

# Chilton Trinity Technology College

## Educational Visits Policy



## General

The school recognises the importance of outings in order to provide enrichment to the education of our students. As such, the school offers a wide range of outings from day trips in school time to residential trips during the holidays. School trips will be arranged and follow the guidance issued by the Local Authority.

## Behaviour on a School Trip

It is expected that all students observe the highest standard of politeness, courtesy and conduct at all times. The students, even out of school time, are representing the school and it is expected that they will do everything in a way that reflects positively on them as well as the school. In the case of a student being sent home for misbehaviour then the parents will be expected to pay all costs incurred

## Smoking and Drinking

Smoking is not permitted on school trips. Misuse of any substance on a school trip would be dealt with as detailed in our Behaviour Policy. The normal procedure is that students should not be allowed to drink alcohol when on school trips. Parents will be made aware of any exceptions to this rule and their consent obtained

## Purpose

To set out the procedures to assist staff, students and helpers to have safe and enjoyable educational visits.

To ensure that the school complies with LA, DCSF and HSE recommendations concerning safety in out of school activities.

To provide the appropriate advice and safety checks to give staff the confidence to proceed with the trip.

Gives sufficient details about Risk Assessment to allow staff to determine the safest way an activity should take place, or indeed, whether it should take place.

## Key Points:

The policy should be read in conjunction with Somerset County Council's Outdoor Educational Visits Policy (which can be found at [www.six.somerset5.gov.uk/sccoea/](http://www.six.somerset5.gov.uk/sccoea/) and, if appropriate, the School Minibus Policy.

There have been many important changes to the guidance, application, approval and administrative procedures associated with School External Visits. The key changes to the process are that the old Volume 5 is no longer to be used and that there are now two main categories of visit (A & B). Schools will approve their own category 'A' visits. Category 'B' visits will also be approved by the school **but must also be endorsed by the LA.**

1. The Governors and Headteacher actively support and encourage the opportunities extended to our students by the provision of off-site visits. Their key consideration in authorising these external visits is the safety and well-being of students and adult helpers. Furthermore, the Governors and Headteacher recognise that without the dedication of the staff then these visits would not be possible.

2. However, recent tragic events have highlighted the need for meticulous planning and effective risk assessments and management systems to be in place. The Governors and Headteacher have therefore decided to fully adopt and comply with Somerset County Council's guidelines and procedures that are published at: [www.six.somerset.gov.uk/sccoea/](http://www.six.somerset.gov.uk/sccoea/).
3. The Visit Leader undertakes and accepts a tremendous burden of responsibility in organising any off-site visit. Indeed, on the VE1 application form, the Visit Leader is required to sign the following statement: - **The Visit Leader has completed the planning for this external visit utilising the appropriate safe practice guidance and has recorded/evidenced that the health and safety aspects of planning have been completed. Consideration has been given to any participants with individual needs (SEN, Medical, Disability).**
4. The key part of the above statement is that the visit leader "has recorded/ Evidenced" all aspects of the Risk Assessments and other H & S issues. *Documented evidence is vital.* A Visit Leader checklist is attached as Annex A to this policy document as a guide as to what is expected only. A comprehensive and up to date checklist will be found at [www.six.somerset.gov.uk/sccoea/](http://www.six.somerset.gov.uk/sccoea/)
5. Chilton Trinity Technology College currently has one qualified External Visit Co-ordinators (EVC). The role of the EVC is to: -"check that the planning and Procedures are appropriate for the visit to proceed and that a visit record/file has been created". A guide to what the EVC will be looking for can be found as Annex B to this policy document. We are currently going through a transitional Period for the responsibility and a second member of the Senior Leadership Team Is undergoing training.
6. **Stringent Financial Regulations make it imperative that the Finance Manager is consulted very early in the planning process for all trips. It is vital that charges are as accurate as possible and that students and their guardians are fully aware of the schools charging /refund policies.**
7. A brief outline of what is needed BEFORE any visit can take place is; the visit Leader Should:
  - Discuss the visit with the appropriate Senior Leadership Team member/Head and gain her outline permission
  - Meticulously plan the visit – read [www.six.somerset.gov.uk/sccoea/](http://www.six.somerset.gov.uk/sccoea/) and arrange to meet with all interested parties including Finance, EVC and Senior Leadership Team link– Team Leader
  - Complete the application using EEC Flamefast system - including ALL visit risk assessments.
  - Discuss with EVC whether visit falls into Category A or Category B.
  - EVC will forward the application to SCC for approval for all Category B visits.
  - Category A visits have been designated responsibility to the Head teacher. Approved at Governors meeting Autumn Term 2009.
  - Team Leader to ensure that all permission slips and copies of all correspondence are placed in the Visit File and handed to EVC for checking including medical forms.
  - Emergency contact details need to be finalised prior to visit and copies of contact details handed to main office and SLT emergency contact.
8. All the required forms/templates for successfully planning and approval of an External visit can be found via the website [www.six.somerset.gov.uk/sccoea/](http://www.six.somerset.gov.uk/sccoea/)

9. The Guidance is designed to be used in **electronic format**, for any Somerset County Council employees involved in External Visits.
10. **Hard Copies** can be made but this should be done sparingly and selectively, only as essentially needed. The most up to date version will always be the one on the website.
11. The **EV** forms are essential for administrative procedures for visits. These can be copied and sent electronically or as hard copies. The EV1 & EV2 forms are only required if the user is not able to currently utilise the Flamefast/EEC application system for external visits and risk assessments. Any colleague who requires training in the use of the EEC Flamefast system should contact Lyndsay Steer on 01823 356178 ([https://www.eeclive.co.uk/forms\\_offsite/Offsite\\_Menu.asp?SID=34731](https://www.eeclive.co.uk/forms_offsite/Offsite_Menu.asp?SID=34731))

**All** Visit information once completed must be held by the EVC for auditing and Reference purposes

<b>CATEGORY</b>	<b>DESCRIPTION OF VISIT</b>	<b>NOTICE REQUIRED</b>
<b>A</b>	UK NON ADVENTUROUS	<b>14 DAYS</b>
<b>B</b>	UK RESIDENTIAL NON ADVENTUROUS	<b>14 DAYS</b>
<b>B</b>	OVERSEAS RESIDENTIAL	<b>4 MONTHS</b>
<b>B</b>	OVERSEAS RESIDENTIAL – ADVENTUROUS	<b>12 MONTHS – INITIAL</b>