



PILGRIM  
**PATHWAYS**  
SCHOOL

# EDUCATIONAL VISITS POLICY [055]

<b>Approved by:</b>	Management Committee	<b>Date approved:</b>	1 <sup>st</sup> February 2019
<b>Date reviewed:</b>	February 2022	<b>Next review due by:</b>	February 2025
<b>Policy Lead:</b>	Leah Miller, Headteacher	<b>Ownership:</b>	Management Committee

## Table of Contents

1. Introduction .....	1
2. Roles .....	1
3. Competence of Staff .....	1
4. Procedures .....	2
5. Specific Advice.....	2
<i>Risk Management</i> .....	2
<i>Parental Consent</i> .....	3
<i>Group Management</i> .....	3
<i>Behavior and Inclusion</i> .....	3
<i>Pre Checking Venues and Providers</i> .....	3
<i>External Providers</i> .....	3
<i>Adventure Providers Assurances</i> .....	3
<i>Emergency Procedures</i> .....	3
<i>Transport</i> .....	3
<i>Insurance</i> .....	3
6. Additional advice and support .....	3

### 1. Introduction

This Policy is the local policy for Pilgrim Pathways School and aligns with Cambridgeshire County Council Policy for Educational Visits.

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the **Head Teacher as the Educational Visit Coordinator**. It provides a local framework for staff planning off site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website ([www.oeapng.info](http://www.oeapng.info))

**Educational visits – for the purpose of this policy an educational visit is defined as a visit undertaken by a member of the teaching team with students from one of the 3 centers within the Pilgrim Pathways School on the Ida Darwin site. A visit is classed as visiting a place further field than the Ida Darwin Site.**

### 2. Roles

- [All roles](http://www.oeapng.info) are clearly defined on the NG website. [www.oeapng.info](http://www.oeapng.info)
- Roles defined as Visit Leader, Assistant Leaders, Head Teacher, Governing Body and Employer.
- There is specific Guidance and information for each above role and relevant documents.
- Within the school all roles are covered and managed by staff and the Governing Body.
- The school has a Trained EVC who is Leah Miller.
- All visits have a named visit leader who is aware of their role and responsibilities contained within the NG website.
- Volunteers are managed under the school volunteer policy including relevant DBS checks.

### 3. Competence of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff who want to lead adventure activities and the adviser will give

advice.

## 4. Procedures

All visits require planning, preparation and levels of approval. Procedures for risk assessments are carried out in accordance to the unit protocols. These will vary according to the risk assessments for each ward.

For example at the Darwin Centre a meeting is held with a nurse and a member of the teaching team to risk assess the mental state of the young person prior to a visit. The nursing team will then write the risk assessment on SystemOne (Hospital information system) .The Head Teacher has access to this system.

In order that the Head of the Pilgrim Pathways School follows CCC procedures staff will complete a signing out sheet prior to the visit so that the Pilgrim Pathways School has a record of the whereabouts of CCC staff and students. The signing out sheet will be emailed to the head or collected by the head or administrative support following a phone call or text about a visit.

Staff should text the head to say when they are leaving and when they have returned from a visit.

Pilgrim Pathways School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning. At Pilgrim Pathways School zones 1 and 2 will be used.

- **Zone 1**

### ***Local regular visits***

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which is attached to this document. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Activities that this school includes in Zone 1 are:

Maximum travel distance of 7 miles

1. Trips to local area around Fulbourn e.g. Tesco's or local shops in Fulbourn village
2. Trips to Circus skills in Chesterton Cambridge.
3. Trips in to Cambridge town centre e.g. Fitzwilliam Museum, Kettles Yard Art Gallery, the Junction Arts Centre, Cinema's, Cambridge Arts Theatre

- **Zone 2**

Visits that are further afield, e.g. Whipsnade Zoo, London art galleries, Museums or theatre trips.

There will be aspects of complexity that require careful planning.

Approval for visits of greater complexity should be pre-approved by the Head Teacher before undertaking the visit. A risk benefit assessment has been completed for trips within this zone.

- **Zone 3**

It is unlikely that Pilgrim Pathways School will use this zone

1. Adventure / Abroad and very complex visits

These visits require specific approval at School level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system and submitted to the Adviser at least 4 weeks before the departure date.

The adviser approves visits on behalf of the employer.

## 5. Specific Advice

### **Risk Management**

- Risk management will be undertaken by nursing staff on the ward alongside teaching staff and logged on RIO the hospital management system.

### Parental Consent

- This school follows the advice on consent and does not require consent for visits that take place during the school day.
- **Parental consent is required at the Croft in line with ward procedures.**
- Visits that last beyond the school day require specific consent, the level of detail of that consent will vary according to the visit.

### Group Management

- Staff ratios will be assessed during the risk assessment completed by the nursing team and member of the teaching team. The numbers of staff needed to support each trip will be decided following the risk assessment.

### Behavior and Inclusion

- The Schools inclusion policy and behavior standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits.

### Pre Checking Venues and Providers

- Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met. E.g. Croft visits to the Fitzwilliam

### External Providers

- Cambridgeshire endorses and supports the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the providers form.

### Adventure Providers Assurances

- An adventure provider, who does not hold an LOTC QB, please check with the OE adviser before proceeding. There are other checks that the adviser will undertake and advise the school. Bookings with such companies should not be undertaken before checks are completed.

### Emergency Procedures

- In the event that a student absconds staff will follow emergency procedures for the ward.
- These procedures vary in each ward. Teaching staff are updated on these procedures by the nursing team on a regular basis.

### Transport

- Unit pool cars are available for teaching staff to take children and young people on schools trips and visits. These are booked in advance through the nurse in charge of transport.
- Unit procedures for safe travel will be followed.

### Insurance

- All visits should be covered by the County Council Insurance Scheme, and additional insurance should not normally be required or bought from a provider. Please contact Cambridgeshire County Council insurance [insurance@cambridgeshire.gov.uk](mailto:insurance@cambridgeshire.gov.uk) to check before purchasing. The insurance department has full access to Evolve, so when contacting them, give the Evolve visit number and your plans can be reviewed

## 6. Additional advice and support

### **Please contact the Outdoor Education Adviser Service**

Office Email: [Outdoor.education@cambridgeshire.gov.uk](mailto:Outdoor.education@cambridgeshire.gov.uk)

Phone: 01480 379677

Adviser Email: [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)