



## **Educational Visits and Offsite Activities Policy**

**Lead Governor: Chair of Governors  
Manager**

**Senior Leadership Team Link: Operations**

**Ratified by Governors: November 2024**

**Review date: November 2025**

## **Introduction**

Oakmoor School values the contribution that off-site activities can make to the education of all its students. These regulations (which follow County regulations) relate to all kinds of off-site activity, whether during normal School hours, at evenings or weekends, or during holidays.

All details for running trips, including process and forms, can be found on the Teacher Resources area of the school network, (under Staff Resource Area, Admin, Trips). Further support and guidance is available to staff running trips from the Educational Visits Coordinator (EVC). This role is currently undertaken by the Operations Manager, Corinne Simpson.

Before any off-site activity takes place, the approval of the Headteacher must be obtained. A list of proposed activities will be presented to the Governing Body in the first meeting of each term.

Proposed overseas, residential or hazardous pursuit off-site activities will be presented to the governing body by the Headteacher for governors approval prior to entering onto EVOLVE.

For all visits of more than one day, and where residence away from home is involved, the LA has to be informed of proposals at least eight weeks in advance via the EVOLVE system. EVC and Headteacher approval is also gained via this system before being recommended for approval by the LA.

In the case of organised trips, at home and abroad, it is essential that insurance cover is adequate. For UK trips this is provided by the Education Funding Agency Risk Protection Arrangement (RPA). For overseas trips which are not covered by the RPA, an appropriate single trip policy will be purchased to cover the trip with the cost being factored into the overall costing for the trip. Trip leaders should check the travel company is not charging an additional cost for insurance if it is not required. In case of doubt, staff should refer to the EVC who will undertake a specific check with the insurers.

## **Planning a Visit**

When planning a visit, there should be a clear educational purpose for all students and it should be planned at an appropriate time in the school calendar, with the agreement of the Governing Body, Headteacher and EVC.

- All trip leaders should present their trip proposal to the Headteacher.
- All trip leaders should create the trip on EVOLVE, which will ensure that all steps to taking a successful trip are covered.
- All costings forms must be seen and agreed by the Headteacher before any trip can take place, and any costings agreed adhered to.
- Trip leaders should speak with the Operations Manager who will arrange transport and arrange for the trip to be added to Arbor for payment and consent. NB Any coach company used not appearing on the HCC approved list must hold a current VOSA licence, if there is any doubt as to the suitability of a company the Operations Manager will make appropriate enquiries and grant/deny permission to use.

- Trip leaders must brief all of their staff and volunteers before the trip departs to ensure that everyone is aware of the plans, safeguarding requirements and expectations of the trip.
- Volunteers assisting with any trip must be DBS checked by the school prior to the trip's departure.
- Any queries relating to the trips organisational process should be referred to the Educational Visits Coordinator.
- One staff member on the trip must be a qualified First Aider.

### **Contingency Arrangements for Emergencies**

All trip leaders from the School must take with them the emergency pack that outlines all details of procedures should the need arise.

There will always be two named emergency contacts for a trip (usually this will be the EVC and a member of the Leadership team) and these staff will also have emergency procedures with them. At least one must be a mobile number.

### **Withdrawal of Students from Trips**

This is a very sensitive issue and it must be remembered that although the punishment may be deserved it still causes distress to the child concerned and to the family. While the overall safety of the students on the trip must be of paramount importance, we need, where possible, to work together to improve the child's behaviour, not alienate the child totally.

Such a severe punishment should therefore be used only in exceptional circumstances. If a student is considered for exclusion from a trip the following procedure must be adopted:

Academic and Pastoral Leader discusses issues with trip leader.

Academic and Pastoral Leader discusses with their Senior Leadership Team line manager.

Academic and Pastoral Leader/Trip Leader invites parents in and explains why the School has made this decision.

If it is likely to be a difficult meeting, the Senior Leadership Team line manager should also be present at this meeting.

- This must be followed up in writing
- The School reserve the right to withdraw any student from the trip should their behaviour and/or attitude at school be deemed unacceptable. Should this situation arise the parent will be responsible for the cost of the trip and no monies will be refunded from the School.
- No refunds are available if the student is withdrawn from a trip by the parent/carer.

If the matter cannot be resolved in the meeting, the situation should be referred to the Headteacher. The student's place should not be offered to another person until the matter has been fully resolved. The final decision remains with the Headteacher.

**RATIFICATION DATE AND CHAIR'S SIGNATURE**

Ratified/Signature:

Print Name:

Date: