COGNITA

LONG CLOSE SCHOOL

Educational Visits Policy

September 2017

The policy should be read in conjunction with the Educational visits handbook

Types of visit

There are three types of visit **(Every trip brings the ARK kit)**

1) **Category A visits/ activities within the 'school learning** area' (As defined in the school handbook) that are part of the niormal curriculum and take place during the normal school day.
   These follow the '**School Learning area' Operating procedure.**
   These are entered onto Evolve by the visit leader and submitted to the EVC for checking.
   The EVC then submits to the head for approval.
2) **Other non – residential visits within the UK that do not involve an adventurous activity** .
   Eg visits to museams, farms, theme parks, theaters etc. These are entered onto Evolve by the visit leader and submitted to the EVC for checking.
   The EVC then submits to the head for approval.
3) **Visits that are overseas, residential, or involve an adventurous** activity . These follow 2(above), but the head then submits the visit to head office for approval

1.0 Purpose

1.1. This policy defines the expectations and intentions for educational visits. It applies to situations where the school has responsibility for children and young people who are taking part in learning activities in an environment that is outside of the classroom. It supports the principle of inclusion.

2.0 Policy statement

2.1 All schools which are part of Cognita Schools Ltd (Cognita) in Europe are expected to follow this policy and the 'Educational Visits Handbook' document.

2.2 This policy and the Educational Visits Handbook formally adopts the website www.oeapng.info as its source of guidance about Educational Visits.

2.3 Educational visits are valued as an integral part of learning.

2.4 The Headteacher is responsible for the purposeful and safe provision of educational visits and activities. This includes ensuring that all adults accompanying a visit have appropriate background checks.

2.5 Delegated duties are given to the Educational Visits Coordinator (EVC) to oversee the school's Educational Visits, as per the Job Description in Appendix 1 of the Educational Visits Handbook document.

2.6 Delegated duties are given to Trip Leaders to plan and run specific educational visits, as per the Job Description to be found at www.oeapng.info.

3.0 Principles

3.1 Cognita will supply all Heads and EVCs with relevant EVC training and information necessary for them to carry out their duties safely.

3.2 Headteachers will ensure that their staff are trained appropriately to lead and accompany any trips (this could be led by the EVC or a third party provider).

3.3 As employer, Cognita will supply employees with the relevant EVC or Trip Leader training and information necessary for them to carry out their duties safely. Trip leader training is renewedevery 3 years by outside agencies and every year for new stadd by the EVC

3.4 Safeguarding is everyone's responsibility. Any member of staff who wishes to report a potential safeguarding matter during or subsequent to a visit should contact the school's DSL (or Headteacher, if the concern is about an adult). In the cases of child protection concerns, this may also involve the member of staff directly contacting the relevant statutory agency, such as the police or social care services, particularly in the case of immediate danger or if a child is at risk of harm, in full accordance with the school's Safeguarding and Child Protection Policy.

3.5 Trip Leaders must ensure they uphold the highest safeguarding standards, including Keeping Children Safe in Education Part One, and Annex A, as well as their locality child protection procedures. All staff accompanying children on school visits have a duty to provide a safe environment in which children can learn.

Contact names	
Headteacher	Melissa McBride
Educational Visits Co-ordinator (EVC)	David Sargeant
Cognita Assistant Directors of Education	James Carroll John Coleman Robin Davies Karen Nicholson Danuta Tomasz
Designated Safeguarding Lead	
Educational Visits Adviser	Jake Wiid - jake@strongrootssafety.com

Source of information on educational visits	
Outdoor Education Advisers' Panel: National Guidance	http://oeapng.info/

Ownership and consultation	
Document sponsor (role)	Director of Education
Document authors (name)	Robin Davies – ADE Jake Wiid – Educational Visits Adviser
Audience	Headteacher EVC Trip Leaders School staff Volunteers on educational visits

Consultation	
Consultation – April 2017	The following schools were included as part of the consultation: Breaside Prep, Hendon Prep, Salcombe Prep, Huddersfield Grammar, Hastings Madrid, Downsend Epsom, Southbank International School Kensington, Colchester, Cumnor House, Nurth Bridge House Canonbury. The following Cognita personnel were consulted: Susan Harrison (Safeguarding Auditor), Danuta Tomasz (ADE)

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	September 2017
Review date	Review and update for implementation in September 2018

Related documentation	
Related Cognita documentation	Educational Visits Guidance Code of Conduct for Staff and Volunteers Safeguarding and Child Protection Policy Anti-Bullying and Behaviour Policy Accidents and Incidents Recording and Reporting First Aid Policy and guidance Health and Safety Policy Health and Safety Handbook Central Record of Recruitment and Vetting Checks Compliments and Complaints Procedure Statement Transport Policy Post-Trip Evaluation Form (Evolve) Risk Assessment: Welfare, Health & Safety Policy Data Protection Policy
Related external documentation	This policy is written in accordance with: OEAP National Guidance www.oeapng.info The DfE Departmental Advice on Health and Safety for Schools (6 March 2013) and Advice on Legal Duties and Powers (updated 7 February 2012). The latter replaced Health and Safety of Pupils on Educational Visits (HASPEV 1998).