in place as necessary, (see HASPEV paragraphs 82-86).
- To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- To work with the visit leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- To maintain up to date emergency arrangements within the school disaster plan and



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ensure there is an emergency contact for each visit.

- To keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses').
- To ensure that visit evaluation is used on EVOLVE to inform future visits and training needs. Further staff training should be made available where a need is identified.
- To regularly monitor and review the recording of incidents, accidents and the reporting of serious injuries in liaison with the School Nurse, and to use this information to inform future visits.
- To review systems and, on occasion, monitor practice.

## **Role of the Office Co-ordinator for visits:**

- Check the trip letter and use EVOLVE to produce a consent form from the bank of consents already available.
- Some staff may create their own consent, but these will need to be checked before submitting to the priority one contacts.
- Check thoroughly the pupils which do not have the online consents. Send emails to these contacts
- Check and redistribute the consents if needed.
- Inform Trip leader if consents are missing.
- Collate the information for packed lunches ( if required)
- Prepare the labels for the lunches
- Liaise with catering staff

## **Role of the Finance Officer:**

- Check the costings of the trip is correct before the letters are sent
- Put the values onto parentpay

## **Role of the Visit Leader:**

GDST Notes of Guidance is available through The Hub for all staff leading visits off-site should be familiar with its contents.

The Visit Leader has full responsibility for the safe running of the activity including pre planning and following guidance and ensuring all participants are aware of their roles. To achieve this, the Visit Leader will:

- Identify the clear purpose and objectives of the visit.
- Select the appropriate provider for residential and activity based trips. The Trust have a list of providers which should be consulted for a quote.
  - Halsbury
  - Travelbound
  - Voyager School Travel
  - NST

Ensure the travel provider has an NDA policy to comply with GDPR Trust guidelines

- Carry out, and provide a record of, a comprehensive risk assessment.



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- Write a parent information letter, itinerary and kit list ( if necessary) and send to the front office for them to enter onto EVOLVE, for electronic distribution.
- Wherever possible, involve pupils in the planning of the visit, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Arrange briefing meetings with parents, as appropriate, for high risk, residential and foreign visits.
- Be trained in first aid to an appropriate standard in line with the GDST First Aid Policy. If you aren't first aid trained please read the guidance on evolve to see if you can take the trip
- Liaise with the School Nurse to ensure that any specific medical and health issues of pupils or accompanying staff are taken into consideration within the planning and that their needs are catered for.
- Complete visit documentation via EVOLVE, and obtain approval from the Head Teacher, and EVC for any visit off-site, no matter how short its duration.
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times particularly on residential trips.
- Have prior knowledge of the venue – the visit leader should normally have made an exploratory pre visit.
- Inform parents and seek permission/consent via the evolve system, detailing the nature, purpose and related activities involved in the visit. This information should be sufficient to enable parents to provide informed consent.
- Liaise with the finance office to ensure the correct payments will be made for the trip.
- Ensure that parents are fully informed of the schedule for the collection of payments. before bookings are taken.
- Book a mobile phone to store the information for the pupils via the Finance office.
- Collect an SLT contact card from finance.
- Book the trips 4G ipad via the booking form on firefly, and collect from IT support.
- Before the trip, meet with the nurse, relevant HOSs and DSL to get an overview of the pupils on the trip.
- If necessary contact Fiona Fox regarding the insurance provision of certain pupils, based on their health and activities undertaking.
- Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows which pupils they are responsible for. To ensure that each pupil knows which adult is responsible for them and that all adults understand that they are responsible to the visit leader for the supervision of the pupils assigned to them.
- Ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.  
Continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- Inform Darren Payne in good time of any specific need for cover of classes whilst they are away and ensure that suitable work is left for these classes and that other duties and responsibilities are covered.
- Ensure that, on return from a visit, participants under 18 years of age are delivered, where appropriate, into the care of a person with parental responsibility or their representative.
- Carry out a review of the trip on return via EVOLVE, evaluating its success and recording any near-misses or proposed changes for repeat trips in the future.

## Role of the Pupil



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- To facilitate the communication of information between school and home by promptly passing on letters and consent forms to parents/staff.
- To be aware of the risk assessments including 'Plan B'.
- To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and accept the expected standards of behaviour, as outlined in the school 'Code of Conduct' on trips.

## **Role of Parents and Carers**

- Carefully read all information regarding the proposed visit before giving electronic consent.
- Provide up to date medical and emergency contact details, informing the school in writing of any changes before the visit commences.
- Support the school in upholding the Code of Conduct for educational visits.
- Make all payments by the deadlines provided, taking note where payments are non-refundable.
- Inform the school immediately if their child has to pull out the trip for any reason, honouring any outstanding commitments to further payments.
- Arrange to collect their daughter promptly at the end of the trip.



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