

HNS Educational Visits Policy

1.0 Hackney New School Mission Statement

Hackney New School is a learning community where our students have high aspirations for themselves and each other. We are creating a place of learning for each and every student in our care and nothing will stand in the way of this entitlement. All of our students have the right to grow into well-informed, confident individuals who are able to demonstrate independent learning and responsibility in their attitudes towards one another.

2.0 Policy links to School mission, aims and values

All of the work of Hackney New School is intended to support the delivery of our mission statement in full and links particularly with the Safeguarding Policy, the Curriculum Statement and the Teaching and Learning Policy.

3.0 Statutory Framework

This policy supports and draws from the DFE Health and Safety on Educational Visits document published November 2018.

4.0 Purpose

The Local School Board of Hackney New School believes that young people benefit enormously from taking part in school educational visits. 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.

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.

5.0 Implementation

The Local School Board 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 them to competently discharge their responsibilities as listed in the Handbook for Educational Off-site Visits and all Adventurous Activities – this role currently falls to **Deputy Headteacher Shahid Hussain**.

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 private cars
- Young people travelling unaccompanied.

The Educational Visits Guidance and Application form incorporating our Risk Assessment is available on request from the EVC. It is also available on the staff shared google drive in the Trips folder: [HNS Educational Visits and Risk Assessment Form](#). Staff who have permission to run a trip/visit complete this form in full and submit it for approval to the EVC.

The Local School Board requires the Headteacher to maintain, monitor and review the educational visits procedures, when necessary amend them and refer back to the Local School Board as appropriate.

All educational visits proposals and risk assessments must be submitted by the leader of the educational visit to the Educational Visits Coordinator (EVC) a minimum of thirty days in advance of the visit date, for approval using the Educational Visits Application form. Where the visit involves a residential element, travel abroad or dangerous activities, the EVC will refer applications to the Headteacher for approval. These types of visit need to be submitted at least two terms in advance, and one academic year for foreign trips. The EVC will scrutinise the risk assessments and make recommendations. They will only approve the risk assessment when satisfied that it meets school guidelines.

The leader of the educational visit 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 leader of the educational visit should utilise the internet and websites to plan the visit to ensure contingency measures are in place. Where practicable, a pre-visit may be necessary and should be discussed with the EVC.

The educational visits lead is responsible for the following:

- Preparing a comprehensive risk assessment and amending it as recommended by the EVC
- Liaising with 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 trip 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 informing 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
- Handing a correct register of attendance to the school office before leaving school
- 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 on the visit
- Liaising with the EVC to agree on mobile phone and uniform expectations.

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

5.0 Links with other policy areas

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

6.0 Policy documentation control

Responsible for review:	G Dineen
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