

**COGNITA**

# **Educational Visits Policy**

**September 2018**



**DOWNSEND**  
**PRE-PREP SCHOOL**  
— Leatherhead —

### 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](http://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](http://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.
- 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.

## Educational Visits Policy

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<b>Contact names</b>	
Headteacher	
Educational Visits Co-ordinator (EVC)	
Cognita Assistant Directors of Education	James Carroll John Coleman Robin Davies Karen Nicholson Danuta Tomasz
Designated Safeguarding Lead	
Educational Visits Adviser	Jake Wiid - <a href="mailto:jake@strongrootssafety.com">jake@strongrootssafety.com</a>

<b>Source of information on educational visits</b>	
Outdoor Education Advisers' Panel: National Guidance	<a href="http://oeapng.info/">http://oeapng.info/</a>

## Educational Visits Policy

<b>Ownership and consultation</b>	
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

<b>Consultation</b>	
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)

<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes

<b>Version control</b>	
Implementation date	September 2017
Review date	Review and update for implementation in September 2018

<b>Related documentation</b>	
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 <a href="http://www.oeapng.info">www.oeapng.info</a> 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).