



Freebrough
Academy

Health & Safety of Students on Educational Visits

July 2010

1.0 CONTEXT

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant aspect of the programme of Freebrough Academy. They are an opportunity to extend the learning of all students including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. They are to be encouraged.

2.0 STATEMENT

Freebrough Academy recognises its 'Duty of Care' and statutory responsibilities for the Health, Safety and Welfare of participants, staff, voluntary assistants, providers and members of the public in connection with educational visits for which it is accountable. (Reference: DfE/0803/2001, Health and Safety: Responsibilities and Powers).

In order to achieve and maintain the highest possible standards, in this regard the Academy has adopted the following guidelines issued by the DfE:

Health and Safety of Pupils on Educational Visits September 1998	DfE/HSPV2,	
Standards for LEAs in Overseeing Educational Visits 2002	DfE/0564/2002,	July
Standards for Adventure A Handbook for Group Leaders 2002	DfE/0565/2002, July 2002 DfE/0566/2002,	July
Group Safety at Water Margins December 2002	DfE/CCPR/2002,	

These guidelines will form the basis of good practice in the management and conduct of educational visits. From time to time they will be supplemented by complementary guidelines, instructions and procedures issued by the LA, or by the Academy with the approval of the LA. Together they will be known as 'Safety Guidelines for Educational Visits and Adventure Activities'.

3.0 PURPOSE

1. To ensure that every student has the opportunity to benefit from educational visits;
2. To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of students taking part;
3. To enable the Academy to identify appropriate functions, responsibilities, training, support and monitoring for governors all committees, staff, volunteer assistants, students and providers involved in educational visits;

4. To enable compliance with LA 'Safety Guidelines for Educational Visits and Adventure Activities' which incorporate guidelines published by the DfE in 1998 entitled 'Health and Safety of Pupils on Educational Visits' together with Supplements 1-3 published in July 2002 and Group Safety at Water Margins issued by the DfE in conjunction with the CCPR in December 2002;
5. To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

4.0 KEY PRINCIPLES

STAFF

- All educational visits will be linked to the objectives of the Academy and planned sufficiently well in advance in accordance with good practice and effective planning procedures;
- The Governing Body will include in its role the support of Academy policy and procedures for educational visits including the reporting of visits;
- The Principal will be responsible for the approval of all visits but may delegate the approval of local routine and low risk visits (Category A) to a designated member of staff who may be the Educational Visits Coordinator;

The Principal will approve all higher risk visits including adventure activities, residential experience and foreign travel (Categories B and C). The most demanding of visits (Category C) will be submitted to the most appropriate external local body for endorsement;

- A named Educational Visits Coordinator (EVC) will be appointed;
- The EVC will support the Governing Body and Principal with approval, decisions and the management of educational visits in accordance with 'Safety Guidelines for Educational Visits and Adventure Activities' and in particular as described in 'DfE: Standards for LEAs in Overseeing Educational Visits' section 6;
- There will be a named and approved Group Leader (and where appropriate, deputy) on all educational visits;
- Working with the EVC as necessary, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including ongoing risk assessment, in accordance with 'Safety Guidelines for Educational Visits and Adventure Activities' and in particular 'DfE: A Handbook for Group Leaders' and 'DfE/CCPR: Group Safety at Water Margins';
- The Group Leader will ensure Best Value principles are used when purchasing goods and services that appropriate checks are made, that insurance and financial procedures have been followed.

PARENTS/GUARDIANS

- The Academy Prospectus will provide parents/guardians with information about policy and procedures relating to the safe management of educational visits;
- Parents/guardians will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details;
- *(NB: Young people for whom parental consent is an issue) Informed parental consent is required for all educational visits by young people up to the age of eighteen years unless a specific recorded decision to the contrary has been made by the Educational Visits Coordinator subject to the guidance of the Children Act.*
- Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged;
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

PUPILS/PARTICIPANTS

- Wherever possible students should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour;
- Students should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

5.0 LINKS

Although this policy focuses on the management of Health, Safety and Welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy will therefore be linked to complementary policies concerned with such issues as equality of equality and diversity, special educational needs, and staff development.

6.0 REVIEW PROCESS

This policy will be reviewed by governors on an annual basis.

Adopted by Freebrough Academy

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Chair of Academy's Trust Board

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Principal

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Review Date

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