



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 (NYC) 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 delegates 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, all self-led adventurous activities and all residential visits, 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 NYC training for his/her role every 4 years;
 - checks the entry of all proposed visits on the NYC database **and gains approval** from the 'Education Development Advisor – Learning Beyond the Classroom' for visits abroad, self-led adventurous activity and all residential visits. **None of these visits may proceed without this approval;**
 - seeks further technical advice from the NYC where necessary;
 - will publish dates of all educational visits on the school calendar to inform governors and staff in advance.
 - 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 all staff participating in the visit have viewed the Risk Assessment and necessary student information prior to the visit.
 - The Group Leader will ensure they have checked with relevant staff regarding any student who may have an issue linked to 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 **Informing parents:** We will always aim to fully inform parents through the school's 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 off-site, but this may not always be possible.
- 3.7.2 **Routine acknowledgement:** It is not a legal requirement to gain parental consent for low risk off-site curriculum activities during the normal school day. However, written acknowledgement will be gained on enrolment for routine local visits. Information regarding the nature of the types of visit will be included on the admission form.

- 3.7.3 **Non-routine consent:** Visits that are non-routine and activities and those visits that fall outside of normal hours, will require additional consent and parents will be sent an email requesting consent.
- 3.7.4 **Specific consent:** Consent will be collected digitally through EVOLVE and/or ParentPay 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 of each visit, activity or series of visits of a similar nature. Where judged appropriate by the Headmaster for high risk, residential and foreign visits, meetings with parents will be arranged to ensure 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 the EVC may decide that separate medical information and consent forms need to be completed.

4 **Incident Management**

- 4.1 In the case of an incident during a visit, all members of staff will follow the school's Emergency Action Plan shown at the Appendix to this policy.

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 (currently "Charging for School Activities" dated May 2018 on gov.uk website).
- 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. Similarly, if a surplus is made, this should be returned pro-rata to parents.
- 6.3 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.
- 6.4 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.
- 6.5 Under no circumstances may a Group Leader use his/her own personal bank account to manage visit funds.

7 Inclusion and SEND

- 7.1 We endorse the principles for students 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 student with a protected characteristic less favourably or fail to take reasonable steps to ensure that students 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 student 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 The school may withdraw a student from an educational visit or trip if there is a safeguarding concern linked to the student's welfare. In addition, a student may be excluded on the grounds of behaviour if the behaviour presents a significant health or safety risk to the student, the group or the leaders.
- 8.3 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 students, 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 Students 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 the school.
- 10.2 Students are not permitted to drive to/from an Off Site Educational Visit (including sports fixtures) unless the journey is at the start or the end of the school day and the journey constitutes travelling to/from school. Once registered at school, all transport will be arranged by the school. Any exceptions to this must be cleared by the EVC and consent will be required from

the parents of both the driver and any passengers.

- 10.3 Staff using their own vehicles should have business insurance if the journey occurs while they are at work. Not doing so may invalidate their existing insurance.

11 Responsibilities

11.1 **The School:** This policy applies to all off-site educational visits, outdoor learning and adventurous activities carried out with students. It does not apply to work-experience placements, enrichment activities, work-related learning or alternative provision. Individual staff responsibilities:

- The Educational Visits Co-Ordinator: Mr GM Livesey.
- DSL: Mrs H Keelan-Edwards.
- SENDCo and Inclusion Manager: Mrs S O'Brien.
- Administrative tasks: Ms J Braithwaite.
- School Bursar: Mrs A Balsdon.
- School Health Workers: Mrs S Parks and Mrs C Britton.
- H&S Advisor: Mr A Hogg.

11.2 **Base Contact:** A member of the school's Senior Leadership team (SLT) will be nominated as the Base Contact for all educational visits. If required, they will assist the Group Leader to resolve both emergency and non-emergency situations. Actions required may include:

- Calling the emergency services.
- Informing parents.
- Practical arrangements for the group travelling back to the school and being reunited with parents.
- Informing the Headmaster, other members of the SLT or governors.
- Sending staff to the scene of the incident.
- Arranging food/drink/shelter/accommodation/transport.
- Making emergency funds available – for example for repatriating a group or for staff and/or parents to travel to the scene of an incident.
- Addressing any safeguarding issues and alerting social services as necessary.
- Appointing a member of staff as a contact point for parents.
- Informing insurers.
- Arranging translation services (if the event occurs overseas).
- Dealing with the media (wherever possible, this should be conducted by the Headmaster).

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 reviewed: March 2024
by Mr GM Livesey**

Approved by the Governors' Curriculum Committee

Appendix

Emergency Action Plan

