

**Outcomes  
First  
Group.**

**Acorn Education**   **Options Autism**

# **EDUCATIONAL VISITS POLICY**

## EDUCATIONAL VISITS POLICY

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### 1.0 INTRODUCTION

This policy defines the expectations and intentions for educational visits. It applies to situations where the schools/colleges 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.

This policy applies to all school/college pupils, including those in the early years.

### 2.0 POLICY STATEMENT

- 2.1 All schools/colleges which are part of Outcomes First Group are expected to follow this policy and the 'Guidance for Educational Visits' document.
- 2.2 This policy and the Guidance for Educational Visits document formally adopt the website [www.oeapng.info](http://www.oeapng.info) as their source of guidance about educational visits.
- 2.3 Educational visits are valued as an integral part of education within Outcome First Group schools.
- 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) and supporting Educational Visits Coordinators to oversee the school's/college's educational visits.
- 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 [www.oeapng.info](http://www.oeapng.info).
- 2.7 Headteachers will ensure residential, overseas and visits involving adventurous activities are booked with providers who hold an LOTC Quality Badge. Where this is not the case, a Provider Statement is to be completed.

### 3.0 PRINCIPLES

- 3.1 Outcome First Group 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.

Headteachers will ensure all overseas, residential and adventurous offsite visits are approved on EVOLVE prior to any bookings or payments being made and submitted for approval by the Lead Approver no less than 6 weeks before departure.

- 3.3 EVCs will ensure all Local Area Visits are added to the EVOLVE local area visit prior to departure and the Local Area Policy is amended and uploaded to the EVOLVE Documents section.
- 3.4 As employer, Outcome First Group will provide employees with access to the relevant EVC or Visit Leader training and information necessary for them to carry out their duties safely.
- 3.5 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/colleges 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.
- 3.6 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.

Visit Leaders must complete and submit an evaluation form for each visit (excluding Local Area Visits) to the EVC. They must be uploaded to EVOLVE within 14 days of a visit and any issues arising be reported to the EVC, Head, DSL or Adviser.



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