Raedwald Trust

connection learning without exception resilience respect

Educational Visits Procedure

Policy Details	
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1.Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Raedwald Trust Academies supportive and effective learning environments. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

Improvements in their ability to cope with change.
Increased critical curiosity and resilience.
Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
Greater sense of personal responsibility.
Possibilities for genuine team working including enhanced communication skills.
Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
Improved awareness and knowledge of the importance and practices of sustainability.
Physical skill acquisition and the development of a fit and healthy lifestyle.

2. Application

Any visit that leaves a Raedwald Trust Academy grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, the Raedwald Trust Academies use site specific procedures for approval and monitoring of all off site visits.

All Raedwald Trust staff are required to plan and execute visits in line with this document, Local Authority and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

3. Types of visit

There are three types of visit:

1. Routine local visits in an academy's learning locality
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are either overseas, residential, and/or involve an adventurous activity.

4. Roles and responsibilities

The person leading the visit is responsible for the planning of the visits, and for following published site specific procedures. They should obtain permission for a visit from the Head Teacher prior to planning, via a project proposal, and before making any commitments. The person leading the visit has responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Raedwald Trust Central Leadership Team and Trust Business Manager will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The Head Teacher is the first point of contact for advice on visit related matters and is responsible for confirming that all plans comply with Education Visits national guidance.

The CEO is responsible for authorising all visits and for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity.

5. Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced staff leading visits before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to lead visits, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

6. Approval

The approval process is as follows for each type of visit:

1. Local visits follow the academy's learning locality policy (Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity. These must be submitted to the Head Teacher for checking at least 7 days in advance.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head Teacher for CEO approval.

7. Emergency procedures

Raedwald Trust academies have a clear code of conduct for education visits based on the school 'Positive Behaviour Change Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the staff member leading the visit is concerned for their safety, or for that of others, can be withdrawn from the activity. The staff member leading the visit will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. Each Raedwald Trust Academy has an emergency plan in place to deal with critical incidents. In the event of a critical incident, staff on visits should contact their Head Teacher who will enact the academy Emergency Plan.

8. Educational Visits Risk Assessment

The Raedwald Trust's Risk Assessment and Safety Plan Procedure forms part of the risk management process for visits and off-site activities. Consideration on whether spare Adrenaline Auto-Injector (AAIs) will be taken on trips will be made before any trip takes place. Please refer to the Allergy Safety Policy.

9. Parental / Carer Consent

Raedwald Trust Academies obtain blanket consent during induction for activities that fall within the academy's learning locality and are part of the planned curriculum offer. Parent/carers written consent is sought and retained during the time the pupil is at the Raedwald Trust Academy.

Specific, (i.e. one-off), written parental consent will be obtained for all other visits. For these visits, sufficient information will be made available to parents so that consent is given on a 'fully informed' basis.

10. Inclusion

We endorse the following principles for young people:
• a presumption of entitlement to participate.
• accessibility through direct or realistic adaption or modification.
• integration through participation with peers.

We acknowledge that it is unlawful to:
• treat a young person with a protected characteristic less favourably.
• fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

11. Charging / funding for visits

A Raedwald Trust Academy may invite, but not require, parents to make voluntary donations for activities in order to enhance what is otherwise provided. There is no obligation to donate and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of donation will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying RT staff. Some activities may not take place if parents are reluctant to support it.

A Raedwald Trust Academy will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

12. Transport

Expectations of behaviour with pupils should be established with all groups before departure on journeys with school.

When travelling in RT vehicles/all vehicles all passengers must wear the seatbelts provided. For personal safety reasons no passenger should get out of their seat without good reason while the vehicle is travelling. Food and Drink must not be consumed in the vehicle.

Responsibilities of the group leader:
• Check that all passengers are wearing their seatbelts before departure.
• Pupils are seated in accord with their individual needs.
• Adults are seated to ensure adequate continuous supervision of pupils throughout the vehicle.
• The presence of all pupils and staff prior to departure.
• That a first aid kit and facilities for dealing with vomit are included on the journey.

<u>Raedwald Trust Vehicles</u>
The Raedwald Trust has a number of vehicles. Staff holding a clean driving license for at least 2 years, are over the age of 25 years old, and have no more than 6 points on their licence, are able to drive these to transport students. Pupil's behaviour should comply with the Safe Behaviour Guidance.

<u>Use of staff cars to transport pupils</u>
At Raedwald Trust sometimes travel in staff cars. This may be to collect them in the case of a behavioural difficulty or to and from a local activity where small numbers make it uneconomical to use an alternative or where it is a matter of safeguarding a child.

The following is in compliance with legislation when transporting pupils in cars.

	Front Seat	Rear Seat	Who is Responsible
Child over 3 up to 135cm in height or 12th birthday whichever they reach first	Correct child restraint must be used	Correct child restraint must be used or rear belt if child is travelling a short distance in an unexpected necessity or if 2 child restraints are fitted preventing the fitting of a third.	Driver
Child 12 or over or 135cm in height	Seat belt must be worn	Seat belt must be worn	Driver
Adults	Seat belt must be worn	Seat belt must be worn	Passenger
Driver	Seat bels must be worn		Driver

All children must have access to and wear a seatbelt. All children below 135cm must use a booster seat, which complies with UN ECE 44.03 standards (for those purchased up to 2024) or E R129 standards. These are suitable for children over 6 years and should be fitted according to instructions and returned after use.

Car owners should check that their insurance covers them for transporting children on school journeys. Drivers should be aware that some insurance companies would see the transport of children as business mileage and should check that they are covered.

13. Insurance

All educational visits are covered under the Risk Protection Arrangement (RPA) insurance policy.

Appendix 1 – Academy Learning Locality

Boundaries

The boundaries of the locality are within the town and neighbouring villages of the RT academies, based in Ipswich and Bury St Edmunds. This area includes the following frequently used venues:

- Local supermarkets/shops/cafes
- Retail outlets
- Museums
- Galleries
- Sports/health centres
- Local parks
- Another Raedwald Trust Academy or site
- Other Education Establishments
- Libraries

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing detailed education visit approval process, provided they complete a full risk assessment as per the RT Risk Assessment and Safety Plan Policy.

Appendix 2 – Safe Behaviour Guidance

When travelling with the school pupils must;

- Remain seated with your seatbelt fastened (if fitted).
- No eating, drinking, or littering on the vehicle.
- Speak quietly – do not distract the driver.
- No bullying, swearing, or inappropriate behaviour.
- Do not tamper with doors, windows, or safety equipment.

All school rules apply in the vehicle, as it is part of the Raedwald Trust.