



**VISITS AND ENRICHMENT
POLICY**

INSIGHT MAT POLICIES AND PROCEDURES

CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
07/04/2017	0.a	Initial Draft
30/06/2017	0.b	Updated following review by Trustees
19/07/2017	1.0	Updated following approval at Board Meeting 18/07/2017
11/06/2021	1.a	Updated following policy review schedule
30/06/2021	2.0	Policy updated following approval at Board Meeting 30.06.2021
Summer 2025	2.a	Updated following policy review
Summer 2025	3.0	Policy updated following approval at Board Meeting 24.062025

Next Review	Summer 2029
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AUTHORISATION

Approved at Board Meeting on 24th June 2025

Signed:



24-6-25

Chair of Board

Date

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Visits and Enrichment Policy

Introduction

The aim of this policy is to ensure that whilst students' education is enriched their safety is paramount, either on or off site and that all visits sustain themselves financially. It pertains to all trips and visits beyond the school gates and any enrichment activity that takes place within the Insight Multi-Academy Trust (IMAT).

There may be differences in procedural arrangements from school to school, however all schools must adopt the Outdoor Education Advisers' Panel (OEAP) advice, Risk Assessments must take place using EVOLVE or something similar that has been agreed by the IMAT and the DfE guidance Charging for activities May 2018.

This policy should be read in conjunction with the Business Continuity Policy (BCP).

Aim

Our overall aim is that students' education is enriched to allow them to develop confidence and resilience and within a framework that allows for worthy, safe and effective visits to take place.

The main source of advice when constructing this policy is the Outdoor Education Advisers' Panel (OEAP) and the Educational Visits Adviser at Entrust.

Key Elements

Employer's policies and Outdoor Education Advisers' Panel (OEAP) national guidance.

All visit leaders should refer to the Outdoor Education Advisers Panel (OEAP) and DfE guidance as this advice is most valuable in this area. This policy conforms to all guidance given from these sources.

School visits and enrichment activities should be an appropriate and valuable means of delivering the curriculum and raising standards. The School should make use of the procedures set out below and refer to the DfE guidance on 'Health and Safety on Educational Visits'.

Visits or other activities should provide positive learning experiences for all students and staff, and may be part of examination specification requirements. This may affect the charging of such visits and DfE guidance Charging for School activities, May 2018 should be consulted.

The policy should ensure that visits or other activities are organised so that they fulfil all aspects of Health and Safety policies as laid down by the Government, the IMAT Board and the Local Governing Body. It should also enable Staff and Governors to follow a straightforward procedure in organising activities whilst adhering to all legal requirements pertaining to Health and Safety.

The policy seeks to ensure that a system of evaluation is in place, which ensures good practice to be developed and enables experiences to be shared and built upon. It also seeks to ensure the

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development of a positive understanding between Governors, staff, students and parents in terms of the smooth operation and administration of all visits and activities.

It is also clear that whilst school visits and activities can be an excellent way of enriching the curriculum and rewarding student achievement, the overall aim of this policy is to cause minimal disruption to the taught curriculum.

Clarification of Roles

IMAT Board

Must ensure that policy and procedures are in place and adhered to and have a full awareness of their responsibility under health and safety law. They must ensure that contingency planning takes place for external Trips and Visits and that if an incident takes place support will be expected of them by individual schools.

Local Academy Committee (LAC)

Must have a clear understanding of whether or not the school staff are fully aware of the employer's responsibility under health and safety law. That the school is fully versed in OEAP and DfE guidance and that there are robust systems in place to support the guidance. They must also ensure that adequate insurance is in place which will provide support for any external visit either nationally or internationally. They must challenge the school in order to be clear how outdoor learning and visits contribute towards a school's effectiveness. The LAC must be clear of their role in the visit approval. They must ensure there is a trained Educational Visits Co-ordinator (EVC) and that trips are evaluated upon their return.

There should be an Educational Visits link who will agree all foreign trips at the Standards and Curriculum and Students and Community meeting and oversee the EVOLVE system is used effectively to risk assess all trips.

Headteacher

Must have an establishment trips and visits policy and procedures that confirm to OEAP and DfE guidance. They should ensure there is an appointment of an Educational Visits Co-ordinator (EVC) who is critical to the implementation of OEAP and DfE guidance. The EVC should be competent in the role and have sufficient time to fulfil the role, including OEAP-approved training. They (or their representative) should keep the LAC informed of the delivery of trips and visits. They should ensure there is an effective risk assessment system and that advice can be sought from an accredited outdoor education advisor.

Educational Visits Co-ordinator

The EVC is the establishment's focal point for planning and monitoring visits and outdoor learning. They should have significant experience of practical outdoor learning and visit leadership. They should have status within the Establishment that enables guiding of the working practices of their colleagues. Sufficient time should be agreed to fulfil the role and to attend OEAP approved EVC training and updates. The EVC should be part of the formal approval process of trips and visits from initial requests, agreement of risk assessments via the EVOLVE system and evaluations of

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trips and visits. They should also, where needed, be able to see advice from an accredited outdoor education adviser. The EVC should ensure that all visits meet IMAT policies, procedures and requirements. This includes appropriate monitoring evaluation and recording to ensure that the Headteacher and Local Academy Committee can access the information and data they require.

Trip Leaders

The Visit Leader has the overall responsibility for supervision and conduct of the visit. They should ensure accountability and to avoid potential confusion, a single Visit Leader should be designated. If this role changes during a visit, a clear handover should be made. An Activity Leader can be responsible for a particular activity during a visit. Visit Leaders must be competent, confident and accountable to lead the visit that is being proposed, this means the leader has demonstrated the ability to lead to the level demanded by the visit, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in.

Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment. It is situational – a leader who is competent in one activity or environment may not be so in another, and it involves breadth as well as depth. Relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments. Being confident includes the Leader's capacity to take charge of a situation and their awareness of their abilities as well as their limitations. Being accountable means that the leader has been engaged through a clear process which includes vetting and appropriate induction into the school's policies and procedures. Regardless of employment status, Leaders must be clear about the chain of accountability and what is expected of them. A Visit/Activity Leader must follow the IMAT policies and the individual school's procedures.

A Visit Leader must ensure that the activity is properly planned, including assessing the risks to ensure that there is wide understanding about what everyone needs to do. A Visit Leader must ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision.

Leaders are advised to use 3.3e 'Checklist- Visit Planning' available on the Outdoor Education Advisers' Panel (OEAP) website (<https://oeapng.info>)

Visit Leaders are responsible for continuous risk assessment taking place whilst on the visit and, alters plans according to changing situations.

Assistant Leaders

Assistant Leaders should be accountable; suitably knowledgeable about the school's procedures as they affect the responsibilities they have been assigned. They need to be specifically competent and confident to carry out such tasks as they are assigned, and to take over if the Visit Leader is incapacitated. They need to be fully briefed to ensure that they understand the role and responsibilities expected of them.

All other people on the visit

They should be fully briefed concerning their roles and responsibilities. Be suitably competent and confident to be able to carry out the duties they are assigned and understand how these integrate

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with other staff. They should be able to contribute to the evaluation of all aspects of the visit/outdoor learning. They should be appropriately briefed on, relevant establishment and visit/outdoor learning procedures, group characteristics, including age, health, capabilities, special educational needs, behaviour and any other relevant matters in the context of the visit/outdoor learning.

Where the helper is a parent (or otherwise in a close relationship with a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise group management, particularly if there is a serious incident. There is a probability that the helper may be distracted by the needs of their own child, rather than looking to the needs of the whole group. This means that the Visit Leader should directly address this issue as part of the assessment of risks and not assign a helper to a leadership role which gives them a direct responsibility for their own child, other than where this is a risk-managed part of the plan.

Monitoring and Evaluation

The Staffing and Standards Sub-committee of the MAT Board will formally review this policy every four years or more frequently if circumstances or legislation suggest it is appropriate.

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Procedures for Visits and Trips in Sir Graham Balfour School

Staff must consult the “Educational Visit Pack” after initial approval and **action its contents**. This is available from Office 365. Sample risk assessments and blank risk assessments. Trip request and booking forms are also available on Office 365.

It is imperative that the Visits and Trips flowchart is followed.

It is essential that for overnight visits and foreign visits that a Parents’ meeting takes place to ensure that standards of behaviour and expectations are clearly outlined. Additional parental consultation may be required surrounding students with specific needs including enhanced risk assessment.

All staff are required to complete and submit a completed risk assessment to the EVC via the Evolve platform for Staffordshire.

EVOLVE - Staffordshire/Entrust

The guidance time frames for this are below:

- Local and regular- 2 weeks prior.
- Local and with additional risk- 5 weeks prior.
- Residential and in the UK- 6 weeks prior.
- Foreign- 10 weeks prior.

For trips deemed to be local or regular, please view the schools Local area visits policy available on Evolve or Office 365 for further guidance on risk assessment,

Each visit must have emergency procedures in place which includes nominating a suitable person who can provide 24/7 cover at base during the visit. The emergency contact should have 24/7 access to all details of the visit, including medical and next-of-kin information for the staff and the students.

Work must be set for any classes requiring cover. Replacement colleagues should also be found if a duty will be missed.

Please let the School Kitchen know how many students are going out of school and when, to assist their planning, using the appropriate form available from the school office. The kitchen has a pigeonhole in the staffroom.

Staff accompanying students on coaches must supervise the journey by occupying seats at the front and back of the coach to maximise supervision and to promote good behaviour.

Student Teachers cannot be used to supervise isolated groups of students. A member of teaching staff must accompany any group led by an Associate Teacher.

Communication with Parents/ Carers

Parents/ Carers will be informed of the details of trips and visits being undertaken by their child

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but permission is not needed for school activities unless they are outside of the school day or deemed high risk. Parents/ Carers can if they wish, tell the school that they do not want their child to take part in any particular school trip or activity once they have been informed of it. See guidance 'Health and Safety on educational visits' November 2018

For trips and visits that fall outside of the school day, appropriate notice will be given to Parents/ Carers to make the necessary arrangements for their child.

Insurance

All schools which are part of the IMAT should ensure they have adequate Insurance for the specific visits which provides the required level of emergency support.

Details of the schools insurance policy can be accessed within the trips and visits information pack for staff.

Trips and Visits process

The visit leader must ensure that the appropriate insurance(s) are in place at the facility. The facility should hold the Learning outside the classroom quality badge or meet the criteria outlined in the DFE Health and Safety on educational visits checklist.

Visits, Trips, Professional Development & Meeting Flowchart for Sir Graham Balfour School

Calendar, Letter Checking & Risk Assessments

- SM to be informed at all stages listed below to give LG overview. Trip request and booking forms are available on office 365.
A Trip request form (green) proposing the trip must be sent to trips@sirgrahambalfour.staffs.sch.uk for authorisation
- On approval of the trip a booking form (blue) must be sent to trips@sirgrahambalfour.staffs.sch.uk along with a copy of the propose letter for the trip for checking.
This blue booking form will be shared with finance, cover manager and the admin team.
- On receiving confirmation of the trips approval from SM a Risk Assessment must be completed via Evolve Staffordshire; staffordshirevisits.org.uk.
- Before distributing letters to students the letter must be checked by the admin team
- The guidance time frames for the completion of Risk Assessments are below:
 - Local and regular- to be submitted 2 weeks prior.
 - Local and with additional risk- to be submitted 5 weeks prior.
 - Residential and in the UK- to be submitted 6 weeks prior.
 - Foreign- to be submitted 10 weeks prior.
- Additional documents such as Risk Assessment, EVC2 are available on Evolve and Office 365
- Hard copies of emergency contact details to be given to SM before trip leaves.
- Trip leads must ensure a member of staff on the trip has all medical and emergency contact information at all times during the trip.
- Food for students who have free school meals must be ordered at least 2 weeks in advance by emailing the catering team or completing an order form available from the school office. Packed lunches will need to be collected on the day by the trip lead.



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Office / Admin / Cover

- After SM approves letter, they must be checked by the School Office and Finance before being sent out.
- It is important that names of students who are going on the trip are submitted to the office at this stage (this may be a whole year group).
- Inform the kitchen of large numbers going out so they can cater accordingly for pupil premium on the trip and students in school.



Finance;

- Reasonable notice of 'due in' dates must be given to Finance as well as a copy of the letter, such that they can set up ParentPay for payment.
- The finance office should be consulted regarding any payment plans and deadlines.
- When foreign trips are being organised by individuals a substantial buffer must be costed in to cover possible currency fluctuations
- Online payments are available through ParentPay. Cash and Cheque are not accepted forms of payment.
- Students who need financial support should be directed towards the Endowment Fund or Pupil Premium champion (HCH)
- Where Pupil Premium students have been given a discounted cost- separate letters must be given to reflect the different costings/ payment plan.



Day of the Visit

- Trip Leader prints off registration sheets for the students.
- Trip Leader books out an Emergency Mobile phone from Finance & collects Trip Pack.
- Trip leads should ensure they have a complete First aid kit.
- Finance will provide Trip Leader with Coach Company contact details.
- Trip Leader checks that all students with medical conditions have their medication, if necessary, with them.
- Register the students getting on to the coach and confirm vehicle registration at the top of the sheet. Return all registration sheets to the attendance team at Reception.
- Trip leads will collect packed lunches that have been ordered.
- Trip leads will ensure that they have an up to date copy of all medical and emergency contact information to take on the trip.
- In the event of an emergency once emergency services have been informed (where appropriate) please contact the school emergency contact and 01785 355777 shss@staffordshire.gov.uk (Strategic health and Safety service)



Following the Visit;

- Evaluation of the trip/visit must be carried out on Evolve post visit/trip.