



Our Mission Statement

Granville Sports College is committed to:

- Raising standards of achievement and creating opportunities for all pupils, regardless of needs to develop their full potential and improve their life chances
- Raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels
- Developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel valued, listened to and welcomed for the diverse contribution they make to our school life.

Educational Visits Policy

Co-ordinator:	Jo Kingswood (Headteacher)
Start date:	Sept 2016
Review date:	Sept 2018

Introduction

Granville Sports College acknowledges the immense value and many benefits of outdoor learning and is committed to supporting off-site visits and activities that enrich the learning opportunities of children and young people.

Granville Sports College (and any contracted external providers where an activity has been commissioned) works within the requirements set out in Derbyshire County Council's Offsite Visits and Adventure Activities Guidance and the Outdoor Education Advisers' Panel 'National Guidance' (both accessible via EVOLVE).

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

Roles and responsibilities

Headteacher

The Headteacher is responsible for: ensuring off-site activities and visits comply with the LA Guidance and this Visits Policy; providing formal approval as required; that all visits approved can be accommodated within the planned provision; and that the ethos of each visit is one with which the

school wishes to be associated.

The Headteacher will ensure that the Educational Visits Co-ordinator (EVC), Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

The nominated deputy to approve offsite visits in the absence of the Headteacher is Mr Richard Tilley (Deputy Headteacher).

Educational Visits Co-ordinator

The EVC is a staff member who has received relevant training and induction and is delegated with the following tasks:

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable;
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required;
- To ensure that there is sample monitoring of visits in keeping with the recommendations of this policy and guidance.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the school.

The designated EVC for Granville Sports College is Miss Shelley Whiddett who received training in the role in October 2011 and April 2014.

Visit Leaders

Visit Leaders will have overall charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. They are responsible for ensuring relevant visit information is shared with parents/carers and consent is sought where necessary.

Visit Leaders, assisting staff and voluntary helpers will be appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

Refer to the [Visit Leader Checklist](#). (Appendix 1)

Board of Governors

Under Health & Safety law the employer has primary responsibility for the health, safety and welfare of employees and students.

In schools where the LA is not the employer the Governors or Management board will normally hold this responsibility and should be fully aware of the responsibility this entails.

Along with the Headteacher, the Board of Governors is responsible for ensuring visits are approved as required by the school visit policy, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Governing Board will monitor this policy via the Teaching and Learning committee meetings.

Procedures

Staff wishing to plan and undertake a visit (prospective Visit Leaders) will first seek permission from the Headteacher to plan a visit. The [Visit Planning Flowchart](#) (Appendix 2) can be referenced as required.

Finance

The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the [Charges for Off-Site Activity](#) (Appendix 3) guidance document.

The school charging policy for off-site visits is the Charging and Remissions Policy

Staff Induction and Training

All new staff will, as part of their induction into the school, be made familiar with the local policy for off-site visits and activities and understand their role in managing, planning, leading or assisting with organising off-site visits. All staff will have access to County and national guidance.

The EVC will identify any specific training needs and requirements and ensure staff can access relevant learning and development opportunities as appropriate and as required by Derbyshire County Council.

Visit Approval

Granville Sports College has adopted the Derbyshire County Council system for approval of visits which is based on these being categorised into three broad types:

Category 1. Local low risk single day visits that are regular and routine

Category 2. Day visits and programmes that require enhanced planning

Category 3. Higher risk visits, further field that require detailed planning and leader competence

The [Visit process flowchart](#) (Appendix 4) provides further detail.

Category 1:

These visits will be regular, routine day activities that are organised in and around the school's locality, usually on foot.

Regularly repeated visits can be covered by a block annual consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.

Visits and activities included in this category for this school are:

- On-site activity (excluding adventurous activities listed in category 3)
- Transporting young people between multi-site schools or other local schools/venues
- Regular curriculum delivery at off-site learning provider venues (14-19)
- Visits in and around your base setting on foot (e.g. churches, parks, urban centres)
- Sports fixtures (involving transport)

These visits should be planned using the school specific local visits risk assessment and with approval by the EVC and Headteacher. Activities can be covered by an [annual blanket parental consent](#) (Appendix 5). This will be reviewed on an annual basis to take account of any new venues we begin to use.

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the visit leader will sign out before departure leaving relevant information with the school contact.

The specific school off-site visits risk assessment (that may also include road transport) covers general supervision of these visits. A review will be required rather than completing a new document each time. Any additions can be documented using the [Event Specific Note form](#) (Appendix 6)

All other visits: All other visits must be planned and submitted using EVOLVE.

Based on the visit types, EVOLVE automatically directs the flow of approval for Category 2 and 3 visits.

Category 2:

These visits are single “one off” day visits or a programme of visits that take place off-site but further field than your school’s locality and with no element of adventurous activities (as defined in Category 3). These opportunities will usually require transport and could also require some enhanced planning and risk assessment. Example visits are:

Visits requiring use of transport (urban areas, theatres, social events, places of interest)

Swimming (excluding open water)

Fieldwork visits (not in open/remote country)

Activities at Water Margins (coastal locations & inland waters)

Farm visits

Forest school programmes

These activities will be entered onto EVOLVE and submitted to the EVC at least 3 days prior to departure. Approval is delegated to Jo Kingswood and visits should be covered by a [specific parental consent](#) (Form 4 and Form 5) (Appendix 7).

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by an [annual blanket parental consent](#) (Appendix 5) together with [specific parental consent](#) (Form 4 and Form 5) (Appendix 7).

The specific school local visits risk assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completing a new document each time. Any additions can be documented using the [Event Specific Note form](#) (Appendix 6)

If a visit is planned to a higher risk environment, the appropriate Safe Working Procedure document should be reviewed, amended and completed for your specific visit. This will then be attached to the EVOLVE record, prior to submitting to your EVC and Headteacher for approval.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions. e.g. Forest School. Please refer to the [activity qualifications matrix](#) (Appendix 8) for further information. Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

Category 3:

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or school led. The EVOLVE system will automatically pass such identified visits to the LA for approval after first being checked by Miss Shelley Whiddett and authorised by Miss Sylvia Thomas. Specific consent will be required for each visit.

Overseas visits and D of E expeditions will be submitted to the LA **eight working weeks** before a visit is set to take place. No payments should be made by parents/carers unless there is approval for the visit from the Headteacher and/or LA depending on the nature of the trip (e.g. has it been before). **Other visits requiring LA approval require two working weeks' notice.** Approval notification via email will automatically be sent out (from EVOLVE) as soon as possible up to two working weeks after receipt of the visit form.

For overseas visits we must use UK based tour operators only.

A member of staff intending to lead an adventurous activity, must be specifically approved by the LA to do so via the EVOLVE Leader Approval Request function. Only experienced visit leaders can lead on Category 3 visits.

When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a [Provider Form](#) (Appendix 9) or verified by holding an appropriate national accreditation. Providers will not be used until they have been 'vetted' by the LA.

Risk Management

The risk management of an activity is normally carried out by visit leader and assistants with the support of the EVC as required. Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Granville Sports College recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

Granville Sports College staff will adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

A copy of the school generic visits risk assessment is located in the EVOLVE resources folder on staff.doc.share and blank copies of the Event Specific Notes form can be downloaded from this folder.

Monitoring

The arrangements for monitoring off-site visits within Granville Sports College are undertaken during Senior Leadership Team meetings.

It is good practice for an experienced visit leader to accompany a new visit leader, for all or part of the visit and to complete a monitoring form.

Insurance

Appropriate insurance must be in place for all visits.

The responsibility for arranging adequate insurance cover rests with Jo Kingswood in conjunction with the organiser of each journey.

For visits abroad, additional journey insurance **must** be taken out.

As an employer, in addition to the standard public liability cover which all schools will have in place, Derbyshire County Council offers LA Schools the opportunity to buy into an annual 'blanket' personal accident cover / travel insurance, provided through CHUBB, covering any off-site activities and overseas travel ventures.

It is the responsibility of the Headteacher and EVC to determine whether any additional insurance should be taken out.

Insurance in Granville Sports College is provided by Chubb Assistance (Policy Number 64795813)

Inclusion

Under the Equality Act 2010, it is unlawful to treat a young person less favourably and/or fail to take reasonable steps to ensure that pupils are not placed at a substantial disadvantage without justification.

Granville Sports College endorses the principles of:

- a presumption of entitlement to participate;
- accessibility through direct or realistic adaptation or modification;
- integration through participation with peers.

Adjustments made to include a child or young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them to include a given young person, is within their competence.

Behaviour

Granville Sports College encourages the use of our Codes of Behaviour Conduct (Appendix 10) as a means of establishing appropriate expectations of a young person's behaviour. Such codes will be explained to both young people and those with parental authority prior to a visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where a code is breached.

Whilst inclusion of young people on offsite visits will be the norm at Granville Sports College, this will not be the case where health and safety of the individual or other group members would be significantly compromised. Visit Leaders will ensure that they consult the LA and parents well in advance of the visit where inclusion is an issue.

Medication

Normal school policy for the administration of medication should be implemented on offsite visits. Form 5 is used to collect this information. Any incident reports generated on the visit should be kept with all of the paperwork for the visit.

Evaluation

To ensure rigorous evaluation of each visit can take place, visit leaders must have reached a clear understanding of the learning outcomes they hope to achieve. Given that most outdoor learning, off site visits and activities have the potential to deliver a very wide range of benefits and outcomes, the visit leader and staff team must agree how the Learning Outcomes are to be **prioritised**, in the early stages of the planning process and documented on the EVOLVE record.

Each identified outcome can be evaluated and recorded using EVOLVE.

Emergency procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For any off-site visit an emergency contact will be designated by the school who may be needed as a link between the party, the parents/carers, the school and the County Council in the event of an emergency. The emergency contact must be an employee, be unrelated to anyone attending the visit and be confident in providing support in a crisis.

Note: For Category 3 trips the emergency contact must be a member of the SLT. For Category 2 it can be a middle leader. Because Category 1 visits take place in school time no emergency contact is necessary.

For visits that take place outside normal school hours:

- A completed [Emergency Card – Visit Leader](#) (Appendix 11) must be with the Visit Leader at all times, **and**
 - A completed [Emergency Action Card – Home Contacts](#) (Appendix 12) must be with the emergency contact(s) at all times, where access to EVOLVE is not possible.
 - A [First Contact Emergency Action Card](#) (Appendix 13) can be used when taking an initial a call from a Visit Leader in an emergency.
 - The emergency contact will have a spreadsheet with contact details for every person on the visit
- In the event of a delay in returning (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform Jo Kingswood or Mr Richard Tilley/Mr Jackson so that they can decide:
- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.
 - B. If the incident is very serious to contact Derbyshire County Council using the emergency contact phone number and details given below:

The emergency contact phone number for Derbyshire County Council during office hours is 00-44-1629-538364 or outside office hours 00-44-1629-533085. This is the number for Call Derbyshire. Upon connection, please ask for the Emergency Planning Duty Officer. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. Under no circumstances should these numbers be given to young people or to their parents or guardians.

Accident Reporting

All accidents will be handled in line with Derbyshire's County Council's [Accident Reporting Procedures](#) (Appendix 14). Accident Forms and other related documents are available in the Resource section of EVOLVE – Guidance.

Where an incident or accident occurs on an activity led by a Provider, please ensure this is reported to the LA Visits Team.



Burton Road, Woodville, Swadlincote,
Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR
Phone: (01283) 216765 Fax: (01283) 552934 E-mail: enquiries@granville.derbyshire.sch.uk
Headteacher: Mrs J Kingswood, BEd(Hons), MA, NPQH

Form 4 Parental Consent for a Visit

Name _____ Year _____ Form _____

(To be distributed with information sheet giving full details of the visit)

1. Visit to:

From: Date _____ Time _____ to: Date _____ Time _____

I agree to _____ (name) taking part in this visit and have read the information sheet. I agree to _____'s participation in the activities described, including swimming. I acknowledge the need for them to behave responsibly, as per code of conduct for visits.

2. Medical information about your child:

a) Please tell us here of any medical conditions your child has (include all conditions whether they require medication or not). The attached form 5 must be completed if your child requires medication.

b) Please outline any special dietary requirements of your child:

c) Is your child allergic to any medication? YES/NO

If yes please give brief details:

d) When did your child last have a tetanus injection? _____

e) Can your child swim? YES/NO

How far can your child swim? _____

Is your child water confident in a pool? YES/NO

Is your child safety conscious in water? YES/NO

I confirm that my child is in good health and I consider him/her fit to participate:

_____ (please sign here)

For Residential Visits and Exchanges Only

f) To the best of your knowledge has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If Yes please give details:

I will inform the Group Leader/Headteacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the visit.

3. Declaration

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact Information:

Name: _____ Relationship to child _____

 Home _____ Mobile _____ Work _____

Home address _____

Alternative Emergency Contact:

Name: _____ Relationship to child _____

 Home _____ Mobile _____ Work _____

Home address _____

Name of Family Doctor: _____ Telephone number _____

Address _____

Signed _____

Date _____

Full Name (Capitals): _____

This form, or a copy, must be taken by the Group Leader on the visit. A copy of all information given will be retained by the school.



Form 5

Parental Consent for Administration of Medicines in School

Name _____ Year _____ Form _____

To be completed by the parent/carer of any child who requires drugs to be administered under the supervision of school staff, or where a child is bringing medicine into school which they will self-administer.

If you need help to complete this form please contact the school.

Please complete in block letters

Name of Child _____ Date of Birth: _____

Address _____

Doctor's Name _____

Prescribed Medicines

The doctor has prescribed (as follows) for my child:

Name of drug or medicine to be given and any special storage instructions:	When drug should be administered (e.g. lunchtime, after food, when wheezy, before exercise)	How much? (e.g. half a teaspoon, 1 tablet, 2 drops)	Route drug to be administered (e.g. by mouth, or in each ear)

Please do not detach this section. Leave blank if no medication required.

Non-Prescribed Medicines:

My child requires the following non-prescribed medicines:

In the paragraph below please delete the sections that are in bold as appropriate

(Child's name) _____ **can administer his/her own medication/requires supervision to administer his/her medication/requires assistance in administering his/her medication**

If your child requires supervision could you tick the boxes to say you agree with the following.

- I request that the treatment be given in accordance with the above information by a named member of the school staff who has received all necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.
- I undertake to supply the school with the drugs and medicines in the original duplicate labelled containers provided by the dispensing chemist.
- I accept that whilst my child is in the care of the school club, the school staff stand in the position of the parent and that the school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

I can be contacted at the following address/telephone during school hours:

Name _____

Contact Address _____

Contact Telephone Number/s _____

Signed _____ **Date** _____

Chair of Governors

Signature:

Name:

Date:

Headteacher

Signature:

Name:

Date: