



Avonbourne Boys' & Girls' Academies

The best in everyone™

Part of United Learning

Educational Visits Management Plan Policy

The purpose of this document is to provide guidelines for the smooth and safe running of Academy trips and visits.

The Academy adopts all recommendations, guidance and educational visits documents as supplied by United Learning which is included in the Group Health & Safety Topic Policy - Educational Visits. Alongside this policy, within the Avonbourne Boys' and Girls' Academies TEAMS, within the Trips and Visits folder, staff will find guidelines, exemplars, forms and plans for learning outside the classroom. This is updated by the Educational Visits Coordinator.

Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all students, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

The Academy recognises its duty of care and statutory responsibilities for the health, safety and welfare of students, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose

- To be inclusive of all students wherever practicable, to be mindful of those whose personal circumstances represent a threat to the health and safety of themselves and others. It is the right of the school to review an individual's position on the visit if this is the case.
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of students taking part.
- To enable the Academy to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, students and providers involved in educational visits.
- To ensure that whenever appropriate, further advice is sought from United Learning and from other technically competent sources.

Key Principles

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the **United Learning Group Health and Safety Topic Policy**. The Governing Body will include in its role the support of school policy and procedures for educational visits including the reporting of visits.
- The Principal will be responsible for the approval of all visits or may designate this function to the Vice-Principal for Personal Development and/or the Educational Visits Co-ordinator. All international residential visits are to be approved by the Governing Body.
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the Governing Body and the Principal in the absence of a suitably trained Educational Visits Co-ordinator, the Principal automatically assumes this role.
- There will be a named and approved Event Leader (and where appropriate, deputy) on all educational visits. This Event Leader will be specifically competent for the role as detailed in

the United Learning Group Health & Safety Topic Policy. If in any doubt, confirmation will be sought from an Outdoor Education Adviser or other EVCs across the Cluster.

- Working with the EVC as necessary, the Event Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Event Leader will assume full responsibility during the visit, including on-going risk assessment.
- The Event Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.
- Any residential visits at home or abroad or day visits involving activities of a hazardous nature must be notified to United Learning Health & Safety department/Insurers.

Parents and Carers

- Informed parental consent is required for all educational visits by young people up to the age of eighteen years unless a specific recorded decision to the contrary has been made by the Academy.
- The Academy will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- Parents and carers will be given enough written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents/carers will be arranged.
- Expectations about behaviour and codes of conduct will be explained to parents/carers. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

Students

- Wherever possible, students should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Students should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Duke of Edinburgh

- At Avonbourne, we offer Duke of Edinburgh (DofE) Bronze and Silver to Year 9 and 10 students. To support the safe management and delivery of this programme we work with Land & Wave, an LOtC licensed provider, to run the expeditions. We also have a DofE Lead and Co-ordinator who oversees the provision of DofE alongside trained assessors in Bronze and Silver.

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion and staff development.

Information on charging students can be found in the Charging and Remissions Policy.

[https://www.avonbournegirlsacademy.org.uk/portals/0/policies/Charging%20and%20Remissions%20Policy%20Oct%2021%20\(1\).pdf?ver=2021-10-13-153822-117](https://www.avonbournegirlsacademy.org.uk/portals/0/policies/Charging%20and%20Remissions%20Policy%20Oct%2021%20(1).pdf?ver=2021-10-13-153822-117)

For guidance on government policy follow the link below

<https://www.gov.uk/government/publications/charging-for-school-activities>

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