



Educational Visits Procedure Document

**Safeguarding and Promoting the Health and Safety
of Students on Activities Outside of
Endeavour Academy**

Document Control

This document is issued, controlled and impact assessed by the Senior Leadership Team.

The latest version of the procedure will be maintained on the School Website.

Educational Visits Procedure Document

Scope

This policy applies to all students and all trips or visits regardless of the visit duration or distance.

Purpose

This procedure has been produced to ensure educational visits enjoyable, rewarding and as safe as possible. It states the procedures which should be followed by all School employees in the management of visits and similar off-site activities.

Comment

Endeavour Academy recognises that there are many opportunities for students to experience challenging, rewarding and exciting visits and activities. The range of opportunities is increasing, with many new and exciting locations to visit and greater opportunities for learning outside the classroom.

Learning outdoors or in venues away from the normal classroom is an important part of every student's development in the broadest sense. Students may return stimulated, enthused and with much greater knowledge about themselves, their own physical skills and a deeper understanding of the environment they live in.

Procedure

1. Visits during normal School opening hours 08.30am and 17.00pm within Durham County boundaries. Documents required EV1, EV2 & EV3 (Level 1).

Visits taking place between 08.30 – 17.00 and within the County Durham boundaries may take place with 24 hours' notice.

An EV1 Visit Approval, EV2 Risk Assessment and EV3 Student List should be completed and sent electronically to the Head of School for approval.

The visit will be approved by the Head of School, who will sign the EV1 to confirm all arrangements, including health and safety arrangements are in place.

If there are costs associated with the visit this should be recorded on the EV1 and agreed with the Head of School prior to submitting the forms to the Head of School.

Any costs associated with the visit i.e. transport or admission costs where possible should be recovered from the students attending. Where the curriculum budget will cover these or any other associated costs, normal School financial regulations will apply. When submitting a purchase order to the Head of Administration to cover these costs a copy of the EV1 form must be attached to prevent any delay.

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Prior to leaving for a visit the Visit Leader must notify the Head of School of any changes to the EV3, e.g. where a student has decided not to take part.

The Visit Leader must take an EV3 Student List and EV4 Incident Notification on every visit.

Letters should be sent to parents / carers notifying them of the visit.

2. Visits outside of School normal opening hours or outside of Durham County boundaries (not overseas or overnight). Documents required EV1, EV2 & EV3 (Level 2).

Visits taking place outside of normal school open hours, e.g. where a young person or vulnerable adult will not be able to access free School transport upon their return or the visit crosses the County Durham boundaries will require a minimum of 21 days' notice.

An EV1 Visit Approval, EV2 Risk Assessment and EV3 Student List should be completed and sent electronically to the EVC for approval.

Following approval the Head of School should forward all completed forms to the Head of School for budgetary approval.

The Head of School will confirm budgetary approval to the Head of School who will approve final documents based on an adequate risk assessment and the suitability of the students.

The Head of School will confirm / approve the visit by signing the EV1.

The lead organiser of the visit will send a letter to the Parents / Carers of all students under the age of 18 to seek parental consent. Parents / Carers will be requested to return part of the letter, once returned this will be noted.

Visit leaders must check with the Head of Administration prior to leaving to ensure every student has signed consent from a Parent or Carer.

Students whose Parents / Carers have not given consent **must not** be taken on the visit and provision must be made for alternative cover or self-directed study.

Any costs associated with the visit i.e. transport or admission costs where possible should be recovered from the students attending. Where the curriculum budget will cover these or any other associated costs, normal School financial regulations will apply. Any costs should be agreed with the Head of School prior to submitting the forms to the Head of School for approval.

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Prior to Leaving for a visit the Visit Leader must notify the Head of School of any changes to the EV3, e.g. where a student has decided not to take part.

The Visit Leader must take an EV3 Student List and EV4 Incident Notification on every visit.

3. Overnight Visits - Documents required **OV1**, EV2, EV3 & **OV2** (Level 3).

Visits taking place outside of normal opening hours, e.g. where a young person or vulnerable adult will not be able to access free School transport upon their return, the visit crosses the County Durham boundaries or requires an overnight stay will require a minimum of 21 days' notice.

An OV1 Visit Approval, EV2 Risk Assessment and EV3 Student List should be completed and sent electronically to the Head of School for approval.

Following approval the Head of School should forward all completed forms to the Head of School for budgetary approval.

The Head of School will confirm budgetary approval to the Head of School who will approve final documents based on an adequate risk assessment and the suitability of the students.

The Head of School will confirm / approve the visit by signing the OV1.

The Head of Administration will keep a record of all visits in case of an emergency.

The visit lead will send a letter to the Parents / Carers of all students under the age of 18 to seek Parental consent. Parents / Carers will be requested to return part of the letter, once returned this will be noted.

Visit leaders must check with the Head of Administration prior to leaving to ensure every student has signed consent from a Parent or Carer.

Students whose Parents / Carer have not given consent **must not** be taken on the visit and provision must be made for alternative cover or self-directed study.

Any costs associated with the visit i.e. transport, admission, or accommodation costs where possible should be recovered from the Students attending. Where the curriculum budget will cover these or any other associated costs, normal School financial regulations will apply.

When submitting a purchase order to the Head of Administration to cover these costs the approval e-mail from the Head of School must be attached to prevent any delay.

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After the overnight visit is booked an OV2 Overnight / Overseas Visit Details form should be completed detailing all transport, dates, departure & arrival points, times and any flight / reference numbers, hotel names and check in/checkout times.

It is recommended that a small amount of cash is taken as a contingency for emergencies for any overnight visit. This should be obtained from Head of Administration using a Petty Cash request form and an OV4 Overnight / Overseas Expenses log

Prior to leaving for a visit the Visit Leader must notify the Head of School of any changes to the EV3 or OV2.

The Visit Leader must take an EV3 Student List, EV4 Incident Notification, OV2 Overnight / Overseas Visit Details form on every visit.

4. Overseas Visits – Documents required OV1, EV2, EV3, OV2 and OV3 (Level 3)

Visits taking place overseas by their very nature require significant time to plan. Whilst there is no requirement for these visits to be planned with more than 21 days' notice good practice encourages longer.

An OV1 Visit Approval, EV2 Risk Assessment and EV3 Student List should be completed and sent electronically to the Head of School for approval.

As with all visits taking place outside of normal open hours, e.g. where a young person or vulnerable adult will not be able to access free School transport upon their return or the visit crosses the County Durham boundaries will require at least 21 days' notice.

The Head of School will confirm budgetary approval and approve final documents based on an adequate risk assessment and the suitability of the students.

The Head of School will confirm / approve the visit by signing the OV1.

The Head of Administration will keep a record of all visits in case of an emergency.

The Head of Administration will send a letter to the Parents / Carers of all students under the age of 18 to seek Parental consent. Parents / Carers will be requested to return part of the letter, once returned this will be noted.

Visit leaders must check with the Head of Administration prior to leaving to ensure every student has signed consent from a Parent or Carer.

Students whose Parents / Carers have not given consent must not be taken on the visit and provision must be made for alternative cover or self-directed study.

Any costs associated with the visit i.e. transport, admission, or accommodation costs where possible should be recovered from the students attending. Where the curriculum budget will cover these or any other associated costs, normal School financial regulations will apply.

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When submitting a purchase order to the Head of Administration to cover these costs the approval e-mail from the Head of School must be attached to prevent any delay.

After the Overseas visit is booked an OV2 form should be completed detailing all transport, dates, departure & arrival points, times and any flight / reference numbers, hotel names and check in/checkout times.

Prior to the visit leaving an OV3 Overseas Passport and Medical Card Information form should be completed and a copy taken by the group leader and a further copy should be retained by the Head of Administration.

It is recommended that a small sum of cash is taken as a contingency for emergencies for any overnight visit. This should be obtained from Head of Administration using a Petty Cash request form and an OV4 Overnight / Overseas Expenses log.

Prior to leaving for a visit the Visit Leader must notify the Head of School of any changes to the EV3, OV2 or OV3.

The Visit Leader must take an EV3 Student List and EV4 Incident Notification on every visit.