Educational Visits Policy

for Trusts, Local Authorities and school groups using EVOLVE Advice

Introduction

1. This policy defines the expectations and intentions for educational visits undertaken by establishments which are part of **London Borough of Hillingdon**. It applies to situations where the Employer has responsibility for all pupils taking part in learning activities in an environment that is outside of the classroom. It supports the principle of inclusion.

Policy Statement

1. **London Borough of Hillingdon** has contracted EVOLVE Advice to provide advice, guidance, training and support to its schools, and adopts EVOLVE Advice's 'Beyond the Gates' Guidance, which formally adopts www.oeapng.info (OEAP National Guidance) as its source of guidance about educational visits.
2. Educational visits are valued as an integral part of a **London Borough of Hillingdon** education.
3. Within each school or setting, the Headteacher is ultimately responsible for the purposeful and safe provision of educational visits and other offsite activities. This includes ensuring that all adults accompanying a visit have appropriate background checks, the staff team are competent, and appropriate risk management has been undertaken.
4. Delegated duties are given to the Educational Visits Coordinator (EVC) and, where a deputy has been appointed, the Deputy Educational Visits Coordinator (DEVC), to oversee the school's educational visits.
5. Delegated duties are also given to Visit Leaders to plan and run specific educational visits, as per the Visit Leader Job Description available at www.oeapng.info.

6. The Headteacher will ensure adventurous, residential and overseas trips are booked only with providers who hold the LOtC Quality Badge, or where a completed unmodified provider form has been used.

Principles

1. **London Borough of Hillingdon** will provide community-maintained schools funded access to the EVOLVE platform. The Headteacher/Principal, EVC (and DEVC where appointed) can use this to access relevant resources, training and information necessary for them to carry out their duties safely.
2. The Headteacher will ensure staff are trained appropriately, including ensuring provision for any pupils with additional vulnerabilities.
3. The Headteacher will ensure all overseas, and/or residential and/or adventurous offsite visits are entered on EVOLVE prior to any bookings or payments being made.
4. The Headteacher will ensure all overseas, and/or residential and/or adventurous offsite visits are submitted for approval no less than 4 weeks (28 calendar days) before the trip departure date (except in Exceptional Circumstances - see below).
5. Exceptional Circumstances may include the following:

- Sporting or other fixtures/competitions where the Establishment qualifies for a next round at short notice
- Last-minute opportunities, e.g. cultural visits, theatre performances, reduced-cost residentials
- Where third-party provider information is delayed, despite evidenced best efforts to obtain it

    a. EVCs must communicate their reasons for their Exceptional Circumstances to the EVOLVE Advice Educational Visits Adviser by emailing advice@evolveadvice.co.uk, as soon as possible, indicating 'Exceptional Circumstance' in the subject line of the email.

    b. Any offsite extra-curricular activities (such as horse riding, climbing etc.) must be added to the EVOLVE platform.

    c. The Headteacher will ensure all other (non-overseas, non-residential and non-adventurous) offsite visits are entered on EVOLVE and approved at least 7 days prior to departure.

    d. EVCs will ensure all Local Area Visits are added to the EVOLVE local area visit section prior to departure, and the Local Area Visit Policy is amended and uploaded to the EVOLVE documents section.

Safeguarding

1. Safeguarding is everyone's responsibility. All staff accompanying pupils on visits have a duty to provide a safe environment in which children can learn.
2. Visit Leaders must ensure that they, and all accompanying visit staff and volunteers, uphold the highest safeguarding standards when on trips and visits, including adhering to the Employer and Establishment's Safeguarding and Child Protection Policy and Staff Code of Conduct, as well as complying with local child protection procedures.

Post Trip Evaluation

1. Visit Leaders must complete and submit one Post-Trip Evaluation form for each visit (excluding Local Area Visits) to the EVC, including elements around safeguarding, i.e. what went well and what lessons can be learned for future planning. These must be uploaded to EVOLVE within 14 days of a visit.
2. The EVC must read and action, where appropriate, any findings from the Post Trip Evaluation Form.
3. The Headteacher is ultimately responsible for ensuring Post Trip Evaluations are completed in a timely manner, and that the EVC has actioned any findings.

Employer-Specific Requirements

In addition to the guidance in 'Beyond the Gates', **London Borough of Hillingdon** stipulates the following additional requirements:

- Hillingdon community-maintained schools should complete EVC training annually.

Contact Names

Role	Name / Details
LA Education Improvement & Partnerships	education@hillingdon.gov.uk
LA Health and Safety	healthandsafetyadvisory@hillingdon.gov.uk
Insurance Contact [amend title to match your setting]	*[insert name]*
Designated Safeguarding Lead / Child Protection Coordinator [amend title to match your setting]	*[insert name]*
Other important Contacts [amend title to match your setting]	*[insert name]*
EVOLVE Advice Educational Visits Adviser	advice@evolveadvice.co.uk

Source of information on educational visits

Outdoor Education Advisers' Panel National Guidance	www.oeapng.info
Beyond the Gates	www.evolveadvice.co.uk/beyond-the-gates

Review and Sign-Off

This document will be reviewed annually and is endorsed by **London Borough of Hillingdon's** Senior Leadership.

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