



Educational Visits Policy

Introduction

Next Steps Education has the responsibility of providing guidance for offsite visits and it is essential that any staff member or contractor of Next Steps Education reads this policy before contemplating or organising any educational trip or visit to be made by students of our organisation.

Additional guidance and regulation should also be read:

- THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.) see website link :

www.oeapng.info/

- The DfE guidance : Health & Safety on Educational Visits (Nov 2018), key points of which are addressed in this document

NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.

Reasons for visits

Next Steps Education aims to offer a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

Activities led by tutors and mentors of Next Steps Education must have a clearly defined educational/ developmental purpose. To enrich our offer for the students at Next Steps Education, we encourage a range of educational visits and other activities.

Visits and curriculum links



All educational visits and activities support and enrich the work we do in tuition and mentoring sessions. Some visits relate directly to areas of learning for individual students, whilst others relate to groups of students.

Trips will always have a valid link to an area of an individual student's learning programme.

Gaining permission for a trip

As part of our responsibility, Next Steps Education has adopted this policy for the effective and safe management of educational visits.

- The Directors or the Educational Visits Coordinator must approve any visit, including all local area visits.
- The Directors or the Educational Visits Coordinator are responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- The Directors or the Educational Visits Coordinator should ensure that the aims of the visit meet the needs of the pupils.
- The Directors or the Educational Visits Coordinator should ensure the suitability of staff/contractors appointed to the visit.
- The Directors or the Educational Visits Coordinator should ensure that the visit leader fully understands his/her responsibilities.
- The Directors or the Educational Visits Coordinator should implement effective emergency contact arrangements.
- The Directors or the Educational Visits Coordinator should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- The Directors or the Educational Visits Coordinator should have a system in place to record, audit and monitor school off-site visits.



Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

This should include:

- Do the values and ethos of the provider match our expectations?
- Is there a clear understanding about the responsibility for supervision at all times during the visit?
- What are the respective roles of provider staff and our staff?
- What provision will be made for our pupils' special needs?
- How flexible is the programme to meet changing circumstances?

When using external providers and facilities Next Steps Education, the tutors and mentors refer to national guidance from OEAP (<https://oeapng.info>).

Parental consent

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by Next Steps Education as most of these activities take place during school hours and are a normal part of a student's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Checklist for all off-site activities

All visit leaders should complete a checklist before going out on a trip of any kind. Different students will need their own checklist based on individual needs and their programmes of learning.

The visit leader



The visit leader must recognise that whilst leading the visit, he or she is in effect representing Next Steps Education and holds delegated responsibility for Health & Safety and Duty of Care.

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the student or group, and the environments they will operate in.

Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment. Visit leaders must inform the Directors or Educational Visits Coordinator of each trip and where appropriate, must provide an individualized risk assessment adapted from templates in the Virtual Staff Room.

The visit

On the day, leave in the school office (or email through as appropriate):

- a list of students attending and going on the visit.
- a full list of escorts, staff and groups of students for which they are responsible
- the itinerary for the trip
- take First Aid Kit, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

During the visit

- Students will always be accompanied and supported by their one to one at a level appropriate for that pupil and in line with their behaviour and educational programme.
- Safeguarding continues to be highly important when in the community. Care should be taken to take account of this factor.
- Courtesy to the public must be shown at all times however child safety will always come first.



- Escorts should ensure the safety and wellbeing of the students in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.
- Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.
- On return, a tutor/ mentor must remain with uncollected students until all parents have arrived and all children have departed.

Insurance Introduction

Personal

- Next Steps Education hold employer, professional and public liability indemnities that cover all employed or contracted persons as well as any students in our care.
- In respect of students, Next Steps Education has a legal duty to take care of the wellbeing and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.
- There is no requirement for Next Steps Education to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for students is a matter for the parents to arrange.

Emergency / Critical Incident Procedures

All leaders must carry Next Steps Education's telephone contacts and action plan should an incident happen and a copy of the visit risk assessment.

Visit leader must report any incidents to the Directors or Educational Visits Coordinator using the normal accident reporting procedures.

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the Directors and the Educational Visits Coordinator.



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Extended Learning Locality (Local Area Visit) General Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the Operating Procedure below.

These visits/activities:

- Must be recorded on the Next Steps Education Educational Visits spreadsheet
- Do not require parental consent.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Operating Procedure for Local Learning Area (The below is simply a generic risk assessment for these routine activities)

- The following are potentially significant issues/hazards within our Local Learning Area:
 - Road traffic
 - Other people
 - Members of the public
 - Animals
 - Losing a student
 - Uneven surfaces and slips, trips, and falls
 - Weather conditions
 - Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)
 - Individual pupils behaviours

These are managed by a combination of the following:

- Only tutors/ mentors judged competent to supervise groups in this environment are approved. This includes tutors and mentors who are working with students with whom they have an established and successful relationship with.



- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the Next Steps Education.
- Regular handwashing or regular hand sanitising is in place
- The selected route takes the least busy option
- Students' clothing and footwear is checked for appropriateness prior to leaving for the visit.
- Tutors/ mentors are aware of any relevant pupil medical information and ensure that any required medication is available.
- Tutors/ mentors will inform the Directors or Educational Visits Coordinator of the trip at least one week prior to the trip
- A mobile is taken with each group and the Next Steps Education office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)
- Tutors/ mentors working with students are familiar with both Next Steps Education's Student Code of Conduct and individual students' relational learning plans.

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