



# OPEN ACADEMY EDUCATIONAL VISITS POLICY

Signed .....Nick Plater .....

Designation.....Acting Chair.....

Date... 17<sup>th</sup> May 2018 .....

Reviewed at by the Governors' Standards & Learning Committee on 3<sup>rd</sup> May 2018  
Ratified by the Governing Body on 12<sup>th</sup> July 2018  
The next date for review of this policy is October 2021

## **Open Academy Policy on Educational Visits**

The Academy has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. [www.oeapng.info](http://www.oeapng.info) and as outlined on EVOLVE [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk) . Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **Aims and purposes of Offsite Visits**

The Academy has a strong commitment to the added value of learning outside the classroom and beyond the Academy premises by the use of carefully planned educational visits. It will seek to provide a broad & balanced range of Learning outside the Classroom opportunities for all its students. This is part of the Academy's provision of a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year the Academy will arrange a number of activities that take place off the Academy site, and sometimes out of Academy hours, which support the aims of the Academy. The range of activities to which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- Academy sports teams and away fixtures
- Regular local visits (places of worship, businesses, tourist attractions, educational establishments and other local amenities) (See Appendix 1)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities

The access to these activities will be dependent on their nature and purpose. Some will be open access, some by invitation, by class or year group or by other criteria.

### **Approval Procedure**

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Principal. The Principal has nominated Mrs Sawyer as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents/carers, the Principal will approve the initial plan. The Principal/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk)

The Academy has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at Academy level on Evolve by EVC & Head.

Level 1 Local regular day visits - this establishment has chosen to use Evolve to record & approve all these visits.

### **Definition of Levels:**

**Level 3** = Overseas, Residential or Adventurous visits

**Level 2** = Day visits not in the Academy's list of Level 1. [These must be approved on-line at Academy level on Evolve].

**Level 1** = Local & regular visits that have generic risk assessments & standard operating procedures for within the Academy. See appendix 1

### **Staffing**

The Academy recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on an Academy visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the Academy to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The Academy values and recognises the contribution of volunteer adults and parent/carer helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Principal and Visit Leader and is entered on the voluntary helpers list kept by the Academy on Evolve. They will be carefully briefed on the scope of their responsibility. Where it is appropriate, the Academy will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

### **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

### **External Activity Providers**

Where external contractors are involved in organising all or part of the visit, the contract will be made with the Academy on behalf of the students. All payments for the visit will be made through the Academy accounts.

The Visit Leader will make appropriate checks before committing the Academy to the contract. This will include seeking assurances about health and safety and any accreditation and licensing. Wherever possible, the Academy will seek to use holders of the Learning outside the Classroom Quality Badge for which no Providers' Contracts or other assurance checks are required.

## **Parental Consents**

Written consent will be requested for activities that need a higher level of risk management or those that take place outside Academy hours. The Academy has a standard form, which will be used for this purpose.

Written consent from parents/carers will not be required for students to take part in the majority of off-site activities organised by the Academy as most of these activities take place during Academy hours and are a normal part of a child's education at the Academy. However, parents/carers will be told where their child will be at all times and of any extra information or measures required.

As part of the parent/carer consent they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The Academy has policies for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

## **The expectations of Students and Parents/Carers**

The Academy has a clear code of conduct for Academy visits based on the Academy's Behaviour Policy. This code of conduct will be part of the condition of booking by the parents/carers. Students whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such students should be sent home early and parents/carers will be expected to cover any costs of the journey home early.

## **Emergency Procedures**

The Academy will appoint a member of the Senior Leadership Team as the emergency contact (EPOC) for each visit. During the academic day, Mrs Sawyer and Mrs Rose will be the first points of contact to refer to nominated member of SLT. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents/carers and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal Academy procedures for reporting and investigating accidents.

## **Review by the Local Authority**

The Academy is supported in its arrangements for offsite visits by the County Council. Where necessary, the Academy will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Some sample monitoring will also be undertaken by the LA and the Academy agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

## Charging Policy for Activities and Visits

The Academy may invite, but not require, parents/carers to make voluntary contributions for Academy activities in order to enhance what is otherwise provided. There is no obligation to contribute and students will not be treated any differently according to whether or not their parents/carers have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if there are insufficient funds to support them.

The Academy will comply with the law in relation to charges that may be made for the cost of activities provided outside Academy hours, within Academy hours and for board and lodging on residential courses.

## Use of Mobile Phones on Educational Visits

The visit leader should ensure that students and their parents/carers are aware of the Academy's policy for mobile phones before the visit.

The Academy's policy on the use of mobile phones should be consulted and any sections that also apply on educational visits, in particular during curriculum learning activities, should be applied to educational visits.

Parents, carers and students are reminded that mobile phones can act as distractions and can distract students from making full use of the educational opportunities offered by the visit. Carrying expensive phones can expose students to the risk of loss or theft which can involve the group leader in time consuming reporting procedures. In any event, students and parents/carers are reminded that they are responsible for all items of personal property taken on the trip.

If the visit is abroad, then parents/carers and students are reminded that the costs of using a mobile phone will be much higher than in the UK. This also applies to calls and texts being made to others on the same trip. Students and parents/carers should disable internet roaming to prevent huge bills being incurred, as most smart phones will update applications, even when not in use.

However, there will be circumstances where the use of mobile phones on educational visits is allowed and encouraged.

They can be used to:

- Enable contact between visit leader and students during remote supervision
- Maintain contact with other student groups
- Take photos for a personal record
- Contact parents/carers of a change in arrival times
- Maintain contact with parents/carers during residential visits (although for some children homesickness can be made worse by frequent contact home)
- To contact the visit leader during an emergency

There will also be times where mobile phones must not be used:

- During formal lectures or performances

- When students' attention is essential, e.g. during activities or walking in busy areas etc
- During visits where respect is due, e.g. visits to religious establishments, battlefields, etc.
- When requested to turn off mobile phones by the visit leader
- When the establishment/venue being visited requires mobile phones to be switched off

During a Duke of Edinburgh expedition, the use of mobile phones is always restricted. After referring to the expedition handbook the supervisor will issue clear guidelines to students beforehand; they can either not allow any mobile phones, allow one mobile phone which is sealed and should only be used in an emergency, or allow mobile phones where the sim card has been removed so that only the camera feature can be used.

Should a serious incident occur, parents/carers will be informed via the emergency point of contact at the Academy. Students will be asked not to use their mobile phones until all parents/carers have been informed. The reason for this is that in the event of a serious incident, media coverage is often very quick, and it is important that parents/carers are informed through the appropriate channels before an incident becomes public knowledge.

A wish to telephone home during an emergency will be a natural reaction, particularly if students possess mobile phones. Depending on the seriousness of the incident and the age of the children/young people, the visit leader may allow children and young people to get in touch with their parents/carers, once the emergency contact has been alerted. Usage will be closely monitored by an adult. Under no circumstances should students post any messages on social networking sites about the incident.

### **Procedure and Process for the Health and Safety of Students on Educational Visits**

At the Academy, we value the contribution that off-site learning can make to our students. Visits widen the learning experience and promote greater independence. They can improve students' affiliation to the Academy and generate more positive relationships with other students and adults.

Most off-site learning takes place without incident, but there has been growing concern across the country about ensuring high levels of safety for students on off site visits. Good planning and attention to detail around safety measures can reduce the number of incidents and lessen the seriousness of those that do happen.

This procedure is aligned to the Open Academy's overall Health and Safety Policy.

The Academy takes seriously its responsibility to protect and safeguard the interests of its learners.

Staff involved in educational visits will demonstrate high levels of safety awareness. The systems, guidelines and responsibilities featured in this document are designed to help the Principal, Governors and staff to ensure that students stay safe and healthy on Academy visits and also aim to give clarity and assuage concern that may be expressed by parents and carers.

**Other Academy policies that this Educational Visit policy relates to are:**

- Academy Charging and Remissions Policy
- Pupil Premium expenditure (information of the distribution of the pupil premium will be published on the Academy website)
- Equality Policy (Whole School)
- Safeguarding Policy
- Positive Behavior Policy
- Health & Safety Policy

***Date signed and agreed by Principal: 17<sup>th</sup> May 2018***

***Date signed and agreed by Governing Body: 17<sup>th</sup> May 2018***

## Appendix 1

### LOCAL AND REGULAR ONGOING

The Academy Educational Visits Policy already states that the Governing Body gives approval to a wide range of activities that fall into the 'local and regular' on-going Category A visits.

This is deemed to include regular out of hours clubs, Academy teams and sports fixtures, nearby visits, off-site curricular journeys, for example, to and from training providers working in association with the Academy such as NTS, ACE and Easton Otley College, non-residential local visits, field studies to non-hazardous locations, swimming pools, sports centres, museums, history studies, other academies, theatre visits and local journeys (deemed to be no greater than one hour travel time from the Academy site).

The following list provides examples of venues which fall into this category but is not exhaustive. Any member of staff in doubt should consult with the Academy's EVC for guidance.

Mousehold Heath  
Norwich City Centre  
University of East Anglia (UEA) (library and other buildings)  
Sainsbury Centre for Visual Arts  
John Innes Research Centre  
Local Parks  
Local countryside (just walking)  
Wroxham Football Club  
Hall School  
Local cinemas e.g. Cinema City, Odeon  
Local educational establishments and training providers  
Local businesses  
Other local venues e.g. Castle Museum for activities such as Art exhibitions

This is not an exhaustive list and the EVC and Principal will make decisions regarding individual trips which may be considered eligible to be included on this list.



## Appendix 2

### Consent, Medical and Data Guidance

May 2018

#### 1. Consent for educational visits

**Routine acknowledgement:** Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement should be gained on enrolment for routine local visits and activities which are a part of your normal educational provision during the school day and information regarding the nature of the types of visit should be included in your prospectus/website/with the acknowledgment request.

You should always aim to inform parents by whichever written method(s) the school deems appropriate of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details.

On occasions, a curriculum opportunity may become available at short notice and you should aim to notify parents that their child will be offsite, but this may not always be possible.

**Non-routine visit consent:** Written consent (which may be electronic) should be gained on enrolment for non-routine visits and activities and those visits which fall outside of normal hours. You must inform parents by whichever written method(s) the school deems appropriate of the nature of each visit, activity or series of a similar nature.

**Specific visit consent:** Written consent, (which may be electronic) should be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. You should inform parents, by whichever, written method(s) the school deems appropriate, of the nature of each visit, activity or series of a similar nature.

#### 2. Medical information

You should use the medical information on record in your Student Information Management (MIS) System, with any updated information provided by parents. Where visits or activities involve a higher level of risk or extend significantly beyond the school day where medical or welfare considerations may change, it may be appropriate for separate medical information and consent forms to be completed.

#### Carrying pupils' details on educational visits

The General Data Protection Regulations do not bar schools from carrying personal information on educational visits. It is, however, appropriate to ensure that data is kept as secure as practicable and that only information that is essential is carried.

For local, routine, normal visits within the school day, where the school has staff available and has access to medical and contact details, it may be appropriate to carry a group list for registration purposes. Where a participant has a specific medical need then details may need to be carried for that child or young person.

Beyond the school day for local visits, consideration should be given as to the accessibility of data and contact and medical details should be carried only if that data is not accessible and the visit leader will be making contact with parents in the event of an incident.

For non-routine or specific visits then it will be appropriate for the visit leadership team to carry sufficient information in order to provide non-local medical authorities with sufficient information to care for a participant. Parent/carer contact details can also be carried (with the understanding that a senior member of staff not on the visit is preferable as the parental contact in the event of an incident). For visits overseas it is appropriate to carry sufficient medical details with translations of a blank form and key medical information. Some medical authorities require sight of parental consent before they will carry out medical procedures.

Consideration should be given as to whether data is carried on paper forms or stored on an electronic device or Evolve. Where an electronic device or Evolve is used then assurances around power supply (consider a portable battery) and internet access should be sought.

### **Evolve Plus**

Evolve Plus is a suite of modules which schools can subscribe to annually which links visit forms with your MIS. This allows medical, welfare and behaviour details to be added to a visit form. It ensures that there is one source (your MIS) and reduces discrepancies and omissions. A further module on consent removes the requirement for any paper consent forms.

### **3. General Data Protection Regulations**

Schools and services are data controllers. Your employer is a data controller and/or processor. Norfolk Educational Visits Service (Part of Norfolk County Council (NCC) /Educator Solutions) is a data controller and processor. We use an online planning system Evolve [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk)

Schools may wish to adapt the following paragraph and include it in their data protection policy.

*We plan and manage our educational visits using an online system called Evolve managed by NCC. We request participant and parent/carer information in order that we can look after your child on their educational visits. This information may include name, date of birth, parent/carer contact details, home address(es) and medical and welfare information. It may also include Care Plans and assessments of risk for your child. We share this information with NCC Educational Visits Service who provide advice, and where appropriate approval of our visits. The right to erasure does not apply as processing is necessary for the following reasons: to comply with a legal obligation and for the defence of legal claims.*

*For local visits then usually a register will be carried by the visit leader. For visits which are further afield or beyond the school day then medical and welfare information and your contact details will also be carried. These details may be on paper or kept electronically. We will endeavour to keep these details as secure as practicable, but still allow access by the visit leadership team should they need to give information to the medical authorities or to contact you.*

*When we are planning visits using external providers who will be teaching or instructing your child then we may need to share medical and welfare details with them in order that they can appropriately care for your child.*