

Adagio School of Performing Arts

Educational Visits Policy



Approved by:	The Principal
Reviewed by:	Bronwen Patching
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Next Review:	Autumn Term 2022

1. Introduction

As a School we are committed to providing our students with a broad and balanced education. An integral aspect of this is the provision of opportunities to learn outside of the classroom. At Adagio School of Performing Arts , we actively encourage the use of educational visits where it can be demonstrated that the experience will add value to the students' learning. Visit the following webpage for a mind map of potential benefits and learning outcomes from educational visits -

<http://oeapng.info/downloads/download-info/2-5b-range-of-potential-lotc-activity-benefits-andlearning-outcomes-mind-map/>.

As far as the educational content of the visit is concerned, this requires consideration of:

- How the visit fits into the School's curriculum
- The amount of time which can justifiably be spent on the visit in view of its educational value
- How follow-up activities can be fitted into the School's arrangements when students return from a visit.

Teachers who take students out of School on a School activity are responsible for all students in their care, just as they are in School during School hours. The obligation is to take all reasonable measures to ensure that no student is exposed to unacceptable risk. In other words, to act reasonably, carefully and not carelessly. The law does not expect anyone to do the impossible, but a teacher who either does something which a reasonable teacher in the same circumstances would not have done, or fails to do what that reasonable teacher would have done, is negligent.

Out-of-School visits are usually popular and enjoyable activities. However, the fundamental point about any out-of-School event is that the teacher-student relationship remains in place. The management of the School and the staff involved have a professional and legal responsibility for the safety and success of the event. "Co-curricular" does not mean outside the normal standards of care and attention.

It is impossible to overstate the significance of adequate preparation both to the success and to the safety of an out-of-School visit. Where tragedy has struck on an out-of-School visit the importance of full preparation, including a Risk Assessment, has been thoroughly endorsed in inquests and inquiries. As far as safety planning is concerned, preparation should identify potential dangers and difficulties which could arise, and then set up strategies to avoid those dangers or to keep them at acceptable levels. In order to do this, knowledge of the students on the visits and the location is required. Those involved in organising the visit should be aware of, and familiar with, the activities and objectives of the out-of-School visit. Communication is an important part of preparation. The management of the School needs to know exactly where the

location is, what activities and facilities are on offer and how those activities or facilities are to be supervised.

The Educational Visits Co-ordinator (EVC) must be contacted to check on current legislation and codes of practice as she/he has taken responsibility to keep abreast of all current information relevant to School trips. The School has adopted the Outdoor Education Advisers Panel (OEAP) National Guidance for educational visits which should be referred to by staff in the planning of Whole School Educational Visits Policy/Page 3 of 27 Updated: 23/8/20 (JSL);02/9/20 (STR) 22/7/19 (JSL, AMO); 01/08/2018 (JSL)

Where there is a conflict between the National Guidance and the advice contained within this document, staff should always follow the School's policy and seek clarification as required from the EVC. For any residential trip, the Assistant Finance Manager must be contacted to review the proposed financial arrangements and assess the financial exposure to the School. The Assistant Finance Manager will also advise on such matters as insurance.

The Whole School EVC is the Vice Principal. The Whole School Administrator (Co-curriculum) has also completed full EVC training. In organising and planning an educational visit, staff should be mindful of their obligation to take reasonable steps to avoid putting disabled students at a substantial disadvantage (the 'reasonable adjustment duty') and not treat disabled students less favourably.

1.The definition of 'disability' must be applied in the broadest sense and includes students with special educational needs.

2. Clarification of roles

Governors

As part of their responsibility for the general conduct for the School, the Governing Body has adopted this policy for the effective and safe management of educational visits. The Governors have delegated to the Principal/EVC the responsibility to approve all visits.

The Principal & The Educational Visits Co-ordinator (EVC) The Principal has delegated to the EVC the responsibility to approve in principle all visits, although all residential visits should be discussed amongst members of the School's Leadership Teams before final consent is given for a visit to take place.

The Educational Visits Co-ordinator

The EVC must receive appropriate training from a certified provider and this must be revalidated every three years.

The EVC is responsible for ensuring that all educational visits are properly planned and appropriately supervised and that this policy is implemented. The EVC should ensure that the aims of the visit are commensurate with the needs of the students, including those with special educational needs. The EVC should ensure the suitability of all staff appointed to the visit and ensure that the visit leader fully understands his/her responsibilities. The EVC will have an overview of all arrangements including emergency contact, insurance and parental consent. The EVC must approve the Risk Assessment Form for each visit which must be completed by the Visit Leader.

The Visit Leader.

The EVC is responsible for confirming the suitability of the designated visit leader. The visit leader is the designated person responsible for the visit and who will have overall responsibility for the safety and conduct of participants and the visit leadership team. Where applicable, the visit leader is also responsible for ensuring that any tour company/organisation to be used has completed enhanced DBS checks for its employees. The visit leader will allocate responsibilities to all adult supervisors. The visit leader will ideally have assisted on at least one New Hall trip before and should normally have been on a minimum of three School trips with the participating age group in question

If the visit leader is likely to have family members as participants or staff on the trip, the EVC will need to make a judgement as to whether it is in fact appropriate for this person to lead the trip given the potential implications for effective supervision in the event of an incident. The visit leader is responsible for fulfilling all procedural and organisational requirements set out in this policy, before, during and after the visit.

The Schools Bursar

Must have an overview of financial arrangements for all residential trips and in particular the schedule of payments and details of all students signing up, and subsequently the financial exposure for the School.

3. Planning for an Educational Visit – Procedural requirements

A member of staff who is planning to run an educational visit should ensure that they have fully consulted the Educational Visits Policy and made use of appropriate appendices. The visit leader should use the policy and appendices contained therein. No visit may be advertised to students or parents until agreement to it taking place has been obtained from the following:

- **The Educational Visits Co-ordinator**, who will confirm provisional availability of the dates involved. Residential/overseas trips will need to be cleared with the EVC who will discuss the trips with the Senior Management/Leadership Team and late plans for trips will be considered in the light of the overall year plan. The Senior Leadership Team will give final approval and the annual plan will be assessed so that no particular interest ‘corners the market’.
- **The Bursar** with whom a meeting must be arranged to assess the proposed budget and schedule of payments.

Day Visits

Consultation with the Principal is a vital prerequisite for any planned departmental outing or event with a duration of less than one day. The Principal will ensure that the date is suitable, including not clashing with other events.

A day when the subject is taught should be given preference, as far as possible. Once a visit has been approved the visit leader should enter the details to the School’s calendar. The visit must provide significant educational benefits.

Overnight and Overseas Trips.

Adagio School of Performing Arts will not be part taking in overnight or Overseas trips but if they should in the future relevant documentation and procedures will be produced.

