



Educational Trips and Visit Policy

Previous Policy started: July 2016

Date of Amendment Review: February 2017

Member of staff reviewing policy: Assistant Principal Wellbeing & EVC

Date of Next Review: February 2020 with interim amendments as required

Approval from Executive Principal: March 2017

Approved by Governing Body: March 2017

Educational Visits Policy

Lighthouse School Leeds is a school for young people aged 11 to 19 with an autistic spectrum condition (ASC) or related communication disorder.

We recognise the value of off-site visits to pupils as enrichment to their studies, and to their personal and social development. Such visits improve the student's relationship with the school and build on relationships with the staff that work with them.

The school's ethos around promoting learning for life and support young people and families' aspirations for the future recognises Education Visits as being a key area to promote learning in environments outside of school.

The school feel strongly that promoting these skills in individuals to allow them to fully engage and participate in learning outside the classroom and this comes with great benefits to students and their development. Lighthouse school is committed to a cycle of educational visits each year and embed educational visits in to the school's weekly curriculum. The following areas often include educational visits;

- preparation to adulthood
- vocational preparation
- community visits
- enrichment activities
- supporting a student's individual curriculum
- promoting leisure activities and inclusion.

Lighthouse School takes the health and wellbeing of our students and staff seriously and we take all reasonable steps as outlined in the Health & Safety at Work Act 1974.

This policy has been designed in line with DfE Guidance, Health and Safety Executive (HSE) guidance, OEAP National Guidance web site <http://oeapng.info/> and the Policy Handbook for Educational Visits (Leeds, available on Evolve software).

EVOLVE is the educational visits notification system used by schools in Leeds and throughout most of the UK. It is an electronic system and has been mandatory for notifiable visit planning since 2010.

The Lighthouse School Key Staff for Educational Visits

**Chair of Governors – Katie Parlett
07970 377008**

**Executive Principal – Pauline Hilling-Smith
07852 153777**

**Educational Visit Co-Ordinator (EVC) – Michelle Hoole
0113 4570605**

**Deputy EVC – Brenda Collins
0113 4570605**

**Assistant Principal for Student Wellbeing - Vicky Eustace
0113 4570605**

1. General Statement

- 1.1. EVOLVE visit notifications will, as a minimum, state
 - the educational purpose of the visit,
 - its aims and objectives and
 - how it conforms to the school's curriculum aims.
- 1.2 EVOLVE visit software will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3 Approval of visits will be outlined within the arrangements section of this policy.
- 1.4 Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
- 1.5 Where the school uses external providers, it should satisfy themselves with the quality of the provider via completed E2 and/or E3 (External Provider Forms) uploaded on Evolve **or** by scrutinising the E2 and/or E3 tabs in the RESOURCES section of EVOLVE **or** by visiting the KADDI data base via EVOLVE **or** by any other means.
- 1.6 Appropriate risk assessments and procedures for managing risks will be in place
- 1.7 The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE guidance.
- 1.8 Suitable and sufficient information will be provided to parents which is appropriate and timely to enable them to make an informed decision as to whether their child should take part in the trip.
- 1.9 All consent forms will need to signed and agreed by parent/guardian before the student will be allowed to take in any visit.
- 1.10 All trips and visits will be subject to a review on EVOLVE and approved accordingly.

2. Organisation

The Responsibility for educational visits rests with the Governing Body of Lighthouse School and Executive Principal. The respective roles of each are outlined within the Policy Handbook for Educational Visits. These are available on Evolve software and OEAP National Guidance web site <http://oeapng.info/>

The Governing Body are guided by the school Senior Leadership Team. They have the overall responsibility for ensuring that the Educational Visits Policy (EVP) is appropriately followed at Lighthouse School. The Executive Principal is responsible for the day to day implementation and management of the Educational Visits Policy.

2.1 Governing Body

2.1.1 Approval for visits will be sought from the governing body. This will include all category 3 visits and any category 2 visits where the Executive Principal deems it appropriate. The overseeing of educational visits will be undertaken by:

Katie Parlett – Chair of Governors

2.1.2 The person named above will be the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at www.oeapng.info.

2.1.3 The Principal will provide a report on an annual basis to Governors outlining visits planned and the results of the review of any visits undertaken during the academic year.

2.1.4 Visit evaluations are available for all staff to view on EVOLVE. This should be completed within 28 days following any visits. The option to provide an evaluation is not possible on Evolve after 28 days

2.1.5 The Governing Body will approve, via consultation with the Executive Principal, any use of offsite providers to be used regularly or within the school timetable as a part of the extended curriculum.

2.2 Principal

The Principal will be responsible for ensuring that Educational Visits are planned in accordance with this policy and Leeds City Council's EVOLVE guidance and procedures. Ensuring that all staff are appropriately qualified and trained.

2.2.1 The Principal will authorise all visits via EVOLVE which will complete the approval chain for each visit.

2.2.2 The Principal will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

2.2.3 The Principal will request when required verbal briefings with the EVC or Visit Leader for clarification of any details they feel necessary to approve visits.

2.3 Educational Visits Co-ordinator (EVC)

2.3.1 The school's Educational Visits Co-ordinator is:

Michelle Hoole – Assistant Principal
Brenda Collins – Administrator Deputy EVC

- 2.3.2 The school's EV co-ordinator and deputy co-ordinator will undertake duties as agreed between them and the Principal. This will be in line with the responsibilities listed in the Policy Handbook for Educational Visits.
- 2.3.3 The EVC will be fully aware and have appropriate training in OEAP National Guidance website and Local Authority guidance.
- 2.3.4 The EVC will review all risk assessments submitted by the visit leader and assess them for suitability, this includes ensuring that risk reduction measures are in place to support students on the visit.
- 2.3.5 The EVC will complete all relevant training and ensure that this training is refreshed as required to comply with local guidance.

2.4 Visit Leader

- 2.4.1 The Visit Leader will comply with the requirements outlined in the Policy Handbook for Educational Visits (Appendix) and their role as defined in the OEAP National Guidance web site.
- 2.4.2 The Visit Leader will complete all relevant training on the use of EVOLVE system in addition to the 'Visit Leader awareness training session'. In terms of developing and maintaining good practice there will be an expectation for them to overlap an existing school visit leader preparing a visit including completing risk assessments and pre visit. They will also accompany and observe an existing school visit leader on a trip or visit before completing their own visit.
- 2.4.3 The Visit Leader will ensure that notification is completed on EVOLVE and that any activities or events which include significant risk to staff or students are appropriately assessed and that safety measures are in place **prior** to any trips taking place.
- 2.4.4 The Visit Leader will complete the risk assessment process. The risk assessment process is designed to manage real risks when planning visits, while ensuring that learning opportunities are experienced to the full. The risk assessments will take into account the risk of the visit itself and any individual risks of the students taking part.
- 2.4.5 Any visits requiring the use of transport will include a relevant and accurate risk assessment for each mode of transport used to support the visit.
- 2.4.6 The Visit Leader will ensure that all parents of children on their trip are provided with relevant information required and that any questions raised are answered prior to the trip taking place.
- 2.4.7 The Visit Leader will ensure that a visit itinerary is produced and is uploaded to EVOLVE.
- 2.4.8 The Visit Leader will be responsible for providing a register that has participants signed out and in to each visit. The Visit Leader will update all information on EVOLVE when planning the visit. The Visit Leader will ensure accurate notes are added to the EVOLVE form to advise any changes to the intended attendees.
- 2.4.9 All medical needs will be listed by the Visit Leader on EVOLVE. A printed list will be available for the visit and all medication will be prepared in line with the medical policy before the visit.

- 2.4.10 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway. They will have a duty of care to all members of the party. They will act and key line management for other supervisory staff on educational visits.
- 2.4.11 Staff ratios will be set by the visit leader and listed on EVOLVE, visits will only run with sufficient staff to cope in an emergency and appropriate the needs of the individuals attending the visit.
- 2.4.12 The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.
- 2.4.13 The visit leader will create an EVOLVE record for each visit and this will then be given a unique visit reference to provide a central record of visits.
- 2.4.14 The Visit Leader will evaluate their trip on EVOLVE, this has to be completed within 28 days.

2.5 Supervisory and support staff

- 2.5.1 All staff assisting with supervision on any trip will be conversant with their responsibilities as stated in the Policy Handbook for Educational Visits (appendix). They should feel confident to challenge and report any unsafe practice observed.
- 2.5.2 Supervisory staff on visits will always run with the correct student to staff ratio based on the needs of those attending the visit. If the correct staff ratio is not available the visit must not take place.
- 2.5.3 It is the responsibility of all staff to ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- 2.5.4 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 Leader.
- 2.5.5 All staff while on the visit will implement support and strategies for students which matched the ethos of Lighthouse School, and follow the guidance set out in the school Behaviour Policy.
- 2.5.6 Staff supporting students on visits are responsible for appropriate supervision and having a duty of care for students on the visit and flowing legal guidance acting as a "prudent parent".
- 2.5.7 Staff will feedback information to the Visit Leader to enable a full evaluation of the trip to be completed.

3. Arrangements

3.1 Proposals

- 3.1.1 The Visit Leader will submit a proposal to the Principal before starting an Evolve notification. The Evolve notification must be submitted within the following timescale for each category of visit to the EVC. Exceptions are possible but MUST be cleared.

Category	Latest date for submission to the EVC
1 – Regular curriculum	1 week (recommended)
2 – One offs visits	2 weeks (recommended)
3 – Adventurous activities, overnight, overseas.	6 weeks (mandatory)

- 3.1.2 The EVOLVE notification must be completed for all category 1 & 2 visits. For any category 3 visits all documentation must be submitted to the principal directly.
- 3.1.3 Parents should be given appropriate and relevant 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 form (s), and provide emergency contact number(s) and all relevant medical details.
- 3.1.4 Annual consent forms will be used to gain parental consent for regular curriculum activities and local visits within the school day and listed on individual timetables. This is notified to parents at the start of the school day and further information on educational visits available in student planners.
- 3.1.5 Minibus travel is to be used it must be in accordance with Local Authority regulations.
- 3.1.6 All trips and visits will be assessed for suitability of our students with a diagnosis of Autism and associated conditions. All visits access arrangements will be assessed during pre-visits and consultation for appropriate access ability guidelines.
- 3.1.7 The schools financial procedures will be flowed when arranging educational visits.
- 3.1.8 The relevant insurance will be in place and reviewed annually by the Governors Finance Committee to ensure correct coverage for Educational Visits.

3.2 Notification

- 3.2.1 Notification will be made using EVOLVE for category 1 & 2 visits.
- 3.2.2 All trips and visits will be registered in the school calendar as a single central record.
- 3.2.3 All full school visits or extended educational visits will be listed on the school calendar.
- 3.2.4 The Visit Leader is responsible for planning the visit and completing the Evolve notification.
- 3.2.5 The Principal will ensure that the Visit Leader carries out this task. Where appropriate the Principal will have a briefing on the visit and see relevant documentation. The Principal will make decisions on any visits that require briefing to the designated governor.

3.3 Undertaking the visit

- 3.3.1 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.
- 3.3.2 A record must be kept of all such instances for evaluation and review purposes.
- 3.3.3 Any accidents or near misses that occur during a visit will be reported in the correct forms at school within the relevant bound book upon the return of the group to school.
- 3.3.4 Any accidents that result in a pupil 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 Principal and the Principal will inform the relevant contacts on the school governing body.

3.4 Travel Arrangements

Lighthouse school is committed to ensuring the safe transport of students. We ensure that staff behaviour is safe and that transport arrangements and the vehicle meet all legal requirements.

- 3.4.1 The Visit leaders will follow the guidance on travel arrangements stated in the Policy Handbook for Educational Visits.
- 3.4.2 All staff driving the school mini bus will hold a current driving license, with the relevant class and a MIDAS certificate.
- 3.4.3 The Executive Principal is responsible for ensuring the Site Manager is responsible for arranging the annual maintenance of any school transport including MOT and road tax.
- 3.4.4 The school mini bus will be used where appropriate for Educational Visits and will carry strictly one person per seat and seat belts must be worn at all times.
- 3.4.5 Drivers of the school mini bus will complete all driver checks and return the completed checklist to the school office before departure.
- 3.4.6 Drivers must complete the relevant form the school office for any journey made in the school mini bus.
- 3.4.7 Any potential risks, defects or damage identified in any transport will be reported to the driver and the Visit Leader to be able make any actions required.
- 3.4.8 All staff using private vehicles will hold a current driving licence and complete the relevant EVOLVE form E4 and provide a copy of their licence and insurance document to school.
- 3.4.9 This means that the school ensure staff transporting students in private vehicles meets the relevant criteria listed in the Policy Guidance Hand book and school safe travel arrangements document (appendix).

- 3.4.10 All transport booked with a private hire firm will have a completed E3 provider form to show they have relevant insurance. School will assign designated providers deemed as meeting the correct criteria.

3.5 Monitoring

- 3.5.1 The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- 3.5.2 On occasions the EVC, Principal, Senior Leader or member of the Governing Body will accompany a group. This will assist in appraisal and moderation of the visit leader and the standard of school educational visits.
- 3.5.3 The school may also request a professional through a service level agreement to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.
- 3.5.4 The school follows the Leeds City Council guidance on category of risk to assist in monitoring of visits and the relevant parties reviewing risk assessments for visits.

3.6 Evaluation and Review

- 3.6.1 The Visit Leader will conduct a de-brief with supervisory staff after the visit to help evaluate the visit and make amendments to risk assessments for future visits.
- 3.6.2 An evaluation will be completed on EVOLVE.
- 3.6.3 The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.
- 3.6.4 Every visit will be reviewed by the Visit Leader.
- 3.6.5 The results of the evaluation and review process will be available to the Principal via EVOLVE.
- 3.6.6 The Principal's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

Appendices

- A. LCC Policy Handbook for Educational Visits 2016
- B. National Guidance Visit Leader Checklist
- C. National Guidance Visit Leader Emergency Checklist
- D. Lighthouse Annual Consent for Visits
- E. Example of specific parental consent form
- F. Risk Assessment Template
- G. Example of Evolve Visit Sheet
- H. Example of a Trip Itinerary
- I. Lighthouse School Guidance – Transporting students safely.

Connected School Policies

1. Health & Safety Policy
2. Safeguarding Policy
3. Behaviour Policy
4. Complaints Policy