Sir John Nelthorpe School

Educational and Off-Site Visits Policy and Guidance

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Consultations/Training	Local Authority, Governors,

North Lincolnshire Council Educational Visits Policy

1.0 Introduction

North Lincolnshire Council (NLC) recognises the value of off-site visits and adventurous activities and fully supports and encourages those that are well planned and managed effectively. This policy sets out what the local authority (LA) will do to enable staff to assess and undertake educational visits safely.

2.0 Scope

This policy will apply when considering educational visit submissions from establishments where the local authority is the employer or establishments where the LA is providing the service under a SLA (see section 6 for differences regarding approvals).

3.0 Safety

3.1 The health, safety and welfare of children, learners, volunteers and employees is of paramount importance when arranging or leading a visit. No visit will be approved by the LA where it can be demonstrated that either:
• the 'Educational and Off-Site Visits Guidance' has not been followed and/or
• there is an unacceptable risk of harm.

3.2 The LA has a duty of care to look after their own and others health and safety under the Health and Safety at Work act 1974.

3.3 The LA, establishment staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

4.0 Advice and guidance

4.1 The LA has an important role to play in helping establishments plan and undertake visits safely. In order to facilitate this, the LA will:
• Have a designated Educational Visits Officer (EVO) function which will offer advice and guidance on planning and undertaking educational visits.
• Facilitate the EVO to attend relevant training (i.e. Outdoor Educational Advisers Panel), regional / national networking (may be virtual) and maintain a record of continuing professional development.
• Have in place a plan for dealing with emergencies.
• Provide guidance for staff to follow when planning and leading an educational visit.
• Provide additional advice and updates to establishments directly, where appropriate, regarding best practice.

5.0 Providing Training for Staff

5.1 The LA will provide training opportunities for establishment Educational Visits Co-ordinators (EVC). EVC's must undertake the Outdoor Education Advisory Panel certificated course.

5.2 The LA will provide training and support users to access the educational visits recording system (currently EVOLVE).

5.3 The LA will monitor attendance and notify the head teacher / manager when training has not been accessed

6.0 Approvals and recommendations:

6.1 The process for approving visits will depend on two factors: A) whether the visit is considered high or low risk and B) who is the employer (e.g. academy or maintained school/LA service). These are described below:
6.1.1 **For maintained schools where the LA is the employer:**
• Details of all visits must be entered on the LA recording system (EVOLVE).
• The head teacher will have delegated powers to approve low risk visits (Category A). The LA will have an overview of low risk visits and may comment/make recommendations (where appropriate) to head teachers.
• The LA will be responsible for approving higher risk visits (Category B - adventurous, residential and overseas activities).

• It is a legal requirement that employees follow their employer's guidance. The Governing Board/Management Committee will be provided with a copy of the 'Educational Visits Guidance' for adoption and implementation.
• Advice and recommendations will be sent to schools via the Evolve system.

7.0 Quality Assurance

7.1 The LA encourages establishments to use providers that hold relevant quality badges/ accreditations (i.e. Learning Outside the Classroom (LOTC) quality badge). Some adventurous activity providers are required to hold Adventurous Activities Licensing Authority (AALA) accreditation. When a provider does not hold an LOTC badge, establishments should complete the 'LA Provider Statement' to check that the provider meets the LA's minimum standards.
Where practical, establishments should undertake a preliminary visit to a new venue/provider to gather information and assess the educational benefits of a visit.
Providers of all adventurous activities must hold a minimum public liability insurance of £10m.

8.0 Monitoring

8.1 The LA will periodically audit a sample of educational visit records, venues and providers.
• • The LA will keep a record of site checks/ monitoring visits completed.
• • The LA will support establishments with monitoring/ evaluating visits.
• • The LA will monitor accidents and near misses recorded by establishments. Where appropriate, the LA will follow up the resulting actions and support establishments to undertake post incident investigations.

References:
1. Outdoor Education Advisers Panel– National Guidance (http://oeapng.info/)
2. Learning Outside the Classroom Quality Badge – LOtC (https://lotcqualitybadge.org.uk/home)
3. Adventure Activities Licensing Authority – AALA (http://www.hse.gov.uk/aala/index.htm)