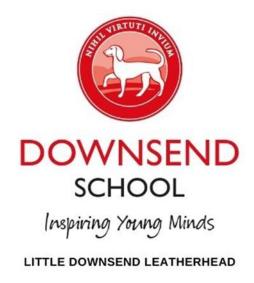


# **Educational Visits Policy**



#### 1 Introduction

- 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.
- 1.2 This policy applies to all pupils, including those in the early years.

#### 2 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 adopt the website www.oeapng.info as their source of guidance about educational visits.
- 2.3 Educational visits are valued as an integral part of a Cognita education.
- 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, the staff team are competent and appropriate risk management has been undertaken.
- 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 Visit Leaders to plan and run specific educational visits, as per the Job Description to be found at <a href="https://www.oeapng.info">www.oeapng.info</a>.
- 2.7 Headteachers will ensure residential and overseas trips booked for 20/21 are booked with Cognita Active Learning Group providers. In extenuating circumstances, approval can be sought for non CALG providers from the DE and Educational Visits Adviser.

#### 3 Principles

- 3.1 Cognita will provide all Headteachers and EVCs with access to 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.
- 3.2.1 Headteachers will ensure all overseas, residential and adventurous offsite visits are approved on EVOLVE prior to any bookings or payments being made.
- 3.3 As employer, Cognita will supply employees with the relevant EVC or Visit 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 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.

### **Educational Visits Policy**

3.5 Visit 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**

Contact names		
Headteacher	Vanessa Conlan	
Educational Visits Co-ordinator (EVC)	Amy Hodges	
Cognita Directors of Education	David Baldwin	
	James Carroll	
	Nicola Lambros	
	Mike Seaton	
Designated Safeguarding Lead	Vanda Laverock	
Educational Visits Adviser	Jake Wiid - <u>Jake.Wiid@cognita.com</u>	

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

Ownership and consultation		
Document sponsor (role)	Group Director of Education	
Document author (name)	Jake Wiid – Educational Visits Adviser	
Consultation – April 2017	Jake Wiid – Educational Visits Adviser  Consultation with the following schools: Breaside Prep, Hendon Prep, Salcombe Prep, Huddersfield Grammar, Hastings Madrid, Downsend Epsom, Southbank International School Kensington, Colchester, Cumnor House, North Bridge House Canonbury.  Consultation with the following Cognita personnel: Susan Harrison (Group Headteacher of Safeguarding Governance), Danuta Tomasz (ADE)	

Audience	
Audience	Headteacher
	EVCs
	Visit Leaders
	School staff
	Volunteers on educational visits

Document application and publication		
England	Yes	
Wales	Yes	
Spain	Yes	
Switzerland	Yes	

Version control	
Implementation date	September 2020
Review date	Review and update for implementation in September 2021

Related documentation		
Related documentation	Educational Visits Guidance Handbook Code of Conduct for Staff and Volunteers Safeguarding and Child Protection Policy Anti-Bullying Policy Behaviour Policy First Aid Policy and Guidance Health and Safety Policy Health and Safety Handbook Central Record of Recruitment (SCR) and Vetting Checks 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 <b>Health and safety on educational visits</b> (26 <sup>th</sup> November 2018) and Advice on Legal Duties and Powers (updated February 2014).	