



SEDBERGH SCHOOL

Educational Visits Policy

Version	2024.1
Effective from	January 2024
Extent of Policy	Sedbergh School
Policy Owner	Senior Deputy Head
Governor	tbc
Review by	September 2024
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 and 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 a trip or tour must meet with the relevant member of SMT to discuss full details. Once agreed, the event organiser may add to the School calendar as provisional.
- The event organiser should then complete the Evolve process under the direction of the EVC, as detailed in III to V below.
 - When the Evolve process is complete, the event should be confirmed in the calendar.
 - No costs can be incurred until the event is confirmed.
- II. The visit should be arranged to minimise any disruption to the education or care of our pupils.
- III. 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.]
- IV. For overseas trips, the trip organiser should then consult with staff as follows:
- a) Senior Deputy Head (Pastoral) re individual pupils attending the trip.
 - b) Finance re any financial concerns re individual pupils.
- SMT to speak to pupils about expectations, rules and sanctions.
- V. 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.

Administrative guidance for fixtures, activities & educational visits

	iSAMS calendar	SOCS	Evolve (Signed off by)	Risk Assessment
Routine fixtures	Yes	Yes	No	On the Hub
Routine activities	Yes	Yes	No	On the Hub
Non-routine	Yes	No	Yes (IMC)	In Evolve
Overnight fixture	Yes	Yes	Yes (SWO)	In Evolve
Overnight trip	Yes	No	Yes (IMC)	In Evolve
More than 2 nights	Yes	No	Yes (GUN)	In Evolve
Overseas	Yes	No	Yes (GUN)	In Evolve