



Educational Visits Policy 2016

Responsibility:	F Greville
Review:	November 2017

This document sets out the Vale of Glamorgan Council approval procedures and standard planning and approval forms for Educational visits.

Anyone organising an off-site visit for young people from the Vale of Glamorgan Council must also refer to the Outdoor Education National Guidance (OEAPNG) for Educational Visits www.oeapng.info to ensure that they fulfil all requirements relating to the nature of the visit being planned as set out in the Guidance.

Date of Issue
2nd October 2013

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Foreword

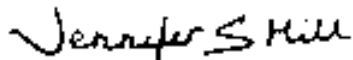
The Vale of Glamorgan Council's educational establishments have a rich and valued tradition of providing exiting and enjoyable educational visits for young people.

Young people benefit enormously from taking part in visits. Whilst contributing to the school curriculum, participation gives them the opportunity to undertake activities they may not otherwise experience and helps them to develop important life skills.

This document sets out planning and approval procedures that aim to help staff involved in visits to plan and deliver high quality and safe external visits – be it a regular visit to a park or a three week trek in a remote rain forest. By following these procedures, staff will be supported by the Local Authority in the unlikely event of an accident.

I would like to take this opportunity to express my gratitude to all staff who contribute to external visits with children and young people for their dedication, commitment and professionalism. Their work ensures that young people across the Vale of Glamorgan are given the opportunity to take part in high quality educational visits. These procedures are primarily aimed at supporting you in this valuable work.

Signed

A handwritten signature in black ink that reads "Jennifer S Hill". The signature is written in a cursive style with a large initial 'J' and 'H'.

JENNIFER HILL
CHIEF LEARNING AND SKILLS OFFICER

Summary of policy

Llantwit Major School follows the LA procedures for educational visit planning, approval and monitoring by using the EVOLVE on line visit planning and approval system www.valeofglamorganvisits.org.uk for all visits run by school/establishment staff or volunteers.

Staff planning an educational visit must ensure that they plan their visit using the EVOLVE system valeofglamorganvisits.org.uk and follow the procedures set out in this policy.

This policy is reviewed (and updated as necessary) annually or following any accident / incident on an educational visit.

Queries relating to this policy should be directed to Mrs F Greville, Educational Visits Coordinator (EVC) – Deputy Headteacher.

Summary of procedures

This document sets out the procedures by which the Vale of Glamorgan Council and its educational establishments meet the standards set out in the Outdoor Education National Guidance (OEAPNG).

EVC queries relating to these procedures should be directed to the appropriate officer as follows:

Local Authority (LA) leader approval, LA approval or notification for visits, EVC training and general advice about off site visits and adventure activities

Dave Golding
Outdoor Education Adviser
Ty Dysgu
Cefn Coed
Nantgarw
Treforest
CF15 7QQ
Tel: 01443 827546
Mob: 07880 044407
e-mail: dave.golding@cscjes.org.uk

Accidents, incidents and general advice relating to Health and Safety

Health & Safety Officer
Human Resources
2nd Floor, Provincial House
Kendrick Road
Barry
CF62 8BF
01446-709528
e-mail:

Visit approval/notification procedures

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Table 2: Definition of demanding environments

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3. Local Authority (LA) leader approval
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Table 1 - Visit approval/notification required for different types of visit

Important note - LA approval or notification is **not** required for:

- Visits to, or run by, the LA's shared Outdoor Education Centre at Storey Arms.
- Outdoor Education Advisers' Panel (OEAP) Outdoor Learning Card activities run in non-demanding environments by teachers / youth workers / other employees who have attended an OEAP Outdoor Learning Card training course.

Visit type	Approval/notification required
<ul style="list-style-type: none"> • residential • visits abroad • demanding environments (see Table 2) • adventure activities (see table 3) 	Visit planned and approved using the EVOLVE system valeofglamorganvisits.org.uk at least 28 days before visit.
Overseas expedition organised through an independent provider (<i>i.e. expedition to a developing country involving trekking or other adventure activities</i>)	Visit planned and approved using the EVOLVE system valeofglamorganvisits.org.uk before booking the visit. LA Approval is in two stages: <ul style="list-style-type: none"> ○ Initial approval before booking ○ Final approval at least 8 weeks before the visit
Duke of Edinburgh Award expedition	Visit planned and approved using the EVOLVE system valeofglamorganvisits.org.uk at least 28 days before visit plus information required by DofE development officer
All other visits	All other visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy. Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system valeofglamorganvisits.org.uk This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with OEAPNG). The EVOLVE system allows regular, repeated visits to be planned and approved.

Table 2. Definition of demanding environments.

This table explains the classification of locations detailed in Table 1.

Important note: classification of locations is subjective. Visit leaders who are unsure of whether or not a location requires LA approval can seek clarification from their Educational Visits Coordinator (EVC).

Location	Definition	Level of approval required
Normal countryside	Areas; <ul style="list-style-type: none"> • which are close to vehicle access (i.e. less than 30 minutes walking time for any group member to the nearest road from which the group could be evacuated by vehicle) and • where the environment does not have any of the features of a 'demanding environment' listed below. 	Visits here do not require LA approval
Demanding environments	Areas where there is significant risk to the group from one or more of the following factors; <ul style="list-style-type: none"> • hazardous terrain (e.g. cliffs, very steep slopes etc.); • remoteness (i.e. more than 30 minutes walking time from the nearest point from which the group could be easily evacuated); • difficult escape (i.e. places where the group could be trapped and/or where they would need specialist help to escape); • exposure to severe weather (i.e. open to the weather and no easily accessible shelter within 30 minutes walking time for any of the group); • open areas without clear boundaries where the group might stray into hazardous or remote terrain in poor visibility; • fast flowing water, deep water, or water with strong currents (including tidal flow) where: <ul style="list-style-type: none"> <input type="checkbox"/> the group will be close to the water and there is a significant risk of someone falling in; <input type="checkbox"/> the group will be entering the water. 	Visits here do require LA approval

Table 3. Adventure activities

Important note: This list is not exhaustive. Any visit leader unsure of whether or not an activity should be classified as an adventure activity should seek the advice of their Educational Visits Coordinator (EVC).

Land Based Activities	Water Based Activities
Rock climbing and abseiling	Kayaking and canoeing
Mountaineering	Sailing and windsurfing
Hill walking	White water rafting
Ice climbing	Waterskiing
Gorge or coastal scrambling/sea cliff traversing/coasteering	Snorkel and aqualung diving
Underground exploration – cave or mine	All forms of boating (excluding commercial transport)
Skiing (snow/dry slope)	Improvised rafting
Air activities (except commercial flights)	Kite surfing
Horse riding and pony trekking	Surfing and body boarding
High ropes courses	Dragon boating
Indoor climbing walls	Wave skiing
Quad biking/ATV's	Jet skiing/personal water craft
Orienteering	
Mountain biking	
Any activity (including camping, fieldwork and non-adventure activities) taking place in demanding environments as defined in Table 2 above	

1 Approval and notification system for all visits

All visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy.

Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system valeofglamorganvisits.org.uk

This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with OEAPNG).

The EVOLVE system allows regular, repeated visits to be planned and approved (see 2 below).

2 Blanket approval

Blanket approval may be given:

- by Heads/EVCs for routine visits
- by the LA for those staff who have gained LA leader approval (see 3 below).
-

For visits that have been given blanket approval, the visit leader and EVC must ensure that relevant information is left with the school/establishment emergency contact including details of the venue, activity, group, transport, start/finish times and other relevant information for **each** visit.

3 **Parent/carer consent**

Informed parent/carer consent must be obtained for all visits. For routine visits (those listed on form 1), blanket consent is obtained on an annual basis.

For non-routine visits (not listed on form 1) consent is obtained for each visit (or series of repeated visits) using form 2.

If parents/carers withhold their consent absolutely the young person must not be taken on the visit but the curricular aims of the visit should be delivered to the young person in some other way wherever possible. If the parents/carers give a conditional consent the Head will need to consider whether the young person may be taken on the visit or not.

4 **Using an independent provider – pre-booking checks**

For **any** off-site visit, the visit leader should check that the location and activities offered are educationally suitable for the group and will meet the aims of the visit. Check that any provider offers good value for money by comparing with other similar providers. Remember that there is no substitute for firsthand, up to date information. This level of pre-booking check is sufficient for visitor attractions and public access venues such as zoos, historical/cultural sites, museums, sports stadia, theatres, cinemas, hotels, bowling alleys, ice rinks, theme parks, public access (lifeguarded) swimming pools or similar. This level of check is also sufficient for the Local Authority's shared Outdoor Education Centre at Storey Arms.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the LA's shared Outdoor Education Centre at Storey Arms.), farm visit or similar please apply the following guidance **before signing any booking form or contract**:

Ask the provider to complete the independent providers' questionnaire (which can be downloaded from the EVOLVE system's Guidance and Resources/Forms section valeofglamorganvisits.org.uk) and check that this has been satisfactorily completed by the provider **before you book**. This requires them to confirm that they have risk assessments in place for all activities/services that they provide and that these are available to view at the premises on request. **Please note that there is no need to obtain copies of the provider's risk assessments.** Seek specialist advice on any concerns arising from the provider's responses by contacting your LA Outdoor Education Adviser.

Special arrangements for Overseas expeditions (*i.e. expeditions to developing countries involving trekking or other adventure activities*)

Initial LA approval must be obtained before booking. Initial LA approval can be sought by completing and sending form OE1 (along with attachments listed on Form OE1) to the Outdoor Education Adviser at the address listed on Form OE1. Form OE1 can be downloaded from the EVOLVE system's Guidance and Resources/Forms section valeofglamorganvisits.org.uk. Final LA approval for the expedition must be obtained at least 8 weeks before the expedition start date by completing and sending form OE2, along with attachments listed on Form OE2, to the Outdoor Education Adviser.

5 Local Authority (LA) leader approval

Who needs LA leader approval?

LA or school employees or volunteers who wish to lead in any of the demanding environments or adventurous activities for which LA approval is required must first be confirmed as technically competent to lead by the Outdoor Education Adviser.

Prospective leaders must seek LA leader approval through their own Evolve log-in via the '**My details/awards**' section. In order to be granted approval the applicant must have all of the following:

- **Either** a) the relevant National Governing Body (NGB) leadership award for the terrain/activity (NGB leadership awards are set out in Annex 3 of the *All Wales guidance for Educational Visits* <http://wales.gov.uk/topics/educationandskills/allsectorpolicies/healthandsafety/educationalvisits/> or b) have a written and signed statement of competence by an appropriate technical adviser verifying that the leader has the relevant technical and group management skills for the terrain/activity (see below for how to arrange technical adviser approval).
- Recent and relevant experience
- A current first aid certificate or qualification
- Support of the Head

[To arrange technical adviser approval the EVC must identify an appropriate technical adviser who is willing to make a signed statement of competence for the visit leader. Technical adviser approval is normally given only if the following conditions are met:

- The leader has completed a training course in the relevant NGB leadership award where one exists (or has undergone other appropriate training)
- The technical adviser has made a practical assessment of the leader and can confirm that they are operating at the standard of the relevant NGB leadership award or at a suitable level for a site-specific approval to be given.

Appropriate levels of technical adviser for different activities and levels of activity are given in Outdoor Education National Guidance (OEAPNG). If the intended activity is not listed in OEAPNG, the Outdoor Education Adviser may be able to advise on appropriate level of technical adviser.]

Depending on depth of experience and technical skill, leaders may be given approval to lead either:

- the activity/activities at specific, named venue(s) at any time for the duration of the approval period;
- or:
- the activity/activities at all venues that are within the remit of their competence at any time for the duration of the approval period.

The Outdoor Education Adviser will notify the individual and their EVC of their LA leader approval decision and this will be recorded in the individual's '**My details**' section of the EVOLVE system. This can be viewed at any time by the individual, their EVC or Head.

6 Special arrangements for DofE Award groups

Anyone planning a DofE Award expedition/ activity must first contact the LA DofE Award Co-ordinator (see below for contact details) before starting any planning for the activity to ensure that the Expedition meets the requirements of the DofE and Local Authority.

Bethan Thomas
DofE Co-ordinator
Llantwit Major Youth Centre
Station Road
Llantwit Major
Vale of Glamorgan
Tel: 01446 792141
Email: dofeward@valeofglamorgan.gov.uk

7 **LA approval decisions for visits**

Confirmation of the approval decision for a visit will be given via the EVOLVE system. **Visits that require LA approval must not proceed until this approval has been given.**

Where further information or elements of the Outdoor Education National Guidance have not been met, approval will be withheld until these conditions are met. Confirmation of this decision will be sent to the EVC/Head via the EVOLVE system.

8 **Record keeping**

The EVOLVE system acts as a record for any visit planned and approved on the system.

Schools/establishments therefore only need to retain the following details for any particular visit:

- List of participants
- Parental consent forms (these can be destroyed 3 months after the visit if no accidents or incidents have been reported)
- Where an accident or incident has been reported the school/establishment should retain the parental consent form for the pupil(s)/young person(s) involved.
- If there has been an accident/incident on a visit, schools/establishments must ensure that the LA is notified according to LA procedures. The LA will keep accident/incident records until the young person reaches age 21 (or for 3 years in the case of an adult). Schools/establishments therefore do not need to retain records of accident/incidents reported to the LA unless they wish to do so for their own purposes. If a visit leader or school/establishment receives notification of a claim they should not respond directly but should pass the details to the LA claims manager/insurance section.

In addition, schools/establishments should archive in the school/ establishment records a copy of their:

- Educational visits policy – dated so that the version current at the time of any visit can be traced;
- standard risk management procedures dated as current at the time of the visit;
- records of staff competence and training (perhaps as part of the appraisal/performance management records).

This information should be kept for 5 years after which it may be destroyed.

9 **Monitoring**

Internal monitoring by the Head/EVC

The Head/EVC must monitor, from time to time, for compliance with LA guidance by visit leaders within the school/centre.

Monitoring by the Head/EVC should include:

- scrutiny of standards of visit planning and organisation as part of the visit approval process;
- occasional observation of visit leadership.

Following any observation of visit leadership it is good practice to provide the visit leader with verbal and written feedback and recommendations for further training if necessary. A copy of the observation report should be given to the visit leader and another copy kept on file by the school/centre.

Monitoring by the LA

The LA will monitor schools/centres on a 5 year cycle for compliance with LA guidance by all educational establishments. The LA will contact EVCs to notify them of an upcoming monitoring visit.

10 **Review**

Feedback from monitoring will be used to review procedures in order to ensure that they meet the standards expected for off site visit organisation and leadership and to identify further training needs for visit leaders and/or EVCs.

Planning forms

Form 1:	Parent/carer consent form: routine visits
Form 2:	Parent/carer consent form: non-routine visits
Form 3:	Summary of information about participants
Form 4 :	Emergency action flowchart for visit leaders
Form 5:	Emergency action flowchart for base (emergency) contacts
Form 6:	Incident record form

Form 1

Parent/carer consent Routine visits

School/establishment: _____

Your child's name: _____

I hereby agree to my child participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

List typical activities here

These visits will normally take place at the following, or similar, locations:

List typical locations here

I understand that:

- such visits will normally take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- I must inform the school/establishment of any medical or behavioural condition or physical disabilities that may effect them during the visit;
- all young people are covered by the Local Authority's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school/establishment premises or equipment or attributable to negligence by the Council or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover for your child.

Full name of parent/carer: _____

Signature of parent/carer: _____ **Date:** _____

Address: _____

_____ **Tel:** _____

Form 2

**Parent/carer consent
Non-routine visits**

To be distributed with an information sheet/letter giving full details of the visit

School/establishment: _____

Visit/activity: _____

Venue: _____ Date(s): _____

Your child's name _____ Form/Class (if relevant) _____

Medical and dietary

a) Does your child have any physical or behavioural condition that may affect him/her during the visit?

YES/NO

If YES, please give details: _____

b) Please give details of any allergies:

c) Please give details of any special dietary requirements of your child:

d) Please detail any recent illness or accident suffered by your child that staff should be aware of?

e) Please list any type types of non-prescription medication or lotions your child **may not** be given:

f) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give details: _____

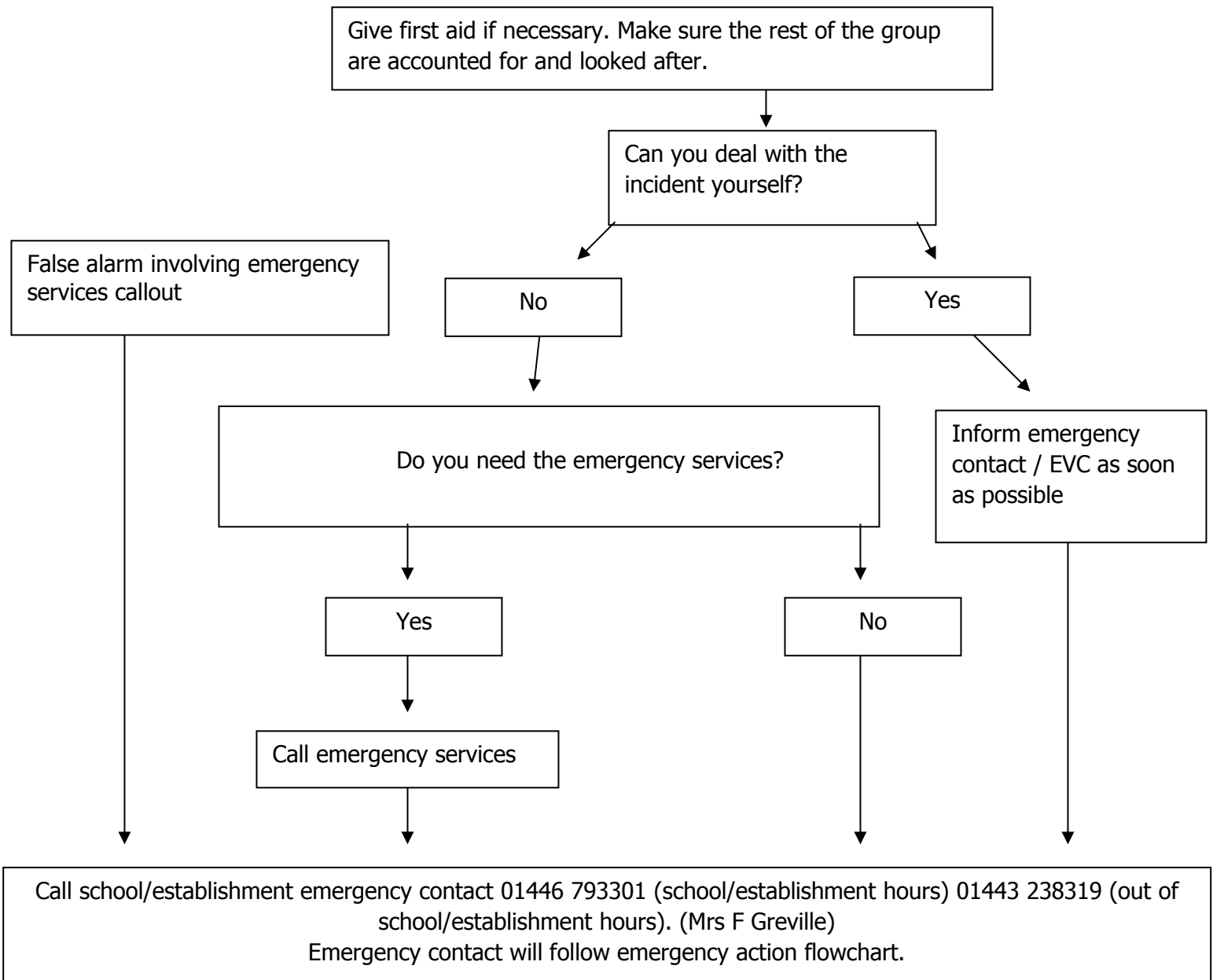
h) When did your son/daughter last have a tetanus injection? _____

Summary of information about participants (young people and adults)

Surname	Forename(s)	Date of birth	Address	Next of kin	Contact number(s)	Relevant special needs/medical information

Emergency action flowchart for visit leaders

Do not speak to the media – direct all enquiries to Duty Officer 02920 673186 (24 hours)



Emergency action flowchart for base (emergency) contacts

Record information on 'Incident Record Form'.

Do not speak to the media – direct all enquiries to Duty Officer 02920 673186 (24hrs)

Is the incident serious? If unsure assume yes.

Serious = involving serious injury / illness, missing persons requiring assistance at the location, or evacuation

YES

NO

Log telephone calls and timings and keep phone manned until incident is resolved.

Can the school/establishment handle this internally?

NO

YES

Call for external assistance from emergency services if not already called.

Arrange assistance as required by staff at incident eg transport / evacuation.

Inform LA

Complete incident/accident report form (and send to LA if required).

Gather written statements from staff / adults / young people involved.

Head / EVC to assess incident, recommend action and implement accordingly.

Inform staff and LA Outdoor Education Adviser of recommended action.



Incident record form



NB This form should be completed by an emergency contact handling an emergency call. The EVC should ensure that LA incident reporting procedures are followed as soon as possible after the incident.

ABOUT THE INCIDENT

Name(s) of any individual(s) affected by the Incident _____

Time and date of incident _____

Location of incident _____

Activity taking place (if applicable) _____

Name(s) of staff leading the activity (if applicable) _____

Contact number for visit leader _____

Name(s) of key witness(es) _____

Description of incident and action taken (continue on separate sheets if necessary) _____

Form completed by _____ Date _____

ACTION TAKEN TO AVOID A REPEAT INCIDENT (To be completed by Head or EVC following a review of the incident – continue on separate sheets if necessary).

Signed (Head or EVC) _____ Date _____

Section B

Standard risk management procedures

This section sets out the standard risk management procedures that are followed by staff of this school/establishment when leading off site visits.

Risk management form: All off site visits

2009

Significant hazards and harm which may occur	Who might be harmed?	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Crossing roads/walking along pavements	Pupils	Brief children of conduct expected of them when walking/crossing roads Ensure staff are placed at front, middle and rear of children. Pupils to walk in pairs or single file. Members of staff to choose safe place to cross roads (if not using recognized pedestrian crossing) 2 members of staff to stand in road with children walking between.
Weather conditions	Pupils/staff	Check weather forecast prior to visit Brief pupils/parents of possible weather conditions prior to visit Ensure appropriate clothing/footwear is worn or taken bearing in mind Summer and Winter conditions Check with parents that it is OK to put sun cream on children Take spare clothes for children not suitably prepared Ensure emergency shelter is taken if in demanding environment
Scientific demonstrations at science venues	Pupils	School/establishment staff to ensure that pupils follow instructions of qualified staff at venue and to adhere to rules regarding proximity
Trips, slips and falls	Pupils/staff	Ensure appropriate footwear is worn and shoelaces tied Brief pupils/staff of possible areas where trips, slips and falls may occur Ensure First Aid kit is carried by visit leader Ensure any medical conditions of pupils are disclosed prior to visit
Transport to and from venues	Pupils/staff	Ensure recognized LA bus company is used Ensure seat belts are worn at all times and are checked by visit leader

Stranger danger	Pupils	<p>Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader.</p> <p>Regular head counts</p> <p>Supervised at all times, including appropriate supervision when toileting</p>
Beach/coastal visits - washed into sea caught by rising tide	Staff and pupils	<p>Check tide times before embarking on trip</p> <p>Check weather forecast for day of visit</p> <p>Brief pupils and staff not to go near waters edge</p>
Accident/emergency	Staff pupils	<p>Follow emergency procedure guidelines carried by visit leader</p> <p>Ensure suitable staff helper (in addition to visit leader) understands emergency procedure</p> <p>Brief children of what to do in an emergency and how to summon help</p>
Getting lost/separated from group (outdoor venues)	Staff	<p>Regular headcounts</p> <p>Ensure pupils are to stay in small groups</p> <p>Ensure staff accompany pupils at all times</p> <p>Brief pupils to stay put if lost or separated and to shout for attention</p> <p>Ensure all pupils know name of visit leader, staff and school/establishment name</p>
Getting lost/separated from group (indoor venues)	Staff	<p>Regular headcounts</p> <p>Ensure pupils are to stay in small groups</p> <p>Ensure staff accompany pupils at all times</p> <p>Brief pupils to stay at venue if lost or separated never to leave the premises</p> <p>Brief children to make their way to reception</p> <p>Ensure all pupils know name of visit leader, staff and school/establishment name</p>
Medical Conditions	Pupils	<p>Ensure medical conditions are disclosed prior to visit</p> <p>Ensure consent is given for staff member to administer medicine if required</p> <p>Ensure medicines, epi pens, inhalers, etc are carried by visit leader</p> <p>Ensure at least one staff member/adult volunteer knows how to administer medicine if required.</p>
Walking up/down Vardre/Orme	pupils	<p>Brief pupils and helpers of proposed route</p> <p>Brief pupils of appropriate behaviour</p> <p>Ensure member of staff at front, middle and rear of pupils</p> <p>Ensure correct clothing and footwear is used</p>

<p>Farm Visits Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc</p>	<p>Pupils and staff</p>	<p>Brief pupils to stay out of way of machinery/vehicles and to follow supervision by farm staff Ensure parents have informed staff prior to visit of possible allergies Ensure medicines are carried by visit leader (if required) Brief children not to touch animals unless safe to do so Ensure pupils/staff are made aware of farm rules, reinforced by farm staff Ensure all eating is done in hygienic locations Ensure children wash hands before eating Make sure First Aid kit is carried</p>
<p>Castle visits High walls – falls Steep, dark stairs - falls</p>	<p>Pupils and staff</p>	<p>Visit leader knows venue and specific areas of risk in the castle (following recce) Brief other staff Supervise pupils appropriately</p>

Additional notes: Standard risk management procedures are reviewed and updated annually. Old versions are kept on file.

Appendix

Llantwit Major School: Educational Visits (Trips) Policy

1. Introduction & Definition

This policy has been developed with reference to DCSF guidelines and OEAPNG (Outdoor Education National Guidance), Vale of Glamorgan Guidelines for educational visits and Quick Guides Publications. It is subject to annual review.

Definition of School Trip/Visit

An Off-site Visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives. All participants in activities will be identified as group members associated with the school.

2. Aim of a School Trip/Visit

The overall aim of any visit organised by experienced teachers at Llantwit Major School, is to enhance students' education and contribute to raising attainment by providing opportunities for teaching and learning to take place in appropriate and relevant contexts and venues out of school.

3. Objectives of this Policy

- _ To ensure that students participate in school visits in safety and security
- _ To ensure that students' learning is enhanced to the maximum extent
- _ To safeguard students' rights for equal opportunity to participate
- _ To ensure a clear and unambiguous understanding by all staff of the rationale for approving applications to take students on visits
- _ To ensure that responsibilities for staff are clear and that required formalities and agreements are adhered to.

4. Access Statement

In line with the School Mission Statement, this policy recognises that every student should have full access to each visit that is appropriate to their class, year or option subject, regardless of their abilities, therefore, developing further 'the whole child'.

5. Monitoring & Evaluation

This policy will be monitored according to the following criteria:

In order to promote students' learning and attainment, broaden their educational experience, protect their health and safety and safeguard their school-based learning, visits in school time need to be approved and authorised by the school nominated Educational Visits Officer - Mrs F Greville, Deputy Headteacher or in her absence the Headteacher and meet the following criteria:

1. Enable all relevant students to participate, regardless of means
2. Include an assurance that relevant OEAPNG for educational visits, LA guidance and statutory regulations with reference to the health, safety and supervision of students will be met in full including the relevant risk assessment
3. Be organised by suitably qualified and trained Trip Leaders in line with OEAPNG and LA procedures
4. Be included in the school Educational Visits schedule, which is published annually, wherever possible and notified to all colleagues as far ahead as is reasonably possible.
5. Have due regard to the effect that the visit will have on other subjects in the students' curriculum and the effect the trip might have on the work of colleagues and take these factors into account where possible in the planning.
It is therefore a requirement that where possible all trips should aim to be organised in the designated school activity weeks to avoid impact upon students' formal learning
6. Be directly related to the students' formal curriculum, or provide direct support for their learning in one or more of their subjects

Visits taking place outside the school day need satisfy only the first three criteria.

6. Implementation

This policy should be read in conjunction with relevant legislation and guidance on taking students out of school on visits:

- I. The Outdoor Education National Guidance (OEAPNG) for Educational Visits
- II. The Vale of Glamorgan Planning and Approval Procedures for Educational Visits
- III. School Minibus Policy
- IV. School First Aid Policy
- V. School Charging Policy
- VI. Health and Safety of Pupils on Educational Visits (HASPEV)
- VII. School Emergency Plan

1. Where possible KS3 visits should take place during the designated activities Enterprise Week (final week of summer term), unless it can be demonstrated that it is essential to students' learning that the visit takes place at a different time.
2. KS4 & 5 day visits may take place at the most appropriate time in the calendar if they are essential to the school curriculum, though visits in Year 11 are unlikely to be approved.

7. Applying to Take Students Out on Visits

Staff wishing to take students out on visits during the school day outside the activities week should seek agreement for the visit at the earliest possible date. This should be done before the year's calendar is compiled. An Educational Visit Schedule will be produced in June which will show all trips proposed for the following year. This will be available to all staff, pupils and parents on the website. Where this is not possible, an application for the trip should be submitted at the earliest possible opportunity, thus providing maximum time for notification to staff so that they can plan their work with this in mind. As a general rule day trips must be planned at least 2 months in advance, residential visits at least 6 months in advance and overseas visits at least 12 months in advance. This must be done via the Evolve website

(https://evolve.edufocus.co.uk/evco4/evchome_public.asp?domain=valeofglamorganvisits.org.uk) by nominated, qualified Trip Leaders

8. Staff applying to take students out on visits should:

- a. Ensure the visits are on the Educational Visit Schedule.
- b. Consult the Deputy Headteacher before completing the Evolve form
- c. Advertise the visit.
- d. Check the related policies listed on the School website
- e. Ensure that all relevant legislation and guidance is adhered to in full
- f. Take responsibility for ensuring that students do their best to catch up work missed (where relevant)

Please note that deputy trip Leaders should (where practicable) be nominated. Any change of staffing to the trip after approval must be re-submitted to the Deputy Headteacher or Headteacher for authorisation

9. Collecting Funds

Trip Leaders must ensure that costs cover fully all aspects of the trip including cover for supply (where relevant) and ensure that the procedures for collecting money are strictly adhered to. This involves the Trip Leader verifying & recording the students in the first instance that are permitted to attend the trip and informing the finance office prior to students paying in money to the office. Students will be permitted to visit the finance office during Form Tutor time and break time only to pay in their funds. Finance staff will issue the student with a 'balance card'. No members of staff other than finance staff members are insured to collect money from students. Any money/cheques lost or stolen where procedures are not followed becomes the individual responsibility of the member of staff concerned.

If staff take any money on the visit they must bring receipts back for any money which has been spent. Any money left will be returned to the students via the Finance Office – as agreed by the Deputy Headteacher.

10. Following the Visit

The Trip Leader will give a verbal report to the Deputy Headteacher and submit any relevant documentation e.g Accident/Incident Reports to the Deputy Headteacher

Drafted:

Approved by the Governing Body:

Date of next review: subject to OEAPNG guidance received prior to this date