



Educational Visits Policy

POLICY STATEMENT

Clifton College has formally adopted “**National Guidance**” as “**Clifton College School Employer Guidance**”. This Educational visits guidance can be found on the following website: www.oeapng.info.

Clifton College is committed to providing inspirational and real world educational experiences for all young people. We will ensure that all risks are assessed to an appropriate level and that staff have received relevant training. We are committed to safeguarding and promoting the welfare of children and young people during outdoor learning and off-site visits. We will select venues and providers who maximise the educational content and achieve high standards of health and safety.

SCOPE

This policy is applicable to all those involved in the organisation of and participation in educational visits for pupils.

AIMS AND OBJECTIVES

- To ensure that visits are well planned and significant risks are identified and managed
- To ensure that there are plans in place for changes in circumstances during a visit that are reasonably foreseeable
- To ensure that those in charge of visits have the necessary competence to manage situations appropriately
- To ensure that other Clifton College policies e.g. Safeguarding and Protecting Children are considered when planning visits

LEGISLATION AND BEST PRACTICE GUIDANCE

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 set out the legislation for managing health and safety. This includes assessing and managing risks for educational visits.

Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances. Information provided in the supporting procedures has been developed using the Outdoor Education Advisers' Panel (OEAP) national guidance and recommendations and further information can be found at www.oeapng.info

ENSURING UNDERSTANDING OF BASIC REQUIREMENTS

As an employer, Clifton College is required to ensure that its employees are provided with



- appropriate guidance relating to visits and Learning Outside the Classroom (LOtC) activities;
- employer-led training courses to support the guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training from an appointed Adviser that has proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

The appropriate guidance for the management of outdoor learning and LOtC at EGS is the Employer Guidance website [OEAPNG](#)

The relevant training courses for Clifton College are:

1. Educational Visit Coordinator (EVC) Training - Clifton College is required to have a current, trained EVC in post for the Upper and Preparatory Schools. The Heads of Sport and Activities also act as Visit Coordinators for their areas of responsibility.
2. Clifton College Educational Visit Coordinator (EVC) Revalidation - The Clifton College EVC is required to undertake a formal revalidation at least every 3 years.
3. Visit Leader Training – all visit leaders have training and support from the EVC and an ‘apprenticeship’ system is operated with experienced staff mentoring staff with less trip experience. All new staff have ‘visit leader training’ as part of their induction programme. Overseas training will be given to those taking trips abroad.
4. The EVC offers staff leading trips a two day training course administered by the Royal Geographical Society. This Off Site Safety Management Course (OSSM) covers best practice for organising and leading trips both in the UK and abroad.

Where an employee experiences problems with finding the material they are looking for, or require clarification or further help and guidance, they should consult the EVC.

ROLES AND RESPONSIBILITIES

Head of College/Headmaster

The Head of College / Headmaster will:

- Ensure compliance with this policy and delegate the day-to-day responsibility for educational visits to the Assistant Head EVC
- Approve (or disallow) visits

Deputy Heads (Senior Deputy, Co-Curriculum, Pastoral & Academic)

The Deputy Heads will:

- Assist with planning the timings of educational visits
- Be involved in reviewing of policies and procedures in the light of lessons learned and ensure those concerned are informed of any changes
- Support the work of the Assistant Head (EVC) for visits to help to identify training needs and appropriate levels of delegation



Assistant Head - Educational Visits Coordinator

The Assistant Head EVC will:

- Work closely with the DSL to ensure that safeguarding considerations are paramount in every aspect of planning and executing a trip.
- Confirm that arrangements are in place to obtain DBS checks where necessary, and advise on other appropriate vetting processes for volunteers by liaising with P&O.
- Work closely with the Deputy Head Co-Curriculum and Planning on the timings and staffing of trips
- Have responsibility for the planning and implementation of all trips
- Have the deputised authority of the Head to sign off on all risk assessment and paperwork associated with trips.
- Be able to support colleagues in providing suitable training, guidance and advice on organising and running trips.
- Ensure that all policies relating to trips are up-to-date and compliant.
- Review the EVC policy and procedure annually
- Ensure that all educational visits and activities meet appropriate legislative and Health & Safety requirements.
- Act as the point of contact for all trips/off-site activities or deputise this where necessary.
- Be able to assist/ intervene where necessary when action needs to be taken on a trip, e.g. flying pupils home in an emergency.
- Attend school off-site visits to gain first hand experience of the issues/challenges facing that activity (e.g. sailing/rowing/CCF/field trips etc).
- Coordinate with the Head and Deputy Head (Co-curricular and Planning) on the Educational Visits and Expeditions programme.
- Ensure those leading adventurous activities are competent to do so.
- Work closely with the Health Centre to ensure that our pupils are fully supported with all matters of health.

Head of Health & Safety

The Head of Health & Safety will:

- Provide general advice on safety during visits
- Assist the EVC in developing and updating the policy and procedures for educational visits
- Keep records of individual visits including what worked well, what didn't and any accident/incident reports. Liaise with the relevant external agency where appropriate regarding Health and Safety/Accidents/Near misses.
- Keep records of any accidents/incidents during an educational visit for 3 years

Visit Leader

The Visit Leader will:

- Ensure the proposed trip and dates have been approved by SLT



- Attend training organised by the EVC before taking trips
- Ensure all staff and volunteers involved in educational visits are competent to fulfil their designated role
- Ensure there are sufficient numbers of staff and volunteers to ensure effective supervision and to deal with incidents and emergencies in line with the Educational Visits Procedures document
- Ensure staff and volunteers have received relevant information on the visit and the group
- Ensure appropriate parental consent is in place and up to date medical information, special circumstances and contact details are available and shared with relevant staff
- Ensure safeguarding and inclusion issues have been addressed
- Report any incident amounting to a report, allegation or suspicion of abuse or any safeguarding concerns which occur whilst on the trip in accordance with the Safeguarding and Protecting Children Policy and follow the instructions of the Designated Safeguarding Lead and/or Headmaster
- Ensure all risks have been considered and addressed as appropriate
- Ensure access to first aid personnel and equipment at an appropriate level are available.
- Designate a staff member to be in charge of administering medicines in accordance with school policy.
- Ensure accommodation and activity resources, where used, are safe, suitable and appropriate
- Ensure travel or transport arrangements are appropriate
- Ensure a 'Plan B' has been considered
- Ensure there are suitable emergency arrangements in place
- Ensure suitable insurance is in place
- Ensure monitoring and post activity/visit review and evaluation arrangements are in place
- Ensure all records relating to educational visits are retained and then disposed of when appropriate in line with Clifton College's Data Protection Policy.
- Ensure they have received written confirmation from the Head of College that the trip has been given final sign off and they can depart

MONITOR AND REVIEW

This policy will be regularly monitored and reviewed to ensure its efficiency and relevance.