



Ripon Grammar School

Off-site Educational Visits Policy

1 Introduction

- 1.1 Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Ripon Grammar School as a successful school. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

2 Policy

- To ensure that every student has the opportunity to benefit from educational visits.
- To ensure all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.
- To comply with the Local Authority (NYCC) procedures and requirements.
- To keep up to date with further advice from the LA and ensure, where appropriate, that further advice is sought from the LA and other technically competent personnel.
- To meet any DfE guidelines or regulations.

3 Procedures for Implementing the Policy

- 3.1 All visits should be linked to the school's educational aims and planned and approved well in advance in accordance with visits planning procedures.
- 3.2 **The Governing board** must be informed of all off-site visits but delegate school approval of visits to **the Headmaster** other than:
- The first occasion of a non-adventurous visit abroad, for example a language visit to a new European country.
 - All adventurous visits abroad (for example expeditions) even if that same visit had taken place before.
 - The Headmaster may, at any time, refer a visit to Governors for approval.
- 3.3 **Advisor:** Visits abroad and all self-led adventurous activities, regardless of location, will be approved by the local authority.
- 3.4 The school will appoint an **Educational Visits Coordinator (EVC)** who will be known to all staff.
- The EVC:**
- must attend NYCC training for his/her role every 4 years;
 - checks the entry of all proposed visits on the NYCC database **and gains approval** from the 'Education Development Advisor – Learning Beyond the Classroom' for visits abroad. **No visit abroad may proceed without this approval;**

- seeks further technical advice from the NYCC where necessary;
- approves the group leadership, planning checklist, risk assessment, management and evaluation of all visits;
- provides information to Governors as requested.

3.5 There must be a named **Group Leader** (and where appropriate, deputy) on all visits.

- The Group Leader will ensure sufficient staff and helpers of the right experience are checked, (DBS if appropriate,) and briefed throughout the visit.
- The Group Leader will ensure that risk assessments are applied, (and modified if necessary,) throughout the visit.
- The Group Leader will ensure that Best Value principles are used when selecting providers, that appropriate checks are made, and all insurance and financial support procedures are followed.
- Group Leaders will carry contact details for a named responsible person at RGS who can be contacted for assistance during an educational visit if necessary.
- The named responsible person at RGS will have all details about the visit, including all personnel involved, destinations, activities, etc. - in writing, in advance of the visit leaving RGS.
- Group Leaders will, where possible, undertake exploratory visits or seek references from other schools if using new venues.

3.6 **External Providers:** Wherever possible visit leaders will gain credible assurances of health and safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement.

3.7 **Consent:**

3.7.1 **Routine acknowledgement:** Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day. Information regarding the nature of the types of visit will be included on the admission form.

3.7.2 We will always aim to fully inform parents through the schools' website (in the "News, Calendar & Notices" section) of the nature of each visit, activity or series of visits of a similar nature, remind parents that they have acknowledged consent on enrolment, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be offsite, but this may not be possible.

3.7.3 **Non-routine consent:** Visits that are non-routine visits and activities and those visits that fall outside of normal hours, will require additional consent and parents will be sent an email requesting consent. We will fully inform parents by the schools' website in the "News, Calendar & Notices" section of the nature of each visit, activity or series of a similar nature.

3.7.4 **Specific consent:** Consent will be collected digitally through EVOLVE and 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 by a letter on the schools' website in the "News, Calendar & Notices" section of the nature of each visit, activity or series of visits of a similar nature. In some cases, the school may hold a parent's information evening at the school to ensure the parents understand the full nature of the trip.

3.7.5 **Medical information:** We will use the medical information on record in our Student Information Management System alongside any updated information, which parents will be given the

opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

4 Incident Management

4.1 In the case of an incident during a visit, all members of staff will follow the establishment's Emergency Action Plan.

5 Monitoring of Visits and Procedures

5.1 Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

5.2 The Educational Visits Co-Ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

6 Charges for Off-Site Activities and Visits

6.1 Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance.

6.2 Costing an off-site visit must be done with care to ensure that moneys received cover the necessary expenditure. No school subsidy may be assumed without the express permission of the Headmaster.

6.3 Similarly, if a surplus is made, this should be returned pro-rata to parents.

6.4 The aim is to make all educational visits accessible to all RGS students irrespective of parental income. In known cases of hardship the Headmaster is authorised to provide financial support.

6.5 All receipts and expenditure must be handled through the designated school bank account according to procedures required by the Bursar and Headmaster and the accounts made available for auditing on completion of the visit.

6.6 Under no circumstances may a Group Leader use his/her own personal bank account.

7 Inclusion and SEND

7.1 We endorse the principles for young people of a presumption of entitlement to participate, through direct or realistic adaptation or modification and integration through participation with peers.

7.2 We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

7.3 We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to Ripon Grammar School SEND Policy.

8 Safeguarding

8.1 Safeguarding procedures will be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams will:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

8.2 Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained, and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to Ripon Grammar School Child Protection Policy.

9 Insurance

- 9.1 Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

10 Transport

- 10.1 Careful thought will be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff will follow any specialist guidance provided by their employer.

11 Responsibilities

- 11.1 The School: This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.
- 11.2 The Educational Visits Co-Ordinator is: Mrs H. Keelan-Edwards
Administrative tasks will be carried out by: Ms J. Braithwaite
School Bursar is: Mrs A. Balsdon
School's Health Worker is: Mrs S. McIntyre
H&S Advisor is: Mr A. Hogg

11.3 Parents

- 11.3.1 Parents will be given sufficient information about all educational visits to make informed decisions and give written consent, medical and contact details.
- 11.3.2 Where judged appropriate by the Headmaster for high risk, residential and foreign visits, meetings with parents will be arranged.
- 11.3.3 Expectations of students' behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

11.4 Students

- 11.4.1 Students must be briefed about aims, expectations and codes of conduct for all visits.
- 11.4.2 Where possible students should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

**Policy created: May 2019
by Mrs H Keelan-Edwards
Policy to be reviewed: May 2020**

Approved by the Governors' Curriculum Committee

Appendix

Emergency Action Plan

