



Poynton High School Educational Visits Policy

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1. Aim

Educational visits are an important part of a child's education, providing access to a variety of new learning experiences, broadening horizons and allowing pupils to develop independence and cultivate their social fluency.

2. General information

Any activity where children are not on the school site is classed as an Educational Visit. This policy applies to all educational visits but does not apply to work-experience placements, work related learning or alternative provision.

The following legislation and guidance have been used in formulation of this policy:

- [Health and Safety at Work Act 1974](#)
- [DFE Guidance - Health and Safety on School Visits](#) (November 2018)
- [Outdoor Education Advisers Panel](#) (OEAP) National Guidance (live website).

The Headteacher has appointed an Educational Visits Co-ordinator (EVC). They will have the training and experience to enable them to competently discharge their responsibilities as listed in the Outdoor Education Advisers Panel (OEAP) guidance and in line with Local Authority procedures, who provide the Education Visits Advice service to Poynton High School.

The Headteacher and Educational Visits Co-ordinator must know of all proposed visits and may make alterations to any visit arrangements as they deem necessary.

The EVOLVE online system is used to manage and approve visits.

All staff intending to organise an offsite visit must follow this policy and should make themselves familiar with it and subsequent procedures. This includes a full understanding of roles and responsibilities of staff involved in offsite visits, in particular the EVC and Visit Leader.

This visits policy should be read and followed in conjunction with other school/trust policies as appropriate, in particular:

- [PHS Safeguarding Policy](#)
- [TLP Health and Safety Policy](#)
- [TLP Equality, Diversity and Inclusion Policy](#)
- [TLP GDPR Policy](#)
- [TLP Charging and Remissions Policy](#)
- [RPA Insurance Policy](#)
- [Code of conduct for visits](#)
- Minibus Protocol
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It is vital for the health, safety and welfare of those involved in visits that relevant information is available to leaders and external providers. The information is used in the planning of a visit and may be needed in the event of an emergency. Our policies allow for appropriate use and secure storage of personal data for these purposes.

3. Roles and responsibilities

Headteacher

The overall responsibility within the school for the final approval of visits remains with the Headteacher and Governors, but, with the approval of the Governing Body, the Headteacher may delegate some of these tasks to the EVC.

The Headteacher will:

- Be aware of relevant regulations and guidelines including Health and Safety responsibilities.
- To give final permission – via EVOLVE for a visit to take place.
- Be clear about which types of visits require prior notification to, or approval of the local authority. The procedures must be efficient and completed within the designated time scale
- Ensure that the aims of the visit are commensurate with the needs and abilities of the young people. A visit must have a clearly defined off-site purpose that takes account of the age, needs and experience of the pupils.
- Report on visits to governors.
- Delegate tasks to the EVC.
- Countersign the outline approval and finances for all visits via Deputy Head.
- Ensure visits are inclusive.
- Be aware of the need to obtain best value.
- Ensure that adequate measures are in place to protect staff and students from identified risks.
- Ensure that contingency plans are in place to cover for staff illness.
- Allocate time for the EVC to attend training.
- Ensure that a deputy EVC is in place who can act in the absence of the EVC.
- Ensure that incidents / accident reports are accurately reported and recorded.
- Ensure that staff are aware of and understand emergency procedures.
- Ensure that the visits emergency contacts have the necessary authority to make significant decisions.
- Make use of the LAs public relations unit when dealing with the media.

Educational Visits Co-ordinator (EVC)

The EVC is appointed by and acts on behalf of the Headteacher, who retains ultimate responsibility for all educational visits.

The EVC will advise in the planning and management of all off-site visits. The EVC will support visit leaders, the Headteacher and governors by ensuring that the LA's guidelines for leading off-site visits are followed. This person should have experience in leading and managing a range of off-site visits, in particular, those which are common to the establishment and be of sufficient status to be able to influence change in colleagues. This may be the Headteacher, but if not, must have the active support of the senior management team and the EVC may be delegated many of the tasks assigned to the Headteacher.

The EVC will delegate activities in connection with organised visits to members of staff deemed 'competent' but will retain an overall supervisory role for every educational visit from the school.

The functions of the EVC:

- To attend EVC training when delivered by the LA.
- To ensure that a deputy is in place to act in the absence of the EVC.

- To be responsible for liaising with the LA in matters requiring extra support.
- To support the headteacher and governors in their decision making.
- To inform visit leaders whether the visit is permitted to take place following completion of all necessary documentation.
- To ensure that all LA policy documents and relevant forms are available in school within our EVOLVE system are the most up to date.
- To ensure that venues meet the employers 'Health and Safety at Work' requirements.
- To ensure that competent people lead/supervise a visit and are on our school central record.
- To assess the competence of leaders.
- To organise any specific training of leaders and others accompanying a visit (for example - first aid, hazard awareness, specific leader training such as for Ski visit leaders/D of E) and keep records of such training within our EVOLVE system.
- To organise visit leader training where appropriate and keep an up-to-date record of VL trained staff.
- To make available high-quality exemplar materials to assist visit leaders when completing the paperwork for visits.
- To check staffing ratios and amend where necessary in keeping with STAGED - Staffing, Travel, Activities, Group, Environment, Distance.
- To ensure that all online documentation is completed in sufficient detail.
- To inform visit leaders and parents/carers of any extraordinary events which may, affect the visit.
- To ensure that visit paperwork shows evidence that the visit leader has considered all possible risks and management strategies and to amend any which fall short of best practice.
- To ensure parental consent is given on a fully informed basis.
- To ensure that there are emergency arrangements in place and that there is an SLT emergency contact for each visit with a second link person available.
- Liaise with the Headteacher on all matters where necessary.
- To give the Headteacher checked information via EVOLVE for them to decide if the visit is approved or not.
- To prevent any visit from taking place that does not follow school policy and procedures.
- To review and monitor practice regularly.
- Ensure the correct insurance is arranged.

Deputy Head

The Deputy head's role is to make the initial decision if the visit is viable or not via the EVOLVE Outline approval system (see Approval process). They will schedule a meeting with a representative from SEND and the Year Team to discuss each visit and then document the outcomes of this meeting on EVOLVE.

This includes checking the activities planned, timing and dates, suitability for students involved, proposed staffing, initial information is entered correctly on EVOLVE, liaising with the Cover manager to ensure appropriate cover is possible if required.

If a visit is not approved the Deputy head will add a note onto the EVOLVE system stating the reason why and allow the VL to negotiate an alternative or solution. Once the visit is approved the Deputy head should enter it on to the whole school calendar. At this stage it means the financial commitments required for some visits can be authorised but does not mean the visit is fully approved as this is via the Headteacher only.

Governing Body

It is strongly recommended that the governors read the [DfE document Health and Safety on educational visits, for local authorities, school leaders, school staff and governing bodies, November 2018](#). This document gives a clear outline of the scope and extent of their role in supporting the Headteacher and school staff in the safe management of off-site visits.

To undertake its responsibilities for the health and safety of young people on off-site visits the Governing Body should:

- Review and approve the school's policy on off-site visits including the internal procedures by which visits are proposed and approved.
- Agree on the types of visit it should be informed about and the procedures for this to happen.
- Check all visits with an overall cost of £5000 to ensure they meet best practice and demand.
- Help to ensure that early planning and preliminary visits can take place and that it is informed about less routine visits well in advance - some complex or costly visits require a lead-in time of over 12 months.
- Establish that each visit has a clear purpose and objectives appropriate for the age, needs and experience of the target group.
- Ensure that the Headteacher and the EVC are supported in matters relating to off-site visits and that they have the time and expertise to meet their responsibilities.
- Ensure that a suitable and detailed risk assessment is used in conjunction with a detailed itinerary demonstrating duty of care are completed for each off-site visit.

The Local Authority (LA)

The Local Authority is there to offer advice and support to the EVC in deploying their role as mentioned above. The LA also oversees adventurous/residential and overseas visits.

Approval for all visits lies with the Headteacher and Governing Body.

The LA will:

- Review the paperwork relating to the visit to ensure all hazards have been considered and appropriate control measures are included.
- Provide additional health and safety advice and guidance as required and liaise with the EVC.
- Advise the schools on areas of good practice and any new legislation or Codes of Practice.
- Provide suitable training packages for EVCs and VLs.

The Visit Leader (VL)

At Poynton High School Visit Leaders should have qualified teacher status or be employees of the school who the EVC considers to be a suitable visit leader. Best practice would also suggest that they should have acted as deputy leader and taken a fully involved role in the organisation of a previous visit of a similar nature. Visit leader training does not automatically give the right to lead a visit – experience and qualifications for example will be considered when agreeing the position of visit leader.

The visit leader will:

- Ensure that they clearly understand the requirements of the role of visit leader.
- Plan and arrange the visit in accordance with school procedures and timing guidelines.
- Plan and arrange a visit well in advance to ensure that the necessary paperwork can be completed and passed on the EVC for checking before the visit is due to take place (see Approval process below).
- Consult the EVC well in advance for advice and guidance on any issue pertaining to the visit.
- Allow sufficient time for EVC to seek further guidance if necessary.
- Ensure completion of ALL required documentation to meet the legal obligations for the visit.
- Ensure the venue is suitable to meet the aims and objectives of the visit.
- Make a preliminary visit to any new off-site venue to assist in pre-planning and risk assessment. Where this is not possible show in the Itinerary that information has been sought as to the appropriateness of the venue for the visit, (this could be information obtained from the venue or from other schools for example).
- Appoint a deputy leader who could assume responsibility for the visit should the visit leader be unable to fulfil their role on the day. They should be closely involved in the planning in order to fully understand the visit in its entirety.
- Ensure that all accompanying adults are aware of their responsibilities during the visit and aware of any safeguarding issues.
- Ensure adequate first aid provision is available and accessible.
- Seek details of safety management systems of the provider. Acquire details of providers risk assessments for activities, venues etc.

- For any visit which takes place out of normal school hours (9.00am – 3.00pm) - ensure that the details of the group members and emergency contact details for staff are uploaded to EVOLVE.
- Consider a contingency plan in case the original visit cannot take place as arranged – this should be considered at the planning stage and be included in the itinerary to show due consideration of the risk.
- Understand the Schools emergency procedures.
- Inform the SLT link and EVC of cancellation / re-arrangement of any visit for which consent has been given.
- Record and report (to SLT link) any accidents in detail initially via handwritten or on phones but upload to EVOLVE ACCIDENT BOOK as soon as possible.
- Collect the school mobile so that the VL is contactable at all times.
- Collect appropriate first aid kit for the visit after checking the student list with First Aid team.
- Consider stopping the visit or activity if the risk to the health and safety of party members becomes unacceptable and have in place procedures for such an eventuality.

The Deputy Visit Leader

- Should be able to take over responsibility for the visit in the absence of the VL to enable the visit to continue.
- Should be closely involved in the planning of the visit.
- Should be approved by the EVC.

Accompanying Adults / Voluntary Help

Voluntary help may be used to increase supervision on activities but the volunteers must act under the direction of the VL at all times.

Any adult who is not a member of Poynton High School staff accompanying a visit must be DBS checked. Their role must be clearly defined by the VL.

Volunteers who are taking part in a residential setting or one to one basis must have DBS clearance in depending on their role may require to complete further training as requested by the schools safe guarding lead.

Exceptional circumstances will be considered and risk assessed by the Headteacher, who will liaise with the EVC.

Staff Children

Members of staff wishing to take their own children on a visit, and where those children are not members of the school, must consult with the Headteacher at the early planning stage. The children should be of similar age to those from the school going on the visit and they should have an additional adult on the visit. This adult will then have responsibility only for those staff children and none of the school party.

This allows all staff on the visit to focus on their duty of care to the students of Poynton High School for whom they have responsibility.

4. Training

The Outdoor Education Advisers Panel defines being competent to lead a visit as having 'demonstrated the ability to operate effectively and has sufficient relevant experience and knowledge of the activities, the group, and the environments in which the visit will take place.'

The EVC will attend initial training via the LA and re-train every three years.

VLs will be approved by the EVC/Headteacher and will have attended practical training on visit management and/or receive support and supervision from the EVC. To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a VL be indisposed.

Records will be kept via EVOLVE of induction, training, relevant qualifications.

5. Supervision

Staff should use the **STAGED** framework to assess supervision requirements:

- **Staffing:** Do you have sufficient staff? What are their competencies? What's your staff contingency plan? Do they have any needs to be considered? Staff availability? Staff with visit relevant qualifications? Experience of staff?
- **Travel:** How are you travelling? Do you have qualified driver? Are you stopping at services? Are you using public transport? Impact of time of day, or whether the visit is within or outside normal working hours?
- **Activity:** Is this provider-led and do they hold an LOtC Quality Badge? Are the staff appropriately qualified and trained if school-led? Do you have the right clothing and equipment? Are the learning outcomes clear? The nature and risk level of planned activities.
- **Group:** Has the behaviour, medical, educational, emotional etc. needs been considered? Group dynamics and rooming? Team development? Are the students competent to do what you are asking of them?
- **Environment:** Is this urban or rural? Is this near water or in challenging terrain? Is it summer or winter? Will the visit coincide with any religious festivals or other events? Are there considerations about the time of year, such as weather, daylight hours, travel conditions, risk of infections, avoiding peak times, costs, clothing and equipment required, availability of certain activities?
- **Distance:** How far are you from school and how accessible for the emergency services are you and therefore, how far are you from help? Are you overseas and what are the implications of this - entry requirements, medical care, culture? Communication availability.

For visits in the UK to city centres or highly populated areas where a terror threat could be more likely such as a stadium the EVC will check the [UK Terrorism Threat](#)

[Level](#) before final staffing arrangements are in place to ensure that we are fully covered.

There are currently 5 levels of threat:

- **Low** - an attack is highly unlikely.
- **Moderate** - an attack is possible but not likely.
- **Substantial** - an attack is likely.
- **Severe** - an attack is highly likely.
- **Critical** - an attack is highly likely in the near future.

If higher than Substantial then closer monitoring of the visit will take place.

ONE to ONE working with lone students

Where staff work with young people on a one-to-one basis on day visits the VL must ensure their inclusion and how they are supported in the Itinerary.

Remote Supervision:

For all activities involving remote supervision of young people, it is strongly recommended that all staff, liaise directly with the EVC before submitting the Outline Approval request to ensure correct practices are employed. Parents must be made aware that their child will be remotely supervised when requesting their consent. The VL must make it clear to students what the procedure is for contacting staff if and when they are needed to support the group during the activity/visit.

6. Inclusion and SEND

The school will make every effort to include students with special educational/behavioural or medical needs in line with the [Equality Act 2010](#) via the visits Outline Approval meeting which the Deputy Head will hold with a representative from SEND and the Year Teams to discuss inclusion for each visit proposed. Any concerns raised for an individual visit with any student(s) will be documented on EVOLVE by the Deputy Head so it is clear to demonstrate that appropriate adaptations/considerations have been made.

The inclusion assessment will include:

1. Are all of the proposed students capable of taking part in and benefiting from the activity?
2. Can the activity be adapted to enable the everyone to participate at a suitable level?
3. Will different/additional resources be necessary?
4. Will additional supervision be necessary?
5. Will the inclusion of a particular student put an unreasonable additional risk on the safety and wellbeing of the group as a whole?

If a student is a particular concern, it is important to meet with parents and set realistic objectives for change. Should the agreed objectives not be met in the time frame then it is possible to prevent that student from taking part in the visit. A final

decision would be made based on whether or not change had taken place and whether the activity can be carried out safely for all concerned.

- We endorse the principles for students of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.
- We acknowledge that it is unlawful to treat a student with a protected characteristic less favourably or fail to take reasonable steps to ensure that students with protected characteristics and SEND are not placed at a substantial disadvantage without justification.
- We also acknowledge that the expectations of staff must be reasonable, so that what is required of them (to include a student) is within their competence and is reasonable. Reference should also be made to the SEND and the Medical Needs Policy.

7. First aid and mental health considerations

A first aid needs assessment will be conducted for each visit, considering the nature of the activity, the group, the location, and the distance from emergency services. This assessment will also include mental health risks, ensuring that appropriate support is available for any students who may require it during the visit.

While not all visits legally require a fully qualified first aider, it is expected that at least one qualified first aider will usually accompany off-site activities, especially those that are higher-risk, residential, or in remote areas.

If, following the requirements within the itinerary, it is determined that a qualified first aider is not required, an appointed person must be designated in accordance with the Health and Safety (First Aid) Regulations 1981. The appointed person:

- Takes charge if someone is injured or becomes ill.
- Looks after the first aid equipment provided by the school first aid team.
- Ensures that an ambulance or other professional medical help is summoned when required.
- Should also be trained to respond to mental health emergencies, including recognising signs of mental distress and knowing how to get help when necessary.
- Staff should be made aware of any students who may require additional support, including strategies for managing mental health concerns. This may involve pre-visit meetings or ensuring that support is readily available should a mental health crisis occur.

8. Behaviour including exclusion from the visit

Poynton High School has a [Code of conduct for visits](#) available to all participants, parents, carers, staff to read before departure. This is shared with the initial school visit information that goes out to parents, carers. School Behaviour protocols will be explained to students and parents/carers before a visit, to reduce the opportunity for

misunderstanding both expectations and the sanctions that may be invoked where the policy is breached.

- It may be reasonable to exclude a student where their behaviour presents a significant, unmanageable, and unacceptable risk to the health, safety and welfare of themselves, staff, other members of the group or members of the public.
- The Equality Act protects people from discrimination and harassment based on the protected characteristics. Where a student has a behaviour difficulty that is not associated with a protected characteristic then it is unlikely that the Equality Act applies.
- When a student is excluded on these grounds, schools should consider providing alternative ways of achieving the same learning outcomes. Where there is some doubt about including or excluding a student on the grounds of their behaviour, the following points should be considered:
 - 1) Identifying the issue at the earliest stage of planning.
 - 2) Involving all interested parties.
 - 3) Establishing a behaviour management plan with agreed action points that may enable inclusion on the visit.
 - 4) Establishing behaviour targets and timescales to be met to allow inclusion or trigger a decision to exclude.
 - 5) Providing an additional adult, such as a parent/carer or support worker, with a specific brief to manage behaviour issues (the adult cannot count towards staffing ratios if they are undertaking this role).
 - 6) Ensuring that what is expected of staff is reasonable and within their competence.
 - 7) Recording this process by creating a bespoke risk assessment for the student.

9. Charges for off-site visits

Charges for educational off-site visits, residential/overseas and adventurous activities, including charges for transport, requests for voluntary contributions and remission of charges are made in line with the governments [Charging for school activities](#) document.

Reference should also be made to [TLP Charging and Remissions Policy](#)

Charges must be made clear to parents/carers from the offset. VLs must ensure that appropriate provisions are put in place for instalments to be paid and the financial viability of the visit will be monitored by the finance team as well as VL and EVC.

A 5% admin fee is added to all visits with a cost involve along with the 1.5% credit card fees. This charge goes towards covering the running costs of visits including;

- The software packages used for visits.
- Insurance.
- EVOLVE refund fees.

- Mobile phones upkeep.
- First aid kits upkeep.
- Visit lanyards upkeep.

If a visit is scheduled to take place during the school day with a charge to home we are unable to enforce such charges so staff must understand that if enough voluntary contributions are NOT received then the visit will be cancelled and those that have paid will be refunded.

Children in receipt of [Pupil Premium](#) funding will automatically receive 50% off the overall visit cost and if the child is cared for this will be 100%. This is done via EVOLVE and overseen by the EVC.

10. Insurance

Students and staff participating in visits and activities will have appropriate insurance arranged by Poynton High School. The standard [RPA Insurance Policy](#) covers most types of visits, including residential, overseas, adventurous activities and skiing. However, additional insurance may be required for specific visits / in specific circumstances, in which case parents/carers will be informed and this will be added to the cost.

Our insurance provider along with the Edsential LOfC (LA) policy insist that adventurous activities (eg: Mountain Leaders) should hold a minimum of £10 million public liability insurance. This should be checked and evidenced before submission of the EVOLVE form.

11. Categories of visits

Poynton High School visits are divided into 4 categories:

1. Low risk curriculum and extra curriculum work in the vicinity of the school, e.g. local shopping survey, church visits, local music performances and PE away fixtures should all use the Local Area Visits section within EVOLVE unless they involve an adventurous activity.
2. Day visits e.g. to museums and art galleries within the UK, lower risk off-site enrichment activities not involving an overnight stay. Approval for these visits by the Head Teacher.
3. Residential visits in the UK or abroad including exchange visits. Approval for these visits by the Head Teacher and LA. (and Governing Body if total cost is over £5000).
4. Higher risk activities, which may take place during enrichment activities, on day visits or residential visits, in the UK such as D of E or overseas. Approval for these visits by the Head Teacher and LA. (and Governing Body if total cost is over £5000).

If the VL is in any doubt as to the category of visit they must consult with the EVC. The EVC will seek clarity from the LA adviser if necessary.

Local Area Visits including PE Away Fixtures

Local Area Visits are visits within walking distance of the school or in our local community where travel is minimal or parental responsibility. These visits use the schools Day Visits RBA for their implementation along with a detailed itinerary demonstrating duty of care. These are all entered on the EVOLVE Local Area Visits section overseen by the EVC.

Parents/Carers are informed in advance of the visit/activity and a consent request is received for all participants detailing any medical and/or other relevant information pertinent for the VL to be aware of as well as emergency contact information.

PE Away Fixtures are also documented this way by the PE staff accordingly but these have their own RBA that is updated yearly by the EVC following feedback from the PE Team leading them.

All of these visits are overseen by the EVC and Headteacher but do not require individual approval.

If outside of the school day then emergency contacts should be sought.

Foreign Exchange Visits

Poynton High School has a long tradition of providing quality exchange visits in both Spain and Germany. As there is no direct equivalent to the Disclosure and Barring Service (DBS) outside the UK, we liaise closely with the two schools and work with them to find the best alternative following the [National Guidance relating to '7.1f Exchanges and Homestays'](#) [searchable here](#).

12.Approval process

All educational visits, no matter how short, carry considerable responsibility and duty of care.

Visits MUST be planned and arranged well in advance in order that the necessary paperwork can be checked to meet the acceptable standard by the EVC.

Please start the EVOLVE form a minimum of 12 weeks before the visit departure date if the visit is within the UK and a minimum of 12 months if it is abroad.

All visits paperwork including consent must be completed at least 4 weeks before departure.

All visits apart from those that can be classed as Local Area Visits must use the full Visits side of EVOLVE and the approval process that is detailed below.

Distribution of information to parents/carers is via EVOLVE and the EVC. If it is known who the participants are in advance then it is usually an informed message that is sent to parents/carers along with the required consent/payment requests. If the visit is likely to be oversubscribed or a residential then we use EVOLVES Promote function which allows parents/carers to have the information about the visit at least 3 weeks in advance of a booking date. This then allows fairness to all and also allows families to ensure they have the necessary finances in place before securing their child's place. This system is a first come first served model but this is realistically the

case for events in the real world such as those dealt with by Ticketmaster. EVOLVE creates a timestamped waiting list so that fairness is achieved.

VL to complete a visit request via EVOLVE Outline Approval and submit to Deputy Head. Please allow 10 working days and if the visits total cost is over £5000 then it will need approval from the Governing Body which will extend this lead time.

There are regular Outline Approval meetings arranged by the Deputy Head with a representative from SEND and Year Teams so that inclusion can be discussed for each visit.

- If school minibus is required EVOLVE emails Head of PE overseeing Minibus usage to make provisional booking and confirm on EVOLVE.
 - If cover is required EVOLVE emails Cover Manager to make provisional cover request and they confirm on EVOLVE so that Deputy Head knows it is viable.
- 1) Deputy Head says 'YES' or 'NO' to the visit proposal within two weeks – first week is to allow the above people to reply and add their comments as required so as to inform the Deputy Head.
 - If 'NO' then Deputy Head adds a note on EVOLVE stating the reason why and the VL pursues a solution and re-submits.
 - If 'YES' the Deputy Head approves the visit and the VL receives an automated message from EVOLVE to which they then liaise with EVC.
 - 2) VL speaks with EVC to arrange distribution of letter/promote information, consent and any required payment requests. The VL must not commit to any time restraints from outside providers and travel companies before speaking with EVC so that we maintain our allotted time for use of the Promote system so that it is always fair to all.
 - 3) Once final numbers are established the EVC will send the VL an Itinerary featuring Duty of Care Template for them to complete and upload to EVOLVE for checking. This must include any specific measures that have been implemented and how for the visit.
 - 4) The VL will then complete the rest of the EVOLVE visit form and submit to the EVC for checking. This section includes reserving a visits phone from Helpdesk and First Aid Kits from First Aid as well as adding emergency contacts. If sufficient the EVC sends to Headteacher for approval and if needed the Headteacher sends to LA. Please note that the LA requires a minimum of 20 working days (excluding weekends and holidays) from the moment the form is sent to them from the Headteacher. This is all done within the EVOLVE environment and timestamped.

Notes for VLs for all visits:

- All visit leaders for sports fixtures must use the EVOLVE Local Area Visits section.
- There should be a minimum of 2 adults accompanying any visit (excluding PE fixtures).

- Visit leaders CANNOT delegate DUTY OF CARE to external providers – you are responsible for your group for the full duration of the visit.
- Parental consent must be obtained for all offsite visits via EVOLVE.
- Centres/companies used for educational visits should carry the LOTC badge and if not the visit lead should speak with the EVC who will make the necessary checks and if needed consult with the LA to check the suitability of such centre/company.
- Exploratory visits should be made where possible for any visit which involves any outdoor adventurous activity, an unfamiliar location, residential in UK or abroad.

The visit cannot take place without this final approval!

Last minute finalisation of the EVOLVE form may mean that a visit will not be approved by the EVC.

Any forms submitted on the day of the visit will not be accepted and the visit not approved and the visit leader MUST not take the students off site.

Risk Benefit Assessments

This is a legal requirement for ALL visits.

Poynton High School uses generic RBAs for the different types of visits alongside a detailed itinerary featuring duty of care so that each stage of the visit is clearly covered and documented.

- PE Fixtures RBA
- Day Visits RBA
- Overnight Visits in UK and Abroad RBA
- D of E Bronze and Silver using an External Company RBA
- D of E Gold using our staff RBA

Poynton High Schools RBAs are a careful and comprehensive examination of the factors that could cause harm to students, teachers and other accompanying adults. They form part of the planning process. It is the responsibility of all those organising the visit to ensure that all health and safety risks associated with the visit are assessed and appropriate management controls put in place.

Risk assessment is about the **process** which is then evidenced on the Itinerary. The VL needs to show evidence that they and accompanying staff have taken all reasonable steps to reduce exposure to undue risks to all participants.

- **HAZARD** – potential to cause harm
- **RISK** – the likelihood of the hazard actually occurring
- **CONTROL** – measures in place to manage the risk

Risk assessment is also an ongoing process and the VL should always be aware of any alterations which may be needed as the visit progresses and communicate with the staff as needed and SLT link.

All RBAs are stored within EVOLVE which automatically keeps them for 10 years along with all of the visit information provided.

13.Consent

Specific parental/carers consent will 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. We will fully inform parents/carers of the nature of each visit, activity, or series of visits of a similar nature via EVOLVE.

VL can always access the school's medical information on record in our MIS via EVOLVE online alongside any updated information which parents/carers will be given the opportunity to provide for visits and activities.

Consent should be made via EVOLVE. In the unlikely eventuality that this has not been possible then verbal consent can be granted with the EVC/Headteacher approval and for such cases a clear detailed record must be kept and added as a note on the EVOLVE form, including the date and time of the conversation, the name of the person who gave consent, and the wording or script used during the discussion.

The VL and participating staff will be emailed a visit booklet from the EVC in advance of the visit with this information alongside any other pertinent information relating to the visit.

14.Monitoring of visits and procedures

Monitoring of visits and activities via EVOLVE will take place by the EVC and Headteacher. They will work closely with the Governing Body and the LA.

15.Incident management

In the case of an incident during a visit all members of staff will follow the emergency response plan for the visit. Visit leaders must have a 24-hr emergency contact phone number for a member of the SLT at the school (the first point of contact) which is detailed on EVOLVE.

In the case of serious accidents and injuries while on a visit the VL (or the Deputy Leader if the VL is indisposed/injured) should take the following immediate actions:

- Assess the situation, establishing the nature and extent of the problem but ensuring that they do not put themselves or others at further risk.
- Make sure all members of the party are:
 - accounted for
 - safe
 - adequately supervised and briefed to ensure that they understand what to do to remain safe including controlling any communications by the rest of the group and the limiting the usage of social media.
 - allocate roles to other adults including one with spare capacity documenting events such as location, time, actions taken, if appropriate take photos if helpful for insurance purposes.

An effective emergency response requires several things to happen at once and as such the VL should seek support from the SLT link as soon as it is safe to do so. The

SLT link can then initiate the Schools Emergency Response process. This will then enable the VL to contact the appropriate emergency service(s) as detailed in the RBA. If abroad inform the British Embassy / Consulate (in the case of serious injury or fatality). Any injury or death of a member of staff or student outside of Great Britain will be subject to the law of the land where the accident occurred.

All media or legal enquiries must be referred to the SLT Link who will work closely with the Headteacher.

VL and staff to continually monitor, reassess and review – ensure nothing has been forgotten and all leaders and participants are coping, cared for and safe.

Support will be provided to staff through debriefing sessions with an appropriate member of SLT, where they can discuss the incident in a supportive environment.

Staff will have access to mental health resources, such as Mental Health First Aiders and the Employee Assistance Programmes (EAP), for further support.

Missing person procedure

In the unlikely event someone goes missing whilst on a visit:

- the VL will ensure the safety of the remaining students and staff by taking a register to identify and confirm who is missing.
- the VL will immediately identify at least one adult to start looking for the person and another adult to contact them via phone/VisitaId.
- if the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. British Embassy, should be contacted along with the SLT link.
- where possible, the venue will be notified of the missing person to help ensure the person is found quickly.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return home; if this is not possible, e.g. when a visit is taking place abroad, the VL will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

At all stages the SLT link will advise the VL on appropriate actions and they will take on as much of the communication roles as they can to allow the VL to be available at the location.

16. Review of policy

This policy is reviewed and amended annually by the EVC/Headteacher who will monitor the application and outcomes of this policy to ensure it is working effectively.