



# **Dixons Allerton Academy**

## **Educational Visits Policy**

**Responsibility for Review: Operations Manager**

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## Statement of Intent

The Academy recognises that well planned opportunities for outdoor learning make a valuable contribution to the experience and achievement of all of our students. We actively promote a variety of residential/outdoor activities and educational visits for each student.

Dixons Allerton Academy takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974. This policy has been designed in line with the Department for Education (DfE) and Health and Safety Executive (HSE)'s guidance and details our responsibilities for students while out on educational visits.

The Academy also subscribes to the Local Authority's Educational Visits Advisory Service, and may consult with the Educational Visits Advisor, particularly on more complex visits or high risk activities.

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Signed by

\_\_\_\_\_

Principal

Date: \_\_\_\_\_

\_\_\_\_\_

Chair of Governors

Date: \_\_\_\_\_

# 1. Key roles and responsibilities

## 1.1. The Dixons Allerton Academy Governing Body are responsible for;

- 1.1.1 The overall responsibility for the aim and objectives of the Educational Visits Policy and related procedures.
- 1.1.2 The overall responsibility for ensuring that the Educational Visits Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.1.3 Handling complaints regarding this policy as outlined in the Academy's Complaints Policy.

## 1.2 The Principal is responsible for;

- 1.2.1 The authorisation of visits and notification, where appropriate to the stakeholders, eg, Governing Body, Local Authority etc..

## 1.3 The Educational Visits Coordinator (EVC) is responsible, on behalf of the Principal, for;

- 1.3.1 The day-to-day implementation and management of the Educational Visits Policy and related procedures
- 1.3.2 Making staff aware of this policy
- 1.3.3 Ensuring adequate insurances are in place to secure the health, safety and welfare of students and staff
- 1.3.4 Authorising training for relevant staff with regard to the policy
- 1.3.5 Ensuring that staff are competent to lead the visit
- 1.3.6 The overall responsibility of educational visits.

**1.4 Group leaders, staff and accompanying adults attending educational visits are responsible for;**

- 1.4.1 Following the Educational Visits Policy and for ensuring students within their care also do so
- 1.4.2 The designated group leader of any educational visit has a duty of care over the students in place of a parent/carer for the health, safety and welfare of the group
- 1.4.3 The designated group leader will be responsible for using their discretion to deal with emergency situations
- 1.4.4 Group assistants and accompanying adults must act as supervisors, following the instruction of the group leader.

**1.5 Students are responsible for;**

- 1.5.1 Behaving in a manner which matches the ethos of Dixons Allerton Academy, and for following the behaviour rules as set out in the Academy's Behaviour Policy
- 1.5.2 Following the instructions of the group leader and group assistants.

**1.6 Parents are responsible for;**

- 1.6.1 Ensuring that their child arrives promptly for the start of a visit, with appropriate clothing and kit
- 1.6.2 Ensuring that the Academy is aware of any medical or other needs/requirements in advance, which may need to be considered.

## **2. Educational Visits Guidelines**

- 2.1 All educational visits must be approved by the Principal for secondary phase and the Primary Head for primary visits in advance.
- 2.2 The group leader should be fully conversant with the Educational Visits Policy and related procedures.
- 2.3 Any queries regarding the educational visits procedures should be made to the Primary Head for primary phase visits and Educational Visits Coordinator for secondary phase.
- 2.4 Secondary phase students attending should be vetted by the relevant Director of Learning &/or Head of House.
- 2.5 A full risk assessment must be carried out by the group leader taking into account travel to/from the venue, activities undertaken and the students attending. Any student who has additional needs must be considered in the risk assessment. It may be necessary for the group leader to obtain risk assessments from the venue, eg, in the event of high risk activities.
- 2.6 No student should be prevented from attending a visit, unless in negotiations with the Principal/Primary Head and other relevant parties, it is deemed to be in the best interests of the students' education not to go or they present an unacceptable risk to themselves or others.
- 2.7 The group leader should ensure that parents/carers are given sufficient information in writing and are invited to any briefing sessions.
- 2.8 The parental consent form should be completed in advance and returned to school for each student participating in a visit. The exception to the latter is in the case of frequently occurring, low risk activities within the school day, for which an annual consent form is sufficient.

### **3. Staffing Ratios**

Appropriate and adequate supervision must be arranged for students at all times. Staff attending the visit should be briefed by the group leader in respect of their duties and responsibilities.

Consideration should be given to the experience and skills of staff. Consideration should also be given to the structure of the students, eg, behaviour record, students with special needs/requirements, students with pre-existing medical conditions.

An adult is classed to be a member of staff or, where appropriate, a trustworthy adult known to the Academy, ie, a student on placement, a parent.

The ratios detailed below are guidelines only and may need to be modified in light of a number of factors including, the maturity level of the group, the needs of particular individuals, the nature of the activities and the nature of the venue.

#### **3.1 Secondary Phase**

- 20 students or less: 1 teacher + 1 responsible adult
- 20-40 students: 1 teacher + 2 responsible adults
- for each additional 20 students: 1 additional teacher
- When 2 teachers are accompanying a mixed gender group of students it is preferable to have one of each gender.

#### **3.2 Primary Phase**

- Nursery, 1 adult: 3 children
- Reception, years 1 & 2, 1 adult: 5 students
- on educational visits where the risk to child safety is higher, this ratio will be revised by the Primary Head in conjunction with the group leader.

### **4. Safeguarding**

The group leader is responsible for coordinating any safe guarding issues and following Academy procedures on safeguarding whilst on the visit. If any serious issues arise, the group leader must contact the Principal/Primary Principal.

## **5. If things go wrong**

5.1. In the case of accidents and injuries whilst on an educational visit, the Academy's accident reporting process will begin as detailed in the Health and Safety Policy.

5.2. In the case of accidents and injuries whilst on an educational visit abroad;

- The group leader and other attending staff will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred
- The first point of contact with the UK should be the Principal who will contact the family of the injured person
- Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted
- The British Embassy/Consulate will be informed
- The insurer will be notified
- Written records of the incident will be kept
- Media enquiries must be referred to the Executive Principal or the Principal or, if they are not available, the Chair of Governors.

5.3. As an additional safeguard, the Local Authority's 'Yellow Card', which provides 24 hour contact in the event of fatality/critical injury will be carried on all educational visits.

## **6. EVOLVE System**

The Group Leader will be responsible for logging the details of the visit on the EVOLVE system and attaching the relevant documents. This will enable the EVC and the Principal to view, query and authorise the visit.

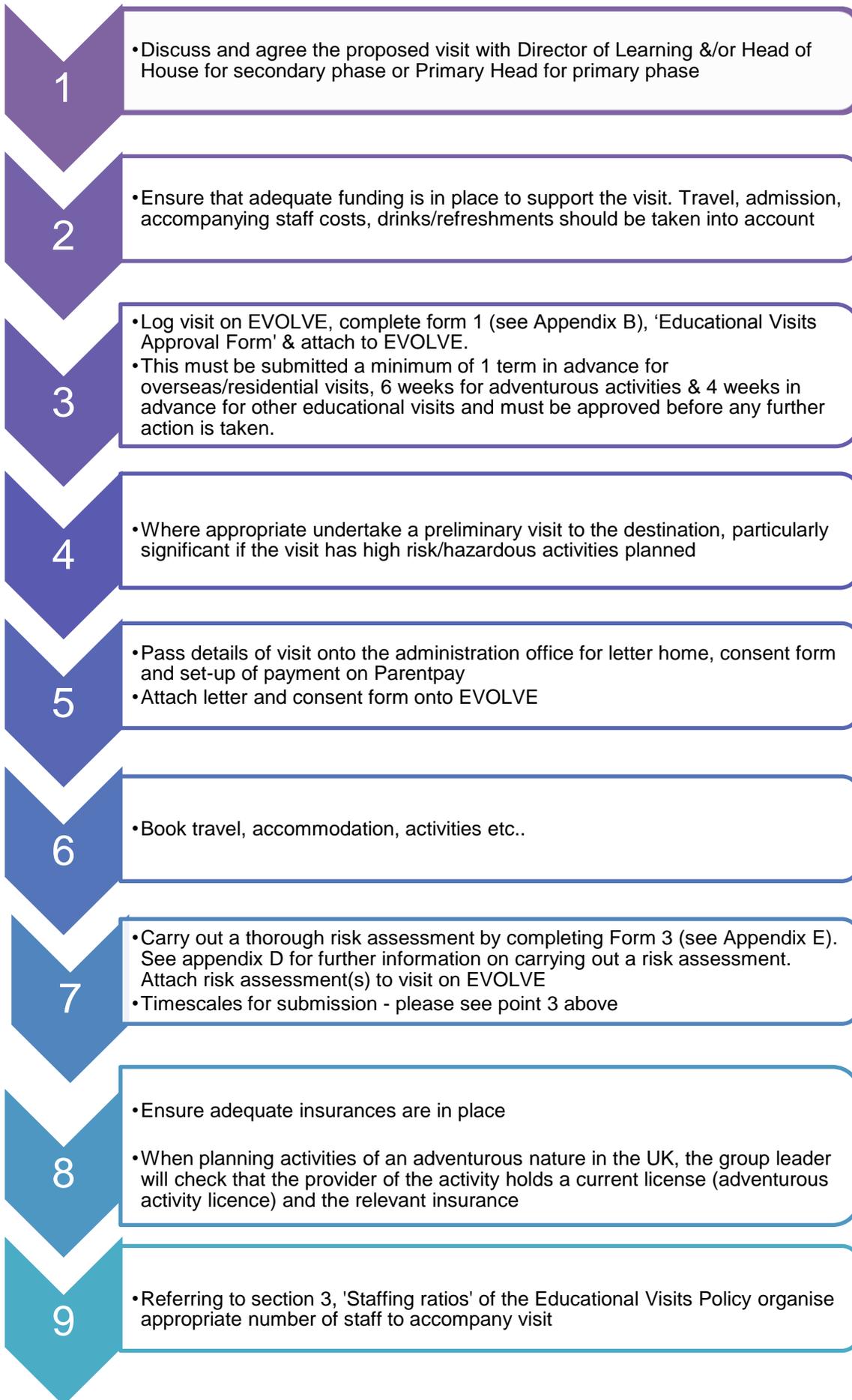
## **Appendix A**

### **Preparing & planning an educational visit**

Using form 4, 'Group Leaders Checklist' (see Appendix F) the group leader will undertake the tasks outlined in preparation for all educational visits.

For visits abroad, the group leader will also refer to Form 5 Group Leaders Foreign Visit Checklist (see Appendix G).

Below is an overview of the planning and preparation stages.



10

- For visits abroad the validity of passports and visa requirements will be dealt with within 3 months of the initial request to avoid problems when the visit is due to take place

11

- Prepare students for the visit so there is a clear understanding of what is expected of them in terms of behaviour and conduct, itinerary and arrangements, emergency procedures etc..

12

- Brief relevant staff on all aspects of the visit including itinerary and arrangements, expectations and responsibilities, code of conduct for staff and students, risk assessments and emergency procedures

13

- Communicate key information to parents/carers before the visit either by a briefing meeting or by letter

14

- Make sure accident and emergency procedures are in place and that all supervisors, students, parents/carers understand what will happen in an emergency and who will take charge.

## EDUCATIONAL VISITS APPROVAL FORM

<b>GROUP LEADER DETAILS</b>	
<b>Group Leader:</b>	<b>Relevant qualifications (if any):</b>
<b>Telephone:</b>	<b>Mobile:</b>
<b>Date From :</b>	<b>To :</b>
<b>VENUE</b>	
<b>Name:</b>	
<b>Address</b>	
<b>Telephone:</b>	
<b>Has an exploratory visit taken place? Yes/No</b>	
<b>Approved by:</b>	
<b>GROUP DETAILS</b>	
<b>Class:</b>	<b>Total Number of Students:</b>
	<b>Male:                  Female :                  Ages:</b>
<b>EDUCATIONAL PURPOSE OF VISIT</b>	
<b>Please record curriculum areas to be covered</b>	
<b>NATURE OF ACTIVITIES</b>	
<b>Activity</b>	<b>Led by: Contractor, Named School Staff</b>
<b>TRANSPORT AND TRAVEL ARRANGEMENTS</b>	
e.g. school drivers/contractors (please append details – name, registration number, insurance details) Public transport	
<b>Has the school kitchen been notified of student numbers for student grab-bags? YES/NO</b>	

<b>STAFFING ARRANGEMENTS</b>			
<b>Staff (S) and Volunteers (V)</b>	<b>S / V</b>	<b>Main Duties / Relevant Qualifications</b> (Deputy leader, activity assistant, first aider etc)	<b>CRB</b> (Y/N)
<b>EMERGENCY CONTACT DETAILS</b>			
<b>24 hr school contact:</b>		<b>24 hr contact during visit:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Number: 01274 770230 ext 2616</b>		<b>Mobile:</b>	
<b>Name :</b>		<b>Name :</b>	
<b>Number : 01274 770230 ext</b>		<b>Mobile:</b>	
<b>FURTHER INFORMATION</b>			
<b>Appended details</b>		<b>Notes</b>	
Letter to parents (copy enclosed):			
Itinerary:			
Cost of visit per student:		£	

I confirm that the visit will be arranged in accordance with the Educational Visits Policy.

**Signed Visit Leader:** ..... **Date:** .....

**Signed Visit Co-Ordinator :** ..... **Date**.....

I confirm the visit is approved.

**Signed Principal:** ..... **Date:** .....

**ACCEPTANCE / REJECTION COMMENTS**

If the visit is rejected, please record below the further information / conditions of approval.

**Appendix C – Form 2**

**PARENTAL CONSENT FORM**

Please provide full and accurate details. This information is strictly confidential and will only be used by group leaders responsible for the safety of activities.

<b>DATE(S) OF VISIT</b>	<b>From:</b>	<b>To:</b>
<b>VENUE:</b>		
<b>STUDENT DETAILS</b>		
<b>Name:</b> .....		<b>Date of Birth:</b> .....
<b>Address:</b> .....		<b>Post Code:</b> .....
<b>Daytime Tel:</b> .....	<b>Evening Tel:</b> .....	<b>Mobile Tel:</b> .....
<b>EMERGENCY CONTACT DETAILS</b>		
<b>Parent / Next of Kin:</b> .....		
<b>Address:</b> .....		<b>Post Code:</b> .....
<b>Daytime Tel:</b> .....	<b>Evening Tel:</b> .....	<b>Mobile Tel:</b> .....
<b>Alternative Emergency Contact:</b> .....		
<b>MEDICAL INFORMATION (please give further details overleaf if required)</b>		
<b>Details of disabilities / special needs / dietary needs/ behavioural or emotional difficulties etc.</b>		
<b>Recent injuries, illnesses or contact with infectious diseases</b>		
<b>Medical conditions <u>and medication</u> e.g. asthma, epilepsy, diabetes, allergies (e.g. penicillin, nuts) etc.</b>		
<b>When did your son / daughter last have a tetanus injection? ..... (Date)</b>		
<b>Doctor's name:</b> .....		<b>Telephone</b> .....
<b>Address:</b> .....		
1. Can your child swim?	25m ( ) 50m ( ) No ( )	
2. Can your child tread water?	Yes ( ) No ( )	
3. Can your child ride a bicycle?	Yes ( ) No ( )	

**PARENTAL CONSENT (for all participants under 18)**

I wish my son/daughter to take part in the visit. I have been given an outline programme and information relating to safety on the trip

I consent to any emergency medical treatment, should it be deemed necessary by a qualified medical practitioner, provided that the delay required to obtain my signature might, in the opinion of the doctor or surgeon concerned, be likely to endanger my child's health and safety.

I accept that, in the event of my son/daughter's behaviour adversely affecting the safe and smooth running of activities, the leaders will remove him/her from activities and contact me. In such cases any payments made will not be refunded.

I declare that the information on this form is correct to the best of my knowledge and that if any changes occur before activities, I will inform the organisers.

I also agree/disagree to photographs being taken whilst on the visit

Signed ..... (Parent/carer) Date .....

## **Appendix D**

### **Risk assessment**

Carry out a thorough risk assessment by completing Form 3 (see Appendix E).

Identification of hazardous and assessment of risks should include travel to/from the venue and whilst at the venue. It may be necessary for the group leader to contact the venue &/or travel provider whilst carrying out the risk assessment. It may also be necessary to obtain risk assessments from the venue, eg, in the event of high risk activities.

First aid should form part of the risk assessment. All adults in the group should know how to contact the emergency services.

A number of generic risk assessments are available to group leaders and are located on the global drive under staff/educational visits. These need to be reviewed and tailored to the specific educational visit.

The completed risk assessment should be signed and dated by the group leader and submitted to the Operations Manager a minimum of 1 term in advance for overseas/residential visits, 6 weeks in advance for adventurous activities and 4 weeks in advance for other educational visits.

The document should form the basis of staff and student briefings in advance and during the visit.

## Appendix E – Form 3 - Risk Assessment



### Persons Affected (PA)

E - Employees: S - Students: C- Contractors: V- Visitors:

### Risk Assessment Rating

Giving consideration to the severity (of injury) and the likelihood (of the injury occurring) will assist with deciding upon a low, medium or high risk rating:

Risk Rating	Timescales
Low	Action within 3-6 months (if required)
Medium	Action within 1-3 months
High	Immediate action

Associated Hazard	Existing control measures	PA	RISK RATING	Actions Required	Completion date

ASSESSORS NAME:	POSITION:	DATE:
SIGNATURE:	DATE OF NEXT REVIEW:	COMMENTS:

Appendix F – Form 4

**GROUP LEADERS EDUCATIONAL VISIT CHECKLIST**

Group Leader:		Outline Proposal Agreed on:
Visit:		Date(s) of Visit:
Checks	yes/no/not applicable	Notes/comments
<b>Stage 1 – Planning &amp; approval</b>		
1. Read & refer to DAA Educational Visits Policy		
2. Discuss and agree proposed visit with DOL/HoH		
3. Ensure funding is in place to support visit		
4. Log & submit the visit on the EVOLVE system		
5. Complete, submit & attach form 1 'Educational visits approval form' to the EVOLVE system		
6. Following approval undertake exploratory visit to:- <ul style="list-style-type: none"> <li>• Check accommodation &amp; facilities</li> <li>• Check provider's H&amp;S policies / procedures, risk assessments, insurance details etc.</li> </ul>		Date:
7. Pass details of visit to admin for letter home/consent form and set-up of payment details on Parentpay		
<b>Stage 2 –bookings &amp; insurance</b>		
8. Follow Dixons procedure for raising an order		
9. Book accommodation taking account of gender issues		Date:
10. Book travel checking any relevant safety issues		
11. Book facilities, activities etc..		
12. Liaise with finance for the above		
13. Ensure adequate insurance is in place		
<b>Stage 3 – Staffing &amp; supervision</b>		
14. Referring to section 3 'Staffing ratios' of the Educational Visits Policy organise appropriate number of staff to accompany visit  Ensure that staff possess an enhanced DBS from DAA & have the relevant skills, experience, qualifications		No. of Staff: No. of Students: Yr of Students: Special needs:
15. Recruit Deputy Leader to take control if Group Leader has to withdraw		Name:

<b>Stage 3 – Risk assessment</b>		
<p>16. Complete form 3 taking into account travel to/from venue, facilities at venue, activities undertaken, first aid, medical emergencies, supervision ratios, safeguarding.</p> <p>Contact travel company &amp; venue for information &amp; copies of relevant risk assessments</p> <p>Attach &amp; submit documents to the EVOLVE system a minimum of 1 term in advance for overseas/residential visits, 6 weeks for adventurous activities &amp; 4 weeks in advance for other educational visits</p>		
<b>Stage 4 – communication</b>		
<p>17. Brief staff</p> <ul style="list-style-type: none"> <li>• Itinerary and arrangements</li> <li>• Expectations and responsibilities</li> <li>• Code of conduct for students/staff</li> <li>• Student medical, behavioural and other confidential information</li> <li>• Risk assessments</li> <li>• Emergency procedures</li> </ul>		Date:
<p>18. Further correspondence and meetings with parents/carers (if required)</p> <ul style="list-style-type: none"> <li>• Itinerary and arrangements</li> <li>• Address/tel. nbr of accommodation</li> <li>• 24hr emergency contact</li> <li>• Relevant safety points</li> </ul>		
<p>19. Follow up any medical conditions recorded on the Parental Consent Form.</p>		
<p>20. Follow up any 'withheld consents' recorded on the Parental Consent Form with a phone call / letter.</p>		
<p>21. Brief students</p> <ul style="list-style-type: none"> <li>• Itinerary and arrangements</li> <li>• Expectations &amp; code of conduct</li> <li>• Risk assessments</li> <li>• Emergency/major incident procedures</li> </ul>		
<p>22. Complete LOA/cover request documents for authorisation</p>		

<b>Stage 5 – prior to leaving for the visit</b>		
23. Leave the following details with the main admin office/reception; <ul style="list-style-type: none"> <li>• Updated register</li> <li>• List of adults attending with relevant phone numbers</li> <li>• Details of visit</li> <li>• Estimated time of return</li> </ul>		
24. Arrange sick bags and paper towels for coach/car journey.		
25. Ensure group leader, deputy group leader &/or first aider has Academy mobile phones & relevant numbers have been added		
26. Group leader to ensure that they have paper copies of register, list of adult, copy of risk assessments		
27. Group leader to ensure that he/she has medication required by students &/or adults		
28. Primary only: Group leader to ensure that all children are wearing high visibility jackets		

For foreign/exchange visits, please also refer to Form 5A.

Appendix G – Form 5

**GROUP LEADER FOREIGN VISIT CHECKLIST**

<b>Group Leader:</b>	<b>Outline Proposal Agreed on:</b>
<b>Visit:</b>	<b>Dates of Visit:</b>

This checklist should be used in addition to Form 5.

Checks	yes/no/not applicable	Notes
1. Apply for collective passport <ul style="list-style-type: none"> <li>• Check individual students passports are valid</li> <li>• Obtain parental consent</li> <li>• Obtain passport photos of each student</li> <li>• Complete nationality questionnaire</li> <li>• Complete supporting letter</li> </ul> See <a href="https://www.gov.uk/collective-group-passports/overview">https://www.gov.uk/collective-group-passports/overview</a>		
2. Ensure that staff attending visit have valid passports		
3. Contact parents regarding students who do not have the necessary documentation to travel.		
4. Obtain and photocopy EH1C NB. Copies of these must be taken on trip		
5. Obtain additional insurance / visa requirements for students (non-EU) without an EH1C		
6. Check need for visas for students & staff *		
7. Confirm that insurance cover includes repatriation, and flight out, if a parent needs to accompany his/her child as medical condition is severe.		
8. Carry out adequate vetting of host families and satisfied suitability.		
9. Clarify responsibilities for students with: <ul style="list-style-type: none"> <li>• Host families</li> <li>• Staff members</li> <li>• Foreign school</li> <li>• Other (Please specify)</li> </ul>		
10. Review proposed programme of activities and satisfied suitability.		
11. Order and collect foreign currency to meet foreseeable expenses		
12. Make contingency arrangements for further exceptional payments that might develop during visit		

**\*Visa requirements:** The British Council only issue visas two weeks before the date of departure. The application needs to be undertaken one month before departure. Visas will be necessary for students/staff who possess a non-European passport.

## Educational Visit Evaluation Form

The following form should be completed by the Group Leader and submitted to the Principal/Primary Principal & the Educational Visits Co-ordinator within 5 working days of returning from the education visit.

<b>Group Leader</b>	
<b>Visit</b>	
<b>Date(s) of visit</b>	
<b>Staff attending</b>	
<b>Number of students</b>	
<b>Year</b>	
<b>What was the purpose of your visit?</b>	
<b>Which curriculum areas/topic(s) did your visit support?</b>	
<b>What were the objectives of your visit?</b>	
<b>Did you meet your objectives? (Please give details)</b>	
<b>What did you and your fellow teachers/colleagues get out of the visit?</b>	
<b>Please comment on student behaviour</b>	
<b>Please note any injuries, damage or incidents which occurred whilst on the visit</b>	
<b>Any other relevant information</b>	