Ysgol Uwchradd **Llanidloes** High School

Educational Visits Policy

This policy was adopted on 26th April 2023

Signed: _____ (Chair of Governing Body)

Signed: _____ (Headteacher)

Reviewed: 24th April 2024

This policy will be uploaded to Ysgol Uwchradd Llanidloes' own EVOLVE Resources section, together with any other documents specifically related to the school's visits and off-site activities. To do this go to the 'EVC Dashboard' (orange cogs icon on home page), then click on the Documents tab.

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Ysgol Uwchradd Llanidloes a supportive and effective learning environment. The benefits to learners of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across the curriculum. Learners are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, ie. encouraging learners to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Ysgol Uwchradd Llanidloes:

1. Adopts the local authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (all staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.
4. Has adopted a Local Learning Area (LLA) Policy (see Appendix 2).

All staff are required to plan and execute visits in line with school policy (ie this policy and the LLA policy), LA policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits in the local learning area (follow LLA policy).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are either overseas, residential, and/or involve an adventurous activity.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the headteacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Mrs S Bound, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVCs are the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the headteacher. The EVCs set up and manages the staff accounts on EVOLVE, and upload generic school documents, etc.

The Headteacher (DO) and Assistant Headteacher (RW) have responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. Individual governors may request 'read-only' access to EVOLVE.

The local authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the headteacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Approval

The approval process is as follows for each type of visit:

1. Local visits follow the LLA policy.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE and must be submitted to the EVC for checking 4 weeks in advance, and then forwarded to the headteacher for approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the headteacher to the LA for approval.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits are familiar with this plan and it is reviewed at least biennially and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the LA.

Educational Visits Checklist

Ysgol Uwchradd Llanidloes' Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit will only go ahead if the answer to all relevant questions is 'yes'. Ysgol Uwchardd Llanidloes' Educational Visits Checklist may be downloaded from EVOLVE Resources.

Parental Consent

The school obtains blanket written consent when a learner joins the school for activities that fall within the LLA policy.

Specific (ie. one-off) written parental consent is obtained for all other visits. For these visits, sufficient information is made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis.

Inclusion

Educational Visits are an integral part of the curriculum at Ysgol Uwchradd Llanidloes. The school seeks to ensure that the curriculum is delivered to all learners regardless of social background, race, gender or differences in ability. The school complies with the Equality Act 2010.

Transport

The school follows National Guidance when using transport companies.

Use of staff cars to transport pupils

Some visits may involve only a small number of learners, and consideration might be given to using cars to transport them; this might be staff or volunteer cars. Where staff use their cars, they must have business class insurance.

The school may ask parents to provide transport for their own children to or from a venue, or parents might ask if they can do this. There is a clear handover of the responsibility for the supervision of children between establishment staff and parents, so that it is clear at all times who is responsible. This handover matches the way that handovers are routinely managed at the beginning and end of the school day.

Parents may make their own private arrangements with other parents to provide transport for each other's children. The school will not be involved in such arrangements.

Insurance

Powys County Council holds comprehensive insurance for off-site activities. This insurance covers any educational visit whether in the UK or abroad.

Appendix 1 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior leadership team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the local learning area, the visit leader will carry either:
   a) An LA Emergency 'Card' (see EVOLVE Resources), or
   b) An OEAP National Guidance Emergency action card (available from www.oeap.info)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Appendix 2 – Local Learning Area Policy

Ysgol Uwchradd Llanidloes

Local Learning Area Policy

General	**These involve no more than an everyday level of risk, such as slips and trips and are covered by the school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.** Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below. These visits/activities: • must be recorded on EVOLVE via the 'Local Area Visit' module. • do not require parental consent, but parents may be informed out of courtesy, where appropriate. • do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
Boundaries	The boundaries of the Local Learning Area are shown on the attached map Local Learning Map.pdf This area includes, but is not limited to, the following frequently used venues: *e.g.* • Pen yr Allt Woods • Recreational Ground / Cricket club • Llanidloes Town Library • Llanidloes Leisure Centre • Llanidloes Police and Fire Stations

	• Local Shops • Old Market hall • Llanidloes RFC fields • Llanidloes Town Football Club • Churches and chapels • Cemetery • Hospital, Dentist and Doctors' Surgery • Community Centre
'No-go' areas within the Boundaries	• B4569 beyond the Oakley Park road • No further than the boundary of Pen yr Allt woods • A470 • River Severn unless on a safe path • Mount Lane (if needing access to surgery, cross from Mount Lane Car Park) • Bryn-Du Hill junction (see below)

Operating Procedure for Local Learning Area	The following are potentially significant issues/hazards within our Local Learning Area:
	
	• Road traffic
	• Other people
	  ○ members of the public
	  ○ animals
	• Losing a pupil
	• Uneven surfaces and slips, trips, and falls
	• Weather conditions
	• Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)
	• Narrow pavements
	• River Severn
	• Avoid crossing Bryn-Du road whenever possible. If unavoidable, cross at a safe point, further up Bryn-Du road, not near the busy junction
	
	These are managed by a combination of the following:
	
	• The Headteacher or Deputy Headteacher must give verbal approval before a group leaves
	• Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office
	• The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus
	• Regular handwashing or regular hand sanitising is in place where appropriate
	• Students are briefed on keeping their distance from members of the public / animals

		• The selected route takes the least busy option • There will normally be a minimum of two adults (check ratios with Headteacher or Deputy **H**eadteacher) • Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques • Pupils have been trained and have practised standard techniques for road crossings in a group. • Where appropriate, pupils are fully briefed on what to do if they become separated from the group • Pupils' clothing and footwear is checked for appropriateness prior to leaving school including wearing 'high-vis' jackets where practical • Staff are aware of any relevant pupil medical information and ensure that any required medication is available • Staff will record the activity on EVOLVE (Local Area Visit module) • A mobile phone is taken with each group and the office staff have a note of the number
	Also:	• On any narrow pavement, pupils to pass in single file and traffic to be stopped by adults if appropriate (e.g. to ensure safety on the corner by the Old Market Hall, Spar side) • Use pedestrian crossings whenever possible. Staff to be familiar with locations of pedestrian crossings

Notes

Checklist before leaving:

✓ **out of courtesy, make parents aware of the visit**

✓ **place of visit is aware of your arrival**

✓ **you have all required medicines and a class register with important information noted**

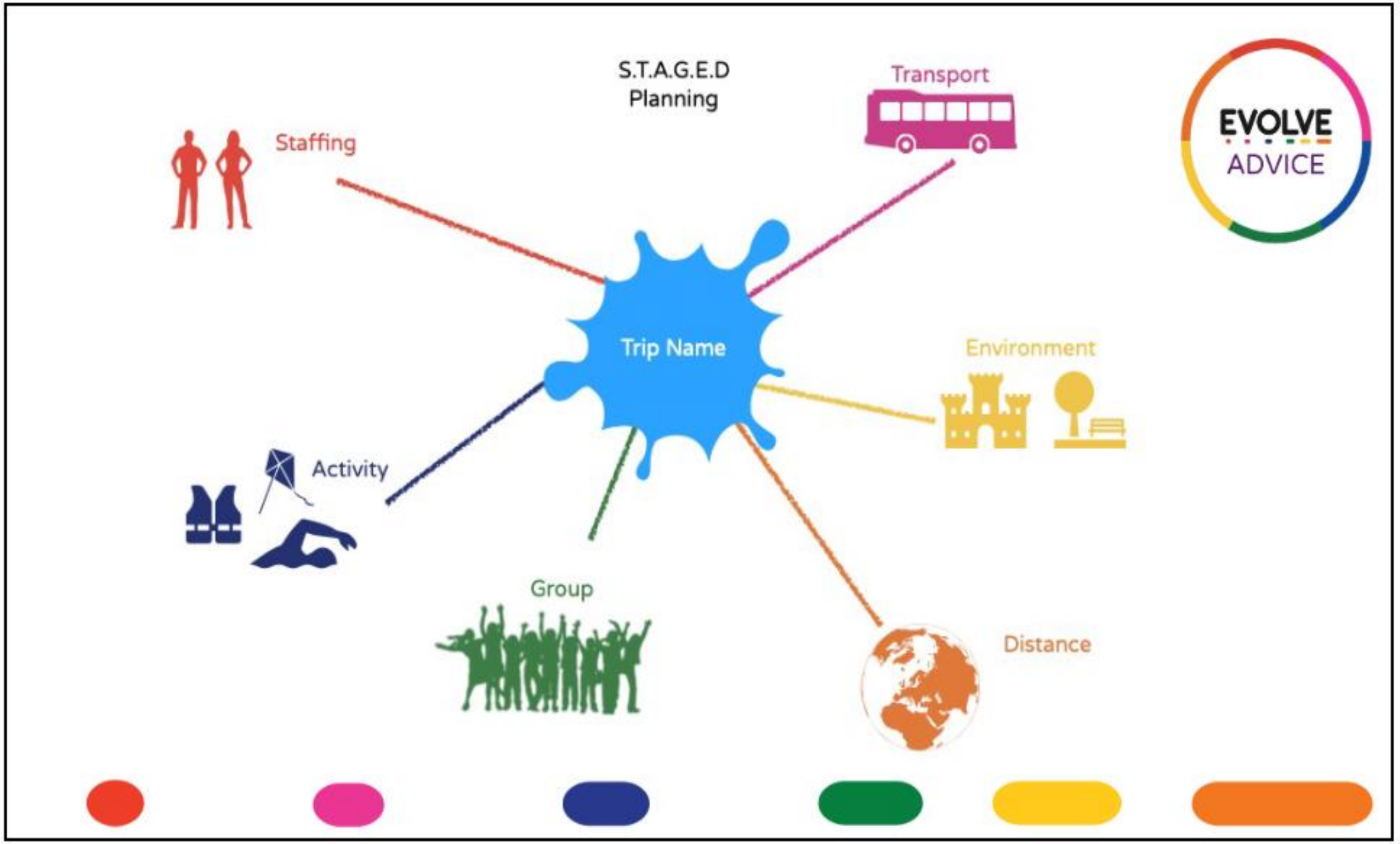
✓ **you have the school mobile phone and the office has various contact details**

✓ **if the visit requires volunteer helpers, make sure that they have appropriate DBS status if their help is not a 'one off'**

✓ **remind adults of risk assessment**

Appendix 3 – S.T.A.G.E.D. Planning for School Visits

S.T.A.G.E.D.	Issues	How to manage it
Staffing		
Transport		
Activity		
Group		
Environment		
Distance		


S.T.A.G.E.D
Planning
Staffing
Transport
EVOLVE
ADVICE
Trip Name
Environment
Activity
Group
Distance