



Highlands

School & Sixth Form

**Dare to
flourish**

Educational visits policy

APPROVED

Governor Committee	Finance and resources
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Section 1: Our Vision for Educational Visits

We will ensure equal and full access for all our students to learn outside the classroom by monitoring participation in activities and by removing any barriers. We are an inclusive school and welcome students from a range of backgrounds and we have a commitment to nurturing and supporting each and every student that joins us. We chose 'equality' as one of our core values because we are a school that celebrates diversity. We wish to offer our students a wide range of different educational experiences.

Section 2: Statutory Framework

This policy supports the Educational Visits Guidance 2018 as issued by Enfield and national guidance on the Evolve visit management system.

The Educational Visits Coordinator (EVC) is **Armenay Jeynes**.

Section 3: Principles

- We will ensure equal and full access for all our students to all visits and educational visits where appropriate.
- All key stage 4 and 5 visits must have course specification relevance. This has to be shown using clear evidence to the EVC in the application process.
- Where possible key stage 3 enrichment visits will only be run on the 4 allocated 'DARE' enrichment days when they are set in the calendar.
- All overseas visits should have a member of SLT confirmed as part of the party at the start of the application process. Where SLT is not a part of the party it should be led by experienced competent staff
- All UK residential visits should have a senior TLR holder leading them.

Purpose

The Governors of Highlands school believe that young people benefit enormously from taking part in educational visits with the school. In particular, they believe that they should have the opportunity to undergo a wide range of experiences not available in the classroom and that such visits help to develop skills and confidence as well as enhancing learning.

Health and Safety measures should help young people to do this safely, not stop them. Whilst it is the case that no amount of planning can guarantee that a visit will be totally incident-free, good planning and attention to safety measures will reduce the number of accidents and lessen the seriousness of those that occur.

Section 4: Inclusion

Students should not be precluded from a curriculum visit on financial grounds or any of the protected characteristics outlined in our Equal Opportunities policy. Contingency plans should be made so that all students can attend the visit.

On the visit proposal form, educational visit leaders will identify how they are going to ensure that Pupil Premium students get at least equal access. They will monitor the students participating to ensure that Pupil Premium students form a representative sample in proportion to their size in the cohort of students eligible for the educational visit.

When considering a case of concern over an individual pupil's behaviour raised by staff, we look to put in place plans to help all pupils to attend visits safely. Our focus is to keep pupils safe, rather than stopping them going on visits. If necessary the headteacher will decide the safety risk on a school educational visit.

Section 5: Implementation

The Local Education Authority delegates to the Headteacher the responsibility for establishing the school's detailed procedures, consistent with the Local Authority (LA) guidance.

The Headteacher will appoint an Educational Visits Coordinator (EVC) who has the training and experience to enable him/her to competently discharge his/her responsibilities as listed in the Handbook for Educational Off-site Visits and all Adventurous Activities – this role currently falls to the Assistant Headteacher, **Armenay Jeynes**.

These detailed procedures will encompass the following:

- Approval of an educational visit.
- Arranging and obtaining consent.
- Charging and remissions policy.
- The level of acceptable supervision and ratios.
- Insurance arrangements.
- The competence of the group leader.
- Planning procedures including risk assessments.
- Conduct and safety.
- Information to parents/carers and young people.
- Medical consent.
- Emergency procedures including first aid arrangements and Plan B.
- Risk assessment.
- Arrangements for residential visits.
- Evaluation and monitoring.
- Arrangements for visits abroad.
- Travel on public transport.
- Hire of minibuses.
- Use of own minibus.
- Use of private cars.
- Young people traveling unaccompanied.

Educational visits guidance and application form incorporating risk assessment is available in Google Drive and on Evolve. Please refer to the [6 steps for Visits & educational visits](#) and the [Education Visit proposal form](#). All these forms will be updated in order to make more efficient, relevant and user friendly

Section 6: Process

All educational visits proposals must be submitted by the leader of the educational visit to the Educational Visits Coordinator (EVC):

- Where possible a minimum of **three months before** a day educational visit (this doesn't include trips or visits that run outside the school day).
- A minimum of **nine months before** an overseas or residential educational visit.
- Any activities in a 5 km radius of school, or within the London Borough of Enfield will come under the category of Extended learning area (ELA)

Where the visit involves a residential element, travel abroad or dangerous activities, the EVC will refer applications to the Headteacher for approval. The EVC will scrutinize the risk assessments and make recommendations. They will only approve once satisfied that it meets the school and LEA guidelines.

The Educational Visits Leader (EVL) will send the following forms and documentation to JMW, along with any other relevant information in order to be uploaded on to Evolve for approval:

- EV1a Budget
- EV5 Risk Assessment
- EV10 Letter

The educational visits leader must complete a comprehensive risk assessment, anticipating all potential risk assessments and hazards both on the journey and whilst at the location. This should be submitted within the timescale outlined on the Educational Visits Application form to allow for the EVC to check and approve. The Educational Visits Leader should utilise the national guidance resources on the Evolve management system to plan the visit and ensure contingency measures are in place. Where practicable, a pre-visit may be necessary and should be discussed with the EVC.

All Overseas trips must have two SLT emergency contact numbers, preferably one of them being a senior assistant headteacher or deputy.

6.1 Assessment of risk

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgment of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- *Generic Risks* – normal risks attached to any activity out of school. These will be covered by careful completion of the 'Educational Visits Checklist'.
- *Event Specific Risk* – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on Form EV5.
- *Ongoing Risk* – the monitoring of risks throughout the actual visit as circumstances change.

6.2 First aid

The level of first aid provision should be based on risk assessment. On all visits there should preferably be a member of staff who has a good working knowledge of first aid. On an abroad or residential visit there must be a member of staff who has a valid and up to date first aid qualification.

6.3 Staffing ratios

A professional judgment must be made by the EVC or the Headteacher as to the appropriate ratio for each visit. It is preferable that a male and female member of staff is present on residential educational visits.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved.

6.4 Plan B

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. a member of staff is ill, transport fails to arrive, museum has the lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done by the Visit Leader to cater for any foreseeable eventuality. This takes the form of **Plan B** which will be discussed with the EVC.

The educational visits leader is responsible for the following:

- Preparing a comprehensive risk assessment and amending it as recommended by the EVC.
- Liaising with the venue and transport provider.
- Ensuring staff accompanying the visit are aware of the arrangements in the risk assessment and have signed to recognise the fact.
- Writing a letter informing parents and carers of the arrangements of the educational visit and notifying them who to contact for more information.
- Liaising with the finance office over payments for the educational visit and collection of money from students if appropriate.
- Ensuring the students named on the risk assessment are the students who attend the visit.
- Ensuring medical and special needs are arranged and accommodated on the visit and planned for in the risk assessment.
- Ensuring that students who are entitled to free school meals, receive a packed lunch prepared by the school canteen and inform all other students of lunch arrangements.
- Collecting parental permission for visits that take place outside of normal school hours including ensuring arrangements are in place for the safe journey home of students.
- Briefing staff and students on the morning of the risk assessment as to the health and safety requirements of the visit as well as other key information.
- Ensuring staff and students follow safety advice at all times.
- Providing a correct register of attendance to the school office before leaving the visit.
- Informing the school office of any delays to the return time of the visit.
- Reporting any health and safety concerns that arose on the visit to the EVC.

- Reporting any safeguarding concerns that arose on the visit to the Designated Safeguarding Lead in the usual way.
- Ensuring they have access to students' parental contact details and medical details should the need arise on the visit.

Staff attending educational visits should:

- Ensure they have read and signed the risk assessment.
- Have due regard for health and safety matters at all times.

6.5 Extended Learning Area

Visits/activities within the 'Extended Learning Area' - 5km, that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Visit' module.
- do not require parental consent. *(State if there are any situations where you would like parents to be informed in advance, eg. via EVOLVE or a slip sent home).*
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries of the Extended Learning Area

This area includes, but is not limited to London Borough of Enfield including the following frequently used venues:

- Boxers Lane
- Salmon Brook
- Southgate leisure centre
- Enfield Town

Operating procedure for Extended Learning Area

(The below is simply a generic risk assessment for these routine activities)

The following are potentially significant issues/hazards within our Extended Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, educational visits, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- EVC must give verbal approval before a 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.
- The concept and Operating Procedure of the 'Extended Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings 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 School Learning Area is preferably done in 'buddy' pairs as a minimum. 7
- 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 required medication is available.
- Staff will liaise with JMW either to record the activity on EVOLVE (Extended Learning Area module), or leave a completed 'Signing out' sheet with the office.
- Students will have a contact number that they can use if they become separated from the rest of the group A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves.)

6. 6 Seeking parental consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk'). When parents pay on Parentpay for day educational visits, they cannot proceed to payment, without ticking that they have given their consent, and completing any medical information.

For educational visits that have no cost, overseas or residential educational visits, the letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child, and medical details of students should be requested. On most trips and visits the above information will be collated using a Google form.

The reply slip should read:

"I give permission for my child _____ to take part in _____ I have read and understood the information about the visit. I enclose my voluntary contribution."

In the case of sports fixtures, the reply slip should read:

"My child ____ is able to play in the ____ match (at ____) on _____. I have read and understood the information in the letter, and give permission for my child to take part".

Alternatively, it is advisable that PE department get consent at the beginning of the academic for their child to take part in any or all fixtures in advance.

Section 7 : Finance

7.1 General

The Governing Body is responsible for ensuring that there are safe and efficient systems in place for the organisation of school educational visits, including the control and custody of related funds.

Wherever possible, a sufficient division of duties should exist between staff to prevent one person being responsible for all the activities of the educational visit. If not, there is an increased risk of errors not being identified and corrected and the opportunities for theft and misappropriation of cash received.

In the case of residential educational visits the school must keep accounts on an individual educational visit basis and this is achieved by setting up separate income and expenditure budgets on RM Finance.

Normal systems already in place at the school to deal with collecting income and authorising expenditure will apply when dealing with educational visits and school journeys.

An official audit trail must clearly show the whole process, from approval for the educational visit/journey to take place, to the receipt of money, through to its official record on the school's financial management records and its allocation and use.

7.2 Approval and costing of the educational visit

Approval to provide a school journey/educational visit must be obtained from the Headteacher and/or the Educational Visits Coordinator, in accordance with the School's Educational Visits policy.

A full breakdown of the associated costs for the educational visit/journey, including the cost of any remissions or subsidy that is to be made from the school budget, should be provided to and approved by the Headteacher/EVC (Form EV1a). A copy of this form must be given to the Finance Office for their records.

Additional Supervision procedures for educational visits with expenditure over £10,000 For any educational visits where expenditure is over £10,000, additional supervision procedures will be required. These will be done by Headteacher or School Manager, and will require meetings with educational visit leader at termly intervals to monitor and review income and expenditure.

7.3 Insurance

Cover for school educational visits and journeys is automatically included as part of the school's insurance cover under the Dept of Education's Risk Protection Arrangement (RPA) which the school buys into annually.

7.4 Information to Parents

Parents/guardians should be provided with details of the costs of any educational visit in writing. All requests to parents/guardians for voluntary contributions towards the cost of the educational visit, must make it quite clear that the contributions are voluntary and that children of parents who do not contribute will not be treated any differently. However it should be pointed out that without substantial voluntary contributions the educational visit may have to be canceled. For school journeys, the letter should also include details of the payments schedule and amounts and clearly indicate if deposits are not returnable. Please refer to the Charging and Remissions policy for further details. A copy of this letter must also be forwarded to the finance office for their records and in compliance with audit requirements.

For more information on the charging procedures for visits, please refer to Section 2 of the school's Charging and Remissions Policy.

7.5 Income records

All income for school educational visits are now made on Parentpay. A Parentpay report can be downloaded showing all income received.

Any refunds to pupils must be notified to the Finance Office for processing and clearly highlighted on the Visit Leader's records.

7.6 Banking

All educational visits/school journey income collected, will be banked into the school's official bank account. Income must be banked intact and without deductions. The bank paying-in slip details, amounts and date should be recorded, to ensure a clear audit trail. Details of income banked must be recorded onto the school's financial system as soon as possible.

7.7 Payments

All invoices will be processed in accordance with normal payment procedures and contract procedure rules. Payments should be made by BACS (or in exceptional circumstances by the school credit card, if sufficient credit is available and with the prior agreement of the Finance Manager).

Where educational visits are undertaken which require entrance fees to be paid, staff should try to obtain an invoice in advance for the necessary tickets. Where appropriate, a proper VAT invoice/receipt must be obtained otherwise the school will not be able to reclaim the VAT. All expenditure must be recorded on the school's financial system as soon as possible.

7.8 Petty cash

There may be a need to have cash during a residential educational visit, in which case, a float can be authorised if there is a sufficient balance in the educational visit account. A petty cash float can be given up to the value of £200 as stated in the schools' Scheme of Financial Delegation. A handover of petty cash will be documented to identify the amount and to whom the cash has been issued. It is the responsibility of the staff member holding the petty cash to ensure that details of any expenditure taken from the petty cash and the associated receipts are retained. These should be handed over to the finance department as soon as possible after the educational visit for accounting purposes. If receipts are in a foreign currency, the exchange rate applicable at the point of reimbursement to the member of staff will be used.

7.9 Pocket money

Any additional pocket money, taken by pupils on the educational visit, must be properly accounted for if members of staff or other adults in the party control it. A record of the individual amounts received and the payments handed over to the pupils must be maintained by the educational visit leader.

7.10 Income and expenditure statement

The school journey account should be reconciled as soon as possible after the educational visit has taken place and all the costs paid for. An income and expenditure statement must be produced and signed by the person in charge of the educational visit. The educational visit final account must be signed off by the Visit Leader, verified by the finance office, and signed off by a member of SLT.

If the income and expenditure statement shows a surplus balance, which equates to more than £5 per pupil, then a refund must be made to those pupils who contributed to the educational visit/journey, with their share of the surplus. Refunds will be made via ParentPay, if made within six months of the original payment. If the refund is made after six months, a cheque refund will be made. No refunds will be made in cash.

If the income and expenditure statement shows a surplus balance, which equates to less than £5 per pupil, then the school should use the surplus balance for the benefit of pupils, including those who attended the educational visit/journey.

If the income and expenditure statement shows a deficit balance, the governing body may subsidise any shortfall from the budget allocation. It may also be subsidised from the relevant faculty's departmental funding if agreed by the Head of Faculty.

7.11 Retention of finance documents

All educational visit records must be retained for 6 years by the finance office.

7.12 Sports fixtures

All PE staff running a sports fixture are familiar and experienced with the 'sporting fixtures' risk assessment located on the PE and school shared drive.

When students are chosen to represent the school in a sporting fixture, the teacher leading the fixture will communicate home to the parents and carers of the students participating. This communication will involve information such as the date, time, location, medical necessities and the nature of the event. During the communication home, parents and carers are asked to let the PE teacher know if their child is unable to attend.

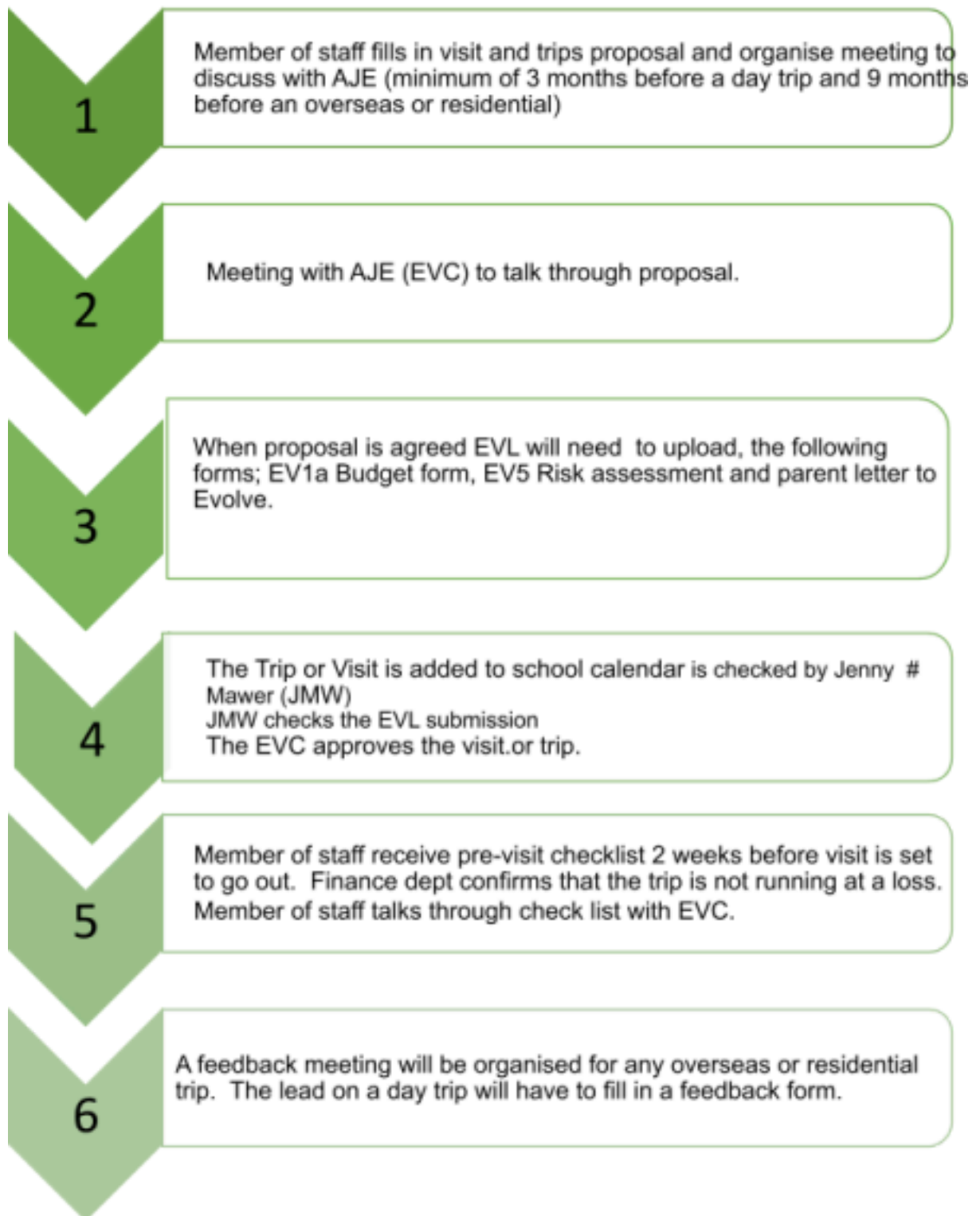
Before a fixture begins, whether home or away, the PE teacher will provide reception with a copy of the register of present students by the trip leader.

Adherence to the generic risk assessment for sporting fixtures will be agreed by all relevant staff at the beginning of each academic year. A copy of this risk assessment will be stored in the staff shared area.

Copies of attendance sheets for this purpose are provided in the minibus, along with details of SLT Contacts mobile numbers, in case of emergency.

Section 8: Links with other policy areas

- Charging and Remissions Policy
- Health and Safety Policy
- Safeguarding Policy



Educational Visit Proposal Form

Please review the school calendar and your proposed trip. Are there any clashes? If yes, please record the details on the next page.	Yes/No
<p>Please record details on the next page (see the Cover Coordinator, currently JMW) For trips during school hours:</p> <p>1. How many periods of cover are already logged for the times of the trip? 2. How many periods of cover will your trip generate?</p>	
<p>Please note any duty responsibilities that needs covering (add the staff code of those on duty who are going and in brackets who is replacing them on their duty) AM duty</p> <p>Break Duty On call Lunch Duty Gate Duty</p>	
<p>I have checked with the SLT attached to the relevant year group(s) about curriculum/ other issues raised by this trip (Circle at least one)</p> <p style="text-align: center;"><u>Yr 11 Yr 10 Yr 9 Yr 8 Yr 7</u></p> <p>Have you acquired permission from your Line-manager/HOD for this trip? Yes/No For trips during school hours, have you acquired permission from Line-manager/HOD for any <i>additional staff</i> who will participate in <u>this visit</u>? Yes/No LOCAL DAY TRIP Which member of SLT has agreed to being your contact? OVERSEA TRIP Which member of SLT has agreed to go on your trip? SLT staff code:</p>	

I am aware I must meet with AJE to submit a planning checklist and discuss plans before the off-site visit leaves school.

Yes/No Visit information

Purpose of visit:
Venue of visit:
Proposed dates: Times (of departure and return to school):
No of pupils involved:
What is the number of PP students, eligible to attend your visit (<i>please use the box on the next page to explain how they will gain access</i>):
Trip Leader:
Additional Staff:
No. of additional helpers (e.g. approved volunteers):
The total number of periods requiring cover:

Mode of transport and approximate costs:
Other costs (e.g. entrance fees):
Details of costs to pupils (per head):
Staff costs:

Approved (signed):

EVC (AJE) Leader of visit: staff code :

Date: