



Journey's/Visits and Insurance Policy

Approved by:	NMAT Board of Trustees	Date: 26 January 2022
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Responsible	Executive Principal/Academy Day Manger/Buildings and Development Manager	

'Raising standards and improving life chances for the young people of the communities in which we work.'

Contents

1. Aims.....	3
2. Scope and Responsibilities	4
3. Legislation and guidance	4
4. Establishment Policy and Procedures.....	4
5. Planning and Approval Procedures	5
6. Visit Planning and Management System	6
7. Incident Management	7
8. Monitoring Visits and Procedures.....	7
9. Charges for Off-site Activities and Visits	8
10. Inclusion and SEND	8
11. Safeguarding	8
12. Insurance	8
13. Transport.....	8
14. Monitoring arrangements.....	9
15. Links with other policies	9

1. Aims

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 3.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

Whenever a student, staff or volunteer leaves an NMAT Academy site on such visits, it must be assured that the following criteria apply:

- The Group Leader is competent and current to lead the trip;
- The safety of all participants and staff has been considered by appropriate assessments;
- The visit complies with finance regulations and is financially sound; - we do not do this as far as I am aware

- The participants and staff are adequately and properly insured;
- No student shall be prevented from taking part in the visit on financial hardship grounds or on ability; grounds unless there are overriding safety considerations.

There are many and various types of Educational Visits including:

- Day trips to places of interest;
- Residential courses for students;
- Residential courses for staff;
- Regular visits to Sports Facilities to widen curricular opportunities;
- Regular visits to other Academies to compete in sporting and other competitions;
- Individual visits by students as part of their curriculum;
- Visits or activities within the local community;
- Foreign visits

2. Scope and Responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Head of School has responsibility for the sanctioning and authorisation of visits and that the visit satisfies the above criteria. The Head of School should ensure that all staff and others taking part in the visit have appropriate training and are sufficiently competent and experienced.

The Head of School has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy. The EVC will review the planning, documentation and competence of the Group Leader and recommend to the Head of School that the visit be authorised to take place.

Visits should be included, where possible, in the Academy calendar but such inclusion does not imply that the visit is authorised.

The Educational Visits Co-ordinator is: Emma Findlay

Administrative tasks will be carried out by: Emma Findlay

3. Legislation and guidance

NMAT will comply with Outdoor Education Advisors Panel, National Guidance (OEAP, NG) which incorporates the DfE, HSE and other appropriate external body guidelines:
<http://oeapng.info/> - National Guidance Website;

Safe Practice In Physical Education and Academy Sports AFPE 2020

4. Establishment Policy and Procedures

The Nunthorpe Multi-Academy Trust Policy for Educational Visits, Outdoor Learning and Adventurous Activities (June 2018)

NMATs Board of Trustees recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through North Yorkshire Educational Visits Advisory Service. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Head of School, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day. We will always aim to fully inform parents by letters or via an e-mail from Evolve of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the employer.

Visit Leader Training

Visit leaders will be approved by the Head of School and will have attended appropriate training as required by the employer. What training is this?

5. Planning and Approval Procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. We have not identified local learning areas, all visits are dealt with the same and require the same level of details/approval via Evolve.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively assurances will be gained through a Provider Statement as detailed in the employer policy

6. Visit Planning and Management System

Evolve is a web-based system used to facilitate the efficient planning, management, approval and evaluation of NMAT visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Visits will be recorded as detailed in the summary table on page 7.

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy.

Board of Trustees

The Board of Trustees has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this it will hold the Executive Principal to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

Additionally as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The Board of Trustees delegate the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser:

Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Head of School:

Visits abroad, all adventurous activities, residential visits and non-local day visits

Educational Visits Co-ordinator:

Local walking visits, bike ability training, local sports fixtures and local swimming visits.

Visit planning approval summary table for NMAT

	Planning/Recording Process	Risk Management	Final Approval
Day Visit	Recorded on Evolve	School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	EVC/Head
Overseas	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Residential	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Head
Adventure, provider led	Recorded on Evolve	Provider risk manages activities School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	Head
Adventure, self-led	Recorded on Evolve	Local Learning Policy/Specific Risk Management	Adviser

7. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in the appendix.

8. Monitoring Visits and Procedures

Trustees will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

9. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to the NMAT Charging and Remissions Policy

10. Inclusion and SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or 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. Reference should also be made to NMAT SEND Policy.

11. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to the NMAT Child Protection and Safeguarding Policy.

12. Insurance

Young people participating in visits and activities will have [annual travel insurance provided under appropriate insurance arranged independently by the school. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

13. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

The Party Leader is responsible for organising the most appropriate mode of transport for the visit. They must ensure it is safe, cost efficient and meets approved standards. The mode of transport must be declared on the Application for Educational Visit and in the information letter sent to parents. It is also to be considered when writing the Risk Assessment. If the group leader selects self-drive in personal vehicles or the school minibus (if applicable) then they must be familiar with the Academy's policy.

NMAT has not identified any Local Learning Areas as no local learning area visits take place. The same level of detail/consent/application and approval applies for all off-site visits

14. Monitoring arrangements

The Head of School and Academy Day Manager monitors the implementation of this policy. This policy will be reviewed and approved by the academy trustees every two years.

15. Links with other policies

The NMAT Journeys/Visits and Insurance Policy links with the following policies

- NMAT Charging and Remissions Policy
- SEND Policy
- Child Protection and Safeguarding Policy
- Emergency Contact Procedure
- Health and Safety Policy
- First Aid Policy