

UTC Leeds
Educational Visits Policy
2018-2019

Adopted by the Governing Board:

To be reviewed by Governors:

SLT: Alex Berry

Governor: Fay Best

EDUCATIONAL VISITS POLICY

Policy Statement

UTC Leeds recognises the value of off-site visits for students as an enrichment to their studies and to their personal and social development. Such visits can strengthen students' sense of belonging to the school and help generate positive relationships with their teachers and peers.

It is the responsibility of the School and Governing Body to ensure that such visits conform to this policy. The Principal is responsible for implementation of the policy on a day-to-day basis through the Educational Visits Co-ordinator (EVC).

Arrangement and Notification

Proposals for visits will state the educational purpose of the visit, its aims and objectives and how it conforms to the aims of the school curriculum. UTC Leeds has adopted Leeds City Council's approved on-line 'EVOLVE' system for the recording and notification of all visits.

Trips that have not been scheduled in the calendar must first receive approval from the Principal prior to any firm bookings being made. A Visit Proposal Form must be completed **preferably two months** before the date of the proposed visit. The form should be returned to the Principal for approval and to check against the calendar. Failure to obtain approval from the Principal could result in the visit being cancelled.

EVOLVE must be completed in full for all visits and submitted to the EVC for initial approval and authorisation. Parents must be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent forms, provide emergency contact numbers and all relevant medical details.

Where coach or minibus travel is used it must be in accordance with the school's procedures. For any visit, adequate insurance cover must be in place and staff should check that this is the case (e.g. adventurous activities).

If places on trips are oversubscribed it will be for the school to manage, in a fair and transparent way, how those places are allocated. All staff should ensure any relevant qualifications pertaining to the trip for which they are participating are uploaded to EVOLVE during the planning stage of the trip.

Organisation and Responsibilities

The Principal will be responsible for ensuring that trips are well and efficiently planned, organised, undertaken, controlled, monitored and reviewed. The Principal will agree with the named EVC the duties delegated to them. The EVC must ensure that all risk assessment used on submissions conform to the current version issued by the LA and found within the Resource section of EVOLVE.

The EVC is to ensure all staff who leave the school have their EVOLVE accounts disabled within one week of leaving work. The EVC is to ensure un-submitted trips are to be removed from the system at the start of each term. The EVC and Trip Leader must ensure the trip has been authorised prior to the trip taking place. If the trip has not been authorised on EVOLVE, the trip must not leave the school until it has been authorised on the EVOLVE system by the Principal.

Approval of Visits

Approval of all visits will be undertaken by the Principal or the designated SLT member. Approval of visits which include an overnight stay or an adventurous activity (Category 3) will be forwarded via EVOLVE to the LEA Health and Safety Team for confirmation with current procedures for that activity/event. The Visit Leader will submit a proposal to the Principal within the following timescale for each category of visit

Category	Latest date for submission to Principal
Regular curriculum	1 week
One offs	2 weeks
Overnight, overseas, adventurous	4 weeks

Visit Leader

The Visit Leader will comply with the requirements outlined in the LEA Educational Visits Code of Practice. The Visit Leader is responsible for planning the visit, completing all the required documentation and entering on EVOLVE. The Visit Leader is responsible to ensure the trip has been authorised prior to departing on the trip. The Visit Leader will ensure that 'EVOLVE' is completed and that any activities or events that may place staff or students at significant risk are assessed and that safety measures are in place prior to the trip taking place. Risk assessments should be completed based on the current year sample risk assessments provided in the resource section on EVOLVE.

The Visit Leader will agree potential participants with the pastoral team. The Visit Leader will ensure that all parents of students on the trip are provided with all information required and any questions raised are answered prior to the trip taking place. The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip. The Visit Leader will ensure a suitable Individual Pupil Risk Assessment (IPRA) is in place and uploaded to EVOLVE for any pupil who has a condition which may require alternative management or control measures whilst away from the school location.

Prior to the trip it is essential to remind students that they must bring any medication, stated on their form or on SIMS, on the day of the trip. Failure to bring medication which has been identified as necessary (on the E1) will result in the students being withdrawn from the trip. The Visit Leader will ensure a completed Visit Leader Emergency Checklist is taken on the trip and a copy is held by the school nominated emergency contact.

In the event of a serious incident, the Visit Leader will inform their emergency contact who will in turn recourse to the Crisis Support Procedure (on EVOLVE). Where students are above the legal age to consume alcohol, this must be done so under the supervision and discretion of the Visit Leader/ Responsible Officer. Where students are above the legal age to smoke, this will only be permitted in designated areas and at designated times with the supervision and discretion of the Visit Leader/ Responsible Officer.

Other Staff Participating In Visits

All staff assisting in supervision on any trip will be conversant with their responsibilities as stated in the Policy Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed. All staff assisting in visits will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed. All staff must read and sign to say they understand the risk assessment control measures for the trip.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the Visit/Group Leader. Where it is appropriate for other adults to support the execution of trips, they must have a valid DBS. Staff or volunteers over the age of 65 must be declared to the insurance team at RPA prior to the visit.

Undertaking the Visit

Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place. A record must be kept of all such instances for evaluation and review purposes.

Any accidents or near misses that occur during a visit will be reported to the Lead for Health and Safety in school upon the return of the group to the school to record the exact details of the accident/near miss whilst the trip is underway. If the incident involves the facility where your trip is taking place, the host location staff should be made aware of any incident/near miss you have prior to leaving the location. Any accidents that result in a student or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Lead for Health and Safety

Monitoring

The EVC will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard. On occasions the Principal, EVC, Lead for Health and Safety or a member of the Governing Body will accompany a group.

Evaluation and Review

The review will be completed on EVOLVE. The Visit Leader will report any significant safety issues to the Lead for Health and Safety. Every visit will be reviewed by the Visit Leader **within 28 days** of the visit taking place. The results of the Evaluation and review will be available to the Principal via EVOLVE.

Financial Arrangements

The Group Leader should check costings for the visit with the school Business Manager once the visit has been approved. When requesting any form of payment staff are to follow the school's money handling guidelines. All trips should be entered on Parent Pay prior to letters being sent out. Parents/Carers who indicate they have financial hardship and cannot afford trips should be referred to the Principal. Non-payment of trip monies will be at the discretion of the Principal as to whether the student is still able to participate.