



KADER ACADEMY

Educational Visits Policy

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Date reviewed:	Approved by:
	Governing Body

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1. Introduction

This policy sets out the establishment procedures within which all employees must operate.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

2. Scope and Responsibilities

This Policy will apply to all pupils and will be implemented by all staff employed by Kader Academy. 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.

The Principal and SLT are the Educational Visits Co-ordinators. They will have the training and experience to enable them to competently discharge their responsibilities

The Educational Visits Co-ordinators are: Alison Mitchinson, Janet Donald, Laura Yendall

Administrative tasks will be carried out by the Visit Leader.

The Principal will report to governors on the operation of this policy. The document is subject to review as required.

3. Establishment policy and Procedures

The Kader Academy Policy for Educational Visits, Outdoor Learning and Adventurous

Activities (March 2018) is the employer's policy. Kader Academy recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through North Yorkshire Educational Visits Advisory Service. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Principal, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

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 and information regarding the nature of the types of visit will be included. We will always aim to fully inform parents via the PA Connect app and Kader Academy Website of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, 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.

Non-routine consent: Written consent, via the PA Connect App or Kader Academy website, will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by the PA Connect app and Kader Academy website of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent via the PA Connect App or Kader Academy website 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 the PA Connect App or Kader Academy website of the nature of each visit, activity or series of a similar nature.

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.

For all visits there should be a responsible adult with a good working knowledge of first aid.

A first aid kit appropriate to the visit should be carried.

Staff competence

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the employer.

Visit Leader Training: Visit leaders will be approved by the Principal and will have attended appropriate training as required by the employer.

4. Planning and Approval Procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively assurances will be gained through a Provider Statement as detailed in the employer policy.

5. Visit Planning and Management System

A web-based system is used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows: On-site or local learning area, Joint visit, Overseas, Residential, Adventurous (provider led), Adventurous (self-led)

Refer to local procedures and guidance regarding the establishments' use of these categories.

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy.

Governing Body: Additionally as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The governing body delegate the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Principal: [Visits abroad, all adventurous activities, residential visits and non-local day visits] or [All visits and activities – when they are also the EVC]

Educational Visits Co-ordinator:

[Local walking visits, bike ability training, local sports fixtures and local swimming visits]

6. Incident Management

For the duration of all off-site visits and activities there shall be a nominated suitable person providing 24/7 cover. This emergency contacts will have secure access to all details of the visit including medical and next-of-kin information for all young people, accompanying staff and other adults. In addition they will have access to Council emergency numbers.

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in the appendix.

7. Monitoring of Visits and Procedures

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

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

8. Charges for Off-Site Activities and Visits

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. Reference should also be made to Kader's Charging Policy.

9. Inclusion and SEND

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

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.

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 Kader Academy SEND Policy.

10. Safeguarding

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

- 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.

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 Kader's Safeguarding Policy.

11. Insurance

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.

12. Transport

Careful thought must 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 must follow any specialist guidance provided by your employer.

Appendix

1. Boundaries

We use an extended local area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below operating procedures.

Kader Academy defines its local area as an area of the North East (See Map below).

Kader Academy reserves the right to update the boundaries. In the event this occurs parents would be informed and the policy updated.

2. Operating Procedure for the Local Learning Area

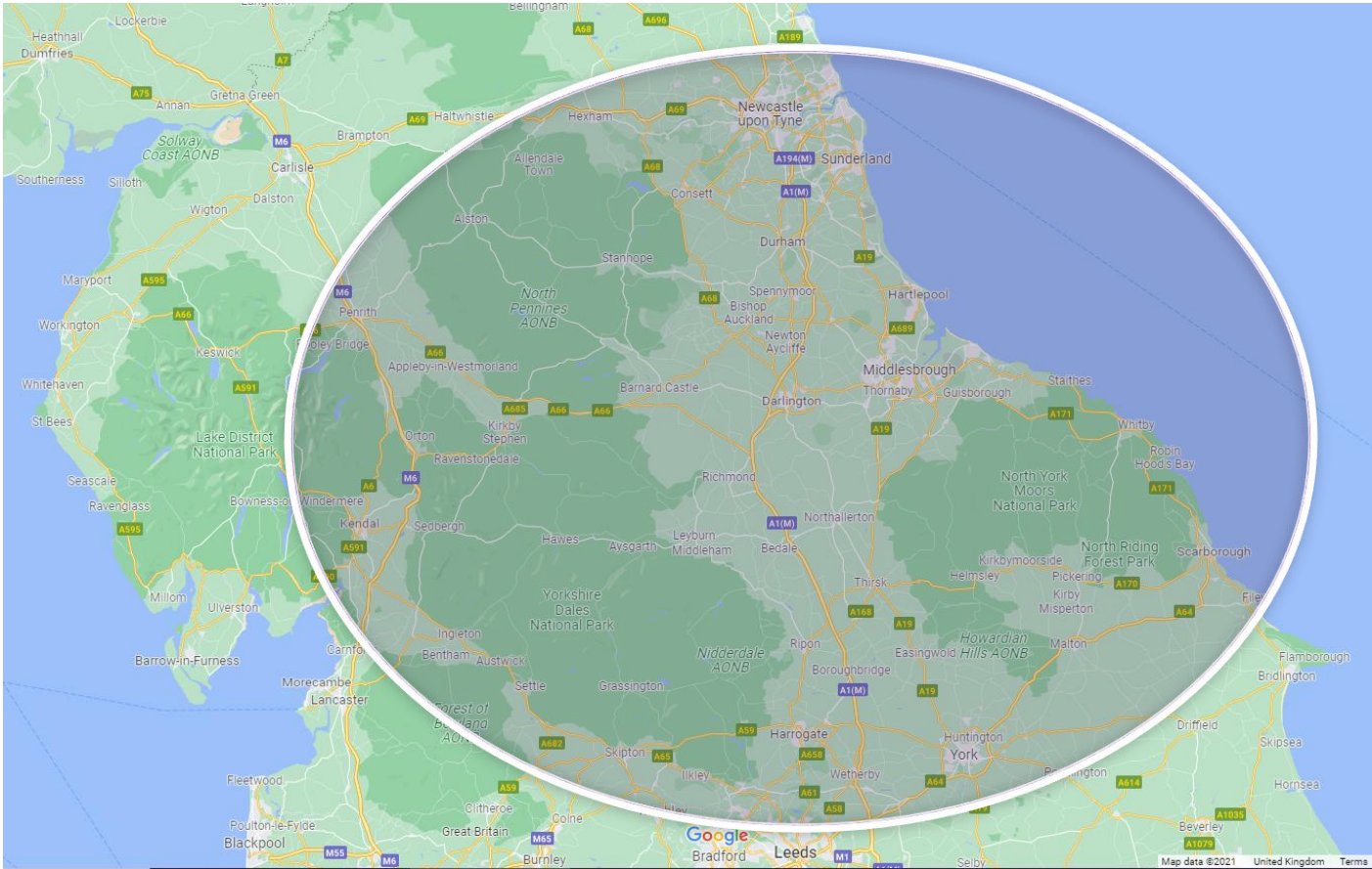
The Following are potentially significant issues/hazards within our extended locality:

- Roads 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 environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Principal, must give verbal approval before the 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 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults, but more often a higher ratio depending on the age of the child. Staff will be familiar with the area, including
- any 'no go areas', and have practised in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning zone is don't in 'buddy' pairs as a minimum.

-
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
 - Staff are aware of any relevant pupil medical information and ensure that any medication is available.
 - Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
 - A school mobile is taken with each group and the office have a note of the number.
 - Appropriate personal protective equipment is taken when needed (eg gloves, goggles)



Map of defined local area



PARENT/GUARDIAN CONSENT SCHOOL VISITS AND ACTIVITIES



Completion of this form means that separate consent forms for every trip will no longer be required. Please make sure that you have registered for PA Connect App to receive details of trips via the app. Details will also be on the school website.

Period of Consent: Duration of your child's school life

This consent form is for schools visits that take place during school hours which are a normal part of a child's education. This includes, local visits such as to museums, libraries etc. As these will be part of your child's curriculum it is important that they take part. The school will always provide details of any trips ahead of the visit.

Please complete the form below if you are happy for your child:

- To take part in school trips and other activities that take place off the school premises within the school day
- To be given first aid (including plasters) or medical treatment during any school trip or activity

I understand that the trips and activities covered by this consent include:

- All educational visits within the defined local area (excluding residential trips)
- Walking to Church
- Local environmental studies and surveys
- Off-site sporting activities

I understand that:

- I will be informed of the dates and times of these visits prior to them taking place through the PA Connect App
- All reasonable care will be taken of my child in respect of the visit or activity
- My child will be under an obligation to follow all directions given, observe all rules and regulations governing the visit or activity
- I need to alert school of any new or existing medical conditions, prescribed medication or special needs now and as and when they arise
- It is my responsibility to inform school in writing if I wish my child to "opt-out" of a particular trip or activity

I give consent for photographs to be taken in school, on trips and at sporting events (unless we are already aware that your child is unable to have their photograph taken).

Name of child: _____ Year Group: _____

Signature of Parent/Guardian: _____ Date: _____

Full name (Capitals): _____

If any contact or medical information changes please contact the school office.

- I understand that I am not required to give consent for local educational visits during the school day which are part of the normal curriculum, but that I will be fully informed by the means described above.
Yes/No
- I give consent for my child to take part in local educational visits beyond the school day or which are not part of the normal curriculum. I understand that I will be fully informed by the means described above. Further afield, residential or adventurous visits will require separate consent.
Yes/No
- I understand that it is my responsibility to provide timely updated medical and contact details to the school.
Yes/No
- I understand that the Visit Leader may give the participant prescribed medication for which I have given separate written consent and that I will be informed.
Yes/No
- I understand that I can request further information about administering medication, behaviour, charging and remissions, safeguarding and other relevant policies from the school or service.
Yes/No
- I understand that it is my responsibility to have the PA Connect App so the school can keep me informed.
Yes/No
- Signature