



# Educational Visits Policy

Date of original policy	September 2016
Date of review	September 2017, February 2020
Date approved by Executive Headteacher	
Date Approved by Management Committee	
Signature of Chair of Management Committee	
Date of next review	February 2021

**Note:** the PRU operates with a Management Committee as its governing body. For all references to Governing Body and Governors in this document the duties and responsibilities will be carried out by the PRU Management Committee and its members.

## **1. Introduction**

Offsite activities and educational visits can greatly enhance the education and development of all Central Hub Brighton pupils. Curriculum visits can be beneficial in developing relationships, enhancing self esteem and having an awareness of a respect for others whilst exploring the local community.

From Keeping Children Safe in Education, September 2016:

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

- All staff working at Central Hub Brighton are fully DBS checked and all records held centrally.
- All Central Hub Brighton visits are planned in accordance with Brighton & Hove outdoor education guidelines.
- All staff have statutory safeguarding and child protection training updates and are aware of the school policy procedures when safeguarding students on or off the school site.
- Each site has a designated safeguarding lead.
- Central Hub Brighton has 3 designated EVC's who support and oversee all external visits.
- When on offsite visits, the trip lead teacher has overall responsibility for leading and supervising the trip with teaching assistants being assigned specific supervisory roles.
- All safeguarding arrangements are reviewed regularly.

## **2. Offsite visits**

Central Hub Brighton offsite activities range from visits to local parks and sports venues for specialist PE input (e.g. swimming lessons, table tennis, cricket and football coaching), woodlands for Forest School sessions, museums, places of worship, science centres, and a full use of our local environment to support a cross curricula approach to topic work. This wide range of curriculum enhancement falls into the categories of both hazardous and non hazardous activity.

When booking an offsite visit, the Evolve procedures are followed. These include teachers initially identifying an appropriate offsite visit in their termly planning. Requirements are discussed and assessed with all new venues being pre visited

prior to the actual visit date by a member of staff. Once risk assessed thoroughly with the venues own risk assessment studied and attached if available, teachers complete the Evolve online form if necessary including with any relevant forms. These include risk assessments for groups or individual students, a description, the date and times of the visit and any medical info relevant. If there is any doubt as to whether an Evolve assessment is needed, the EVC coordinator should be consulted. They will, in turn, discuss with the Outdoor Ed department at the local authority.

- All visits must be discussed with the relevant lead at the school or KS at the PRU. If the trip is designated as “Hazardous or Adventurous” by Brighton and Hove it must be logged using Evolve. Once logged onto Evolve the school EVC and Executive Headteacher need to approve the visit.
- All visit information and risk assessments are held centrally on the school network and can be accessed easily by all staff.
- All Central Hub Brighton off site visits have staffing ratios higher than the LA recommended minimum for all age pupils. All staff have a very good knowledge of individual pupils and their needs.
- Risk assessments for both weekly and one off visits are shared prior to the start of any trip and ongoing visits reviewed on a regular basis.
- A mobile phone must be carried by the lead teacher at all times.
- Parental consent for curriculum visits is updated annually, with specific consent forms sent home regarding hazardous or residential visits.
- Central Hub Brighton has a comprehensive insurance policy for all off site visits that is reviewed annually by the school business manager.
- Any staff escorting students in vehicles must undertake a 3 yearly driving test with school minibuses being checked before use. Individual drivers take responsibility for completing their own vehicle check before commencing a journey with any defects reported and logged centrally.

### **3. Hazardous activities**

Central Hub Brighton students are currently involved in the following hazardous activities. These do vary each term depending on student groups and topics studied.

- Forest School
- Farm visits
- Plumpton College
- Work Experience

All hazardous activities follow the Central Hub Brighton risk assessment procedures in section 2. They **must** however then be checked by the school EVC and submitted onto EVOLVE for LA approval, all within designated timescales.

Please refer to Section 5 (Procedures) & Section 6 (Monitoring) Of PRU Work Experience Policy with regards to hazardous activities risk assessments.

#### **4. Emergency Procedures**

In Primary all off site visit leaders carry a copy of Pupil Description sheet and emergency medications. When required, all staff carry a mobile phone with a contact list of all other staff in attendance. At KS3 and KS4 this is also applicable in all hazardous or medium and long distance trips (e.g. a visit to London).

The school office is manned throughout the day if emergency contact needs to be made.

Any off site visits falling outside of school hours will always have a designated member of staff as an emergency contact and parents are informed of any delay or incident immediately.