

Off Site Educational Visits Policy

Myton School



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Introduction

Myton Mission and Values

Our mission is to prepare students for lifelong success. This mission is underpinned by our four core values:

- **Creating self-assured learners** who confidently navigate their way through their studies and communicate with confidence. Students can reflect on their own strengths and weaknesses and take responsibility for their own learning. They understand the impact their actions and behaviour have on others and themselves and demonstrate the highest standards of conduct both in and out of the classroom.
- **Removing barriers** which may hinder the progress for students, helping them better cope with the rigours of our school and our curriculum. Subsequently, all our students achieve very well.
- **Working together** ensuring our students, staff, parents and partners all share the highest aspirations for our students and work effectively alongside one another for the good of our students and our community.
- **Investing in futures** by developing a strong work ethic in our students so they can thrive, and providing high quality aspirational careers guidance at all stages. Investing in our staff so that they are always developing themselves to inspire and motivate our students.

At Myton School we are committed to providing an excellent education of the highest quality for all students no matter their background or starting points. To achieve this, our focus is on high quality teaching and memorable experiences throughout their time with us.

At Myton we strongly believe that enrichment opportunities, including many offsite educational visits, have a positive impact on our students' learning and development in many different ways:

- Improved and deepened learning
- Developing Individual Potential
- Spiritual and Emotional Development
- Improved understanding and Awareness of Environment, Other Cultures and Real-World Learning
- Improved Teamwork
- Improved Relationships

This policy document is written to support staff in the continued use of thorough and detailed guidance relating to off-site educational visits. These documents attempt to chart a clear course through the regulations for staff by ensuring that all the relevant planning, preparations and necessary paperwork have been completed to enable the visit to be safe and enjoyable for all.

Off-site educational visits are any occasion when a young person takes part in a structured learning activity which is carried out beyond the boundary of Myton School.

All staff must ensure that students are supervised in accordance with the contents of this policy, regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Policy

Myton School's Offsite Educational Visits Policy is based on the Outdoor Education Advisers' Panel (OEAP) [National Guidance](#) as recommended by *Warwickshire's Learning outside the Classroom (LOtC) and Offsite Educational Visits (OEV) policy*.

The benefits of educational visits and enrichment opportunities must complement the regular teaching and learning of a normal school day. To that end, any visits taking place on a school day and during school hours must:

- Include the whole cohort (or an agreed key group of students)
- Relate directly to the students' curriculum and/or be an essential element of the course
- Meet other agreed whole school priorities and objectives (such as meeting Personal Development criteria).

Examples of trips that have been agreed during school time include:

1. Geography fieldtrips
2. Business Studies trips to study local businesses
3. PE offsite residential practical assessments
4. Art visits to prepare for exam work
5. A Level conferences
6. Careers visits including UCAS, employers, etc.

Examples of trips that have been agreed that cross school time AND out of school hours include:

1. Theatre visits
2. Newquay (across the weekend including a Monday or Friday)
3. Bushcraft Residential

Examples of other trips which may take place partially in school time and partially out of school hours:

1. Geography enrichment trips including Iceland and Sicily
2. History/RE enrichment trips including Rome
3. Drama enrichment trips including New York

4. Holidays including La Fosca and the French Alps
5. MFL trips
6. Ski trip

It is essential that all visits are inclusive, and any reasonable adjustments needed to allow any student, including those with physical or mental health difficulties, differing faiths, cultures, gender identities or other needs to access the visit, are planned in advance of announcements to parents and students. To ensure trips are launched to parents and students correctly, before issuing letters, all visits must have **Outline Approval** on Evolve. They must also:

- Be checked by SENCO and Safeguarding Lead to ensure trip is inclusive
- Have a clearly planned itinerary that includes any reasonable adjustments required in cases of physical disability
- Have identified any students with potential mental health or medical challenges and appropriate care plans to enable their attendance
- Have identified any other students with protected characteristics and ensure their needs will be met to enable their attendance
- Have the cost and the amount to be charged per student calculated and checked by the Finance Department
- Have considered the impact, of both lessons missed by the students on the trip and of lessons missed by other students whose teachers are on the trip and must be authorised by the Cover Manager
- Have letters or correspondence to be sent out to parents or students checked and agreed

Before the trip takes place, further information must be added to Evolve and it must be **approved by the EVC** so it is granted **Final Approval**. Information which should be included:

- A thorough risk assessment which acknowledges the activities taking place and the students joining the trip
- Emergency Contact Details
- First Aiders
- Copy of the approved letter sent to parents
- Accurate timings for departure/arrival
- Accurate staffing and student information

Residential, overseas and adventure activities visits must be submitted to the Governors for approval 12 weeks before the date of travel. These trips must also be approved by the Local Authority who require 4 weeks' notice.

Clarification of Roles

Educational Visits Coordinators (EVCs)

In order to carry out the full range of functions expected of an EVC the EVCs should have:

- Attended an EVC Training Course and have revalidated this accreditation if that is required
- Significant experience of practical off-site activity and visit leadership
- Status within the Establishment that enables them to guide the working practices of their colleagues
- Time agreed that is sufficient to fulfil the role

The EVC should ensure that:

- There is an Offsite Educational Visit Policy and Visit Guidance and Procedure Document for Offsite Educational visits
- They are familiar with the Myton Offsite Educational Visit Policy and Visit Guidance and Procedure Document for outdoor learning, off-site visits and Learning Outside the Classroom
- All off-site visits organised meet the requirements of their Myton's Visit Guidance and Procedure Document, as well as the requirements of the Myton OEV Policy

Head Teacher

The Head Teacher should ensure that:

- They are familiar with the Offsite Educational Visit Policy and Visit Guidance and Procedure Document for outdoor learning, off-site visits and Learning Outside the Classroom
- The requirements and recommendations of the Myton Offsite Educational Visit Policy and Visit Guidance and Procedure Document are followed
- A suitable member of staff is clearly designated as the EVC and that the designated person meets all requirements, including undertaking EVC Training
- They are aware that they may be involved in adjudicating parental complaints or dealing with an emergency
-

Myton School Governors

The Governing Body should ensure that:

- This Offsite Educational Visit Policy is reviewed and updated regularly
- Ensure that robust systems are put in place to support the implementation of the procedure written in the associated Visit Guidance and Procedure Document (Myton VGP)
- There are training regimes in place to appropriately support the planning and delivery of visits and off-site learning
- There is a trained EVC in place who meets Myton requirements with sufficient time allowance to fulfil the role
- There are approval and notification procedures in place between the staff and the EVC as required by the Myton VGP document
- The principles of inclusion are supported
- There are monitoring procedures in place through an annual meeting between the member of Leadership Team and Governor with oversight of educational visits (through curriculum link) to review procedures
- They scrutinise and give timely approval for any overseas and residential visits; all day visit approval is delegated to the EVC in school

Visit Leader

The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should be made.

Visit Leaders **must**:

- Have attended Visit Leader Training
- Follow the guidance and Myton policy and procedures
- Ensure that the activity is properly planned and that the plan includes appropriate risk management procedures based on a risk-benefit analysis
- Ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision
- Follow the Trip Leader checklist (appendix 2).

Assistant Leaders

An Assistant Leader is responsible for a particular activity during a visit.

Assistant Leaders should be:

- Accountable, as described above
- Suitably competent and knowledgeable about establishment and employer policies/procedures, insofar as they affect the responsibilities they have been assigned
- Specifically competent and confident to carry out such tasks as they are assigned, and to take over if the Visit Leader is incapacitated
- Fully briefed to ensure that they understand the role and responsibilities expected of them

The exact competence requirements should be guided by the risk management process.

Helpers

Helpers should be:

- Subject to an appropriate vetting decision by EVC
- Used appropriately and not used to replace an Assistant Leader
- Suitably competent and confident to be able to carry out the duties they are assigned
- Confident in their understanding of the role and responsibilities that they have been assigned and how these integrate with other staff
- Enabled to contribute to the evaluation of all aspects of the visit

Volunteers

A volunteer may take any role in a visit, including Visit Leader, Assistant Leader and Helper. Whichever role they are used in they must meet the requirements of that role.

Parents

Parents should be aware of the following:

- Their right to full information
- Their need to provide full information about their child
- The requirements for parental consent
- The need for parents and young people to have a proper understanding of behavioural expectations and sanctions which may be set out in a Code of Conduct
- The need to provide a 24/7 home emergency contact number

Students

Students should be briefed about aims, expectations and codes of conduct for all visits.

Where possible students should be involved with planning and developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

Any student with specific needs should be entitled to discuss and plan for those needs to be met with the trip leaders in advance of the visit.

Behaviour

At Myton School we expect and encourage good student behaviour as outlined in the school's Relationship Policy. This is expected both in school and on educational visits.

In addition, there is a standard 'code of conduct' for residential visits that students and their parents/carers are expected to sign (Appendix 1). If a student is in breach of these expectations on the visit, then the trip leader will contact the EVC or member of LT on standby and discuss an agreed action, contacting parents when appropriate. Serious breaches of the school's behavioural expectations may result in arrangements being made for students to be collected or transported home. If this does occur, this will be at the expense of parents/carers. Additional sanctions, depending on the nature of the behavioural breach, may also be imposed.

The school retains the right to refuse an individual student from participating in a trip or visit if the individual's behaviour record demonstrates cause for concern or where there are other visit-specific concerns (such as questions relating to the safety and supervision of the student during the visit). Where this is the case, parents/carers should be fully informed well in advance of concerns over the student's eligibility for the visit. If the school has to withdraw a student from a trip due to behaviour concerns, parents/carers will only be entitled to receive back any money already paid as long as this can be recovered without loss to the school (eg if the place can be filled by another student).

If a student is involved in a serious behaviour incident at other times, the Head Teacher or a designated member of staff may decide that the student may not be allowed to take part in off-site educational visits. This sanction may also be applied to students who exhibit persistent disruptive behaviour.

Inclusion

Myton School endorses the principles of:

- A presumption of entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

It is unlawful to:

- Treat a disabled young person or anyone who has characteristics identified under the Equality Act 2010 less favourably
- Fail to take reasonable steps to ensure that disabled persons or anyone who has characteristics identified under the Equality Act 2010 are not placed at a substantial disadvantage **without justification**

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and is reasonable.

Ratios and Effective Supervision

On all Myton visits, Students should be supervised in accordance with the principles of “Effective Supervision”, which considers:

- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place
- The age and gender (including developmental age) of the students to be supervised
- The ability of the students (including their behavioural, medical, emotional and educational needs)
- Staff competence

Risk Assessment and Management

The Visit leader must carry out a comprehensive risk assessment for all visits. All risk assessments must be reviewed, supplemented and adopted for visits as necessary. A copy of the all Generic Risk Assessment forms for Off-Site Activities and School Visits is available from the EVC. All risk assessments should be personalised to the trips and follow the itinerary of the trip to ensure all risk is accounted for.

For students with significant additional needs, it may be necessary to complete an individual risk assessment to raise awareness of possible hazards and control measures that may not have been previously considered.

Dynamic risk assessments may be required during the visit if changes occur e.g. weather, illness or an unforeseen hazard.

Assessing venues and providers

When using a venue or provider the Visit Leader should ensure that the:

- Venue and activities offered are appropriate for the group and its intended learning outcomes
- Provider has accreditation to demonstrate they meet minimum standard for safety and quality

Where possible Staff planning an off-site activity should make a preliminary visit to the venue, or research carried out on the venue in order to:

- Carry out an on-site risk assessment
- Check the facilities available and assess the site's suitability with regard to the age and any particular needs of the children
- When our students attend off-site activities, including day and residential visits and work-related activities, we will check that effective child protection arrangements are in place.

Transport

When hiring coaches and minibuses, it is our policy only to use reputable companies with:

- Vehicles fitted with appropriate seat belts, and to insist that all those participating in the visit wear them
- Practices and procedures they employ to ensure industry standards are met regarding medical checks of

drivers

- Drivers that have been appropriately DBS checked and cleared

The school's minibus will be operated following the School's policy, with the Head Teacher and Governing Body responsible for the management and use of vehicle. The Driver is responsible for the vehicle during a journey and must observe all legal requirements.

Where private cars are used for transport, the trip Leader is responsible for ensuring that we have checked:

- The suitability of the driver
- We have received parents' written agreement
- The appropriate licence, insurance, roadworthiness and child restraints (where required) are in place for each vehicle
- That each driver has been subject to DBS Criminal checks.

Finance

Myton School takes account of the law relating to charging for school activities, as set out in sections 449 to 462 of the Education Act 1996. Any charges made should comply with the School Policy on Charging and Remission.

A Hardship policy is in place to support students who are unable to afford a visit.

All payments must be made via ParentPay in advance of the visit.

All trips must be self-funding.

Voluntary Contributions

Voluntary contributions may be sought by Myton School in support of an activity on condition that:

- All information to parents regarding finance is provided, including the nature of the proposed activity or visit, the likely value in educational terms and the financial contribution per student which would be required if the activity were to take place
- Parents are informed that there is no obligation to contribute
- It is made clear whether the activity or visit is likely to be cancelled if there are insufficient contributions
- No student will be excluded because parents are unwilling or do not have the finances to contribute
- Students are not to be treated differently according to whether or not their parents have made any contribution

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for
- Contingency money in case of emergencies

Insurance

Myton School Insurance Policy covers all school trips within the UK. For extreme sports or adventurous activities Myton Finance department will contact the insurance provider. For any visit outside of the UK, the tour operator's insurance must be taken.

Emergency procedures and incident reporting

Prior to the event the EVC will issue:

- Education Visits Coordinator Approval for Visit
- Form OSA5 Emergency Action Form – Party Leader
- Myton School, Warwick Accident/Dangerous Incident/Near Miss Report Form

Visit Leaders should familiarise themselves with the forms, which should be carried with them at all times when away from the school and ensure they are familiar with the procedures to follow in case of emergency.

Monitoring and evaluation

The EVC will monitor Outdoor Learning and Off-site visits to ensure that:

- All practices, including notification and approval procedures, comply with Myton's policy and procedures
- All visits and activities are carried out safely and effectively and in line with Myton's policy and procedures
- All policies and procedures are reviewed and updated to remain current and in line with good practice
- All Myton employees have easy access to Myton's policy. Employees have access to relevant training that supports the implementation of this guidance e.g. Educational Visit Coordinator (EVC) training, Visit Leader training
- Records of visits are kept
- All trips are evaluated by the trip leader

Guidance

To ensure the smooth running of all trips, the Visit Guidance and Procedure Document will include all the following documentation:

- Approval of visit
- Instructions in the use of EVOLVE online visit notification
- Risk assessments
- Medical Forms



Myton School Educational Visits Code of Conduct

Student Name: _____

Form: _____

Visit to: _____

This is a valuable experience that requires sensible and active participation. In order that everyone may get maximum value and enjoyment from this trip your son/daughter will be expected to follow the usual highest expectations we have for everyone in our Relationships Policy and must ensure they refrain from any conduct that would put the reputation of Myton School at risk.

Please read through the following with your son/daughter and stress the importance of adopting a sensible, sensitive and respectful manner during the course of the trip.

I will:

- take all correct equipment for the trip
- always stay seated and wear the seatbelt when the coach is moving
- follow rules and instructions given by the trip leader, other staff and instructors
- always listen to, and follow instructions on health and safety advice
- be co-operative and helpful in order to make the trip enjoyable, trouble-free and rewarding. I will always be aware of, and thoughtful and respectful to, others around me
- always get permission if I need to leave the activity or supervised area
- always stay in groups of at least four or other specified number when I leave the activity, accommodation or supervised area
- behave sensibly and safely at all times, especially when supervised remotely, including:
 - not leaving the group without permission
 - always return to the meeting point at the agreed time
 - be on time for meetings and activities
 - not to take or steal any property, money or technology belonging to someone else
 - not smoke or purchase cigarettes
 - not consume or purchase drugs or alcohol
 - not get any body piercing or tattoos
 - not go into others' hotel rooms for any reason
 - abide by the laws of the country visited and comply with the customs or duty free regulations
- not take part in any activity which could be deemed dangerous, without the permission and supervision of qualified and experienced instructors
- not behave in a way that will embarrass myself, my parents, staff or others on the trip
- not make noise or behave in a way that might cause inconvenience or disturb others, including members of the public, or upset the management or staff
- take a full and active part in all activities
- ensure I sleep and eat enough sensible food so as to maintain energy levels required to take part and enjoy activities
- only use mobile phones and other technology during free time and not in an anti-social manner. I will use social media appropriately, responsibly and sensibly
- expect staff to communicate any instances of misconduct to my parents either upon my return or by telephone whilst on the trip

Print Name _____ Form _____ Signed Student _____

- Signed Parent/Carer _____ Student's Mobile number _____



Myton School Trip Leader Checklist

- If trip is not in calendar, speak to Operations Manager in the first instance.
- Speak to Finance to discuss the costs of the trip and book transport.
- Complete Evolve Outline Approval.
- Complete any Governor paperwork, if necessary.
- Send letter to parents (via Upper School Reception).
- Read the general risk assessment and use this to create a thorough, personalised risk assessment and add to Evolve.
- Add a copy of parent letter to Evolve.
- Add student names to Evolve.
- Ensure the trip is submitted on Evolve to EVC before the trip departs – . Timelines will vary depending on the type of trip. 1 week for local visits, 2 weeks for UK visits, 4 weeks prior to abroad trips
- Let attendance know which students are on the trip and add to the Staff Bulletin.
- Complete EveryHR absence request for any staff attending.
- Day before: print out student names and emergency contacts (on Evolve), collect first aid kit and school mobile from finance.
- Evaluate the trip on return and hand back all items borrowed.