



## SEDBERGH SCHOOL

<b>Educational Visits Policy</b>	
Version	2022.2
Effective from	October 2022
Extent of Policy	Sedbergh School
Policy Owner	Senior Deputy Head
Governor	Richard Papworth
Review by	September 2023
Frequency of Audit	Annual
Circulation	Parents by request
Publication	The Hub Website

### 1. Scope

- I. This policy covers any activity that is outside of a normal classroom or routine co-curricular environment. Such activity should be referred to as an educational visit.
- II. The policy requires all such educational visits to be planned using the Evolve platform, working closely with the Educational Visit Co-ordinator (EVC) who is responsible for the implementation of this policy.
- III. The School's existing policies and procedures apply to all educational visits for both staff and pupils.

## 2. Objectives

- I. To ensure that educational visits are well planned and that significant risks are identified and managed appropriately.
- II. To ensure that those responsible for educational visits have the necessary information and guidance to manage the visit appropriately and can demonstrate that they have met their duty of care.
- III. To enable educational visits to enrich the curriculum on offer at Sedbergh whilst minimising the disruption to normal education.

## 3. Guidance

- I. Staff wishing to arrange an educational visit must first seek prior approval and provisional authorisation for the date(s) from the Senior Deputy Head. The visit should then be added to the School calendar as a provisional event. In order to minimise disruption to the normal running of the School, the timing of the visit should adhere to the hierarchical steps below.
  - a) In School holidays.
  - b) On designated activity days or in Challenge Week.
  - c) On days that already include some disruption ie at the end of halves or terms.
  - d) On Sundays.
  - e) Only if unavoidable on weekdays in term time and this disruption will need to be agreed by SMT.
- II. The Group Leader for the visit should then work with the EVC to follow the steps in Evolve, seeking guidance where appropriate. [Flowcharts and checklists can be found on the Evolve platform under the resources, guidance, policies & documents tab.] **The trip is not confirmed until the Evolve process has been completed. No tickets or other expenses should be accrued until this is fully confirmed.**
- III. Written consent from parents will be required for educational visits as below and is linked to the Evolve platform.
  - a) An overnight stay of three nights or more.
  - b) Overseas visits.
  - c) Cost exceeding £50.
  - d) Visits during the School holidays.
  - e) Activities that involve an inherent additional risk.

#### **4. EVC Support**

- I. The EVC will work with the Group Leader to complete the risk management plan in Evolve and ensure that all documentation and necessary checks have been completed.
- II. The EVC will authorise visits once all is complete or refer the visit to the Senior Deputy Head where appropriate.
- III. The EVC will maintain all records of visits and advise group leaders on how to report accidents or injury.
- IV. The EVC will assist the group leader with a review of all educational visits where appropriate.
- V. The EVC will maintain accurate records of all staff training and qualifications.
- VI. The EVC will organise refresher training in Evolve for all staff and comprehensive training for all new staff as part of their induction.