SHEFFIELD UTC ACADEMY TRUST
MAKING THE FUTURE

EDUCATIONAL VISITS POLICY

Status: Statutory

Member of Staff Responsible: Principal and Business & Operations Director

Related Policies:

- Health & Safety Policy
- Whole School Risk Assessment
- Staff Handbook
- First Aid Policy
- Managing Medicines Policy

Implementation date: September 2016

Reviewed date: September 2026

Next review date: September 2027

Policy Statement

The Trust, Local Governing Body and Local UTC Principals accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance

Statement of Safety

They recognise that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities the Trust, Local Governing Body and Principal will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from the UTC whether provided by the UTC or a contracted provider.

Statement of safety organisation

Organisation and responsibilities

Responsibility for all visits rests with the Trust, Local Governing Body and Principal within individual schools. The respective roles of each are outlined within Sheffield City Council's Educational Visits Guidance 2012.

Governing Body

The Local Governing Body must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place.

The Governing Body may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Principal.

The person named below will oversee and monitor this policy.

- Chair of the Local Governing Body

The Principal will report to the above person outlining visits planned and the results of reviews undertaken where appropriate for further consideration at suitable meetings.

Principal

The Principal will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Sheffield City Council guidance documents and relevant regulations.

Principals must authorise all visits and where applicable seek the approval of the Governing Body and guidance from Sheffield City Council for all high risk visits.

The Principal will confirm the qualifications, training records and experience of the Group Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.

The Principal will agree, with a named Educational Visit Coordinator (EVC), the duties delegated to the EVC, or in absence of an EVC, fulfil this function themselves.

Visit Coordinator (EVC)

The UTC Visits Coordinator is: the PA to the Principal

They will undertake duties as agreed between themselves and the Principal. (Reference to common duties and responsibilities should be made contained within Sheffield City Council's Visits Guidance).

The EVC will be conversant with Sheffield City Council's Visits Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups.

The EVC will be responsible for checking each trip on Evolve and submitting to the Head.

Visit Leader

The Visit Leader should be conversant with Sheffield City Council's Visits Guidance, service specific guidance and corporate policy and will comply with these requirements.

The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Visit Leader will ensure that all parents of children on their trip are provided with all required information to be able to make an informed decision on whether their child should go on the visit which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The Visit Leader should compile parental written consents including an acknowledgement of their and their child's responsibilities to support the disciplinary arrangements for the visit and provide the school with medical information and emergency contact arrangements (these must be saved and stored for the rolling year from the trip date)

The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

The Visit Leader will be fully familiar with emergency procedures and contact numbers.

The Visit Leader must have had experience of leading or supporting previous trips in the category of which they are applying.

The visit leader must gain approval from SLT before proceeding with a trip.

The Visit Leader will complete the Evolve with assistance from the EVC if required and upload all necessary risk assessments and documentation.

Supervisory staff

All staff assisting with supervision on any trip will be conversant with the Sheffield City Council's Visits Guidance and the specific risk assessment/s for that event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Visit Leader.

Staff will feed back information to the Visit Leader to enable a full review of the trip to be completed.

Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

Staff should submit a request (Provisional trip form) to SLT with sufficient notice (normally 4 weeks for a low-risk visit, 8 weeks for a high risk / residential / abroad visit) for approval. Visits that are part of the curriculum (Engineering) that have already been approved should submit a list of the visits for the half term coming up. Once the visit has been approved by SLT, then EVOLVE should be completed for every visit.

All low-risk visits will be processed via the EVOLVE system, approved by the Principal and managed by adherence to the Sheffield City Council visits guidance and school-specific operating procedures.

All high-risk visits will be processed via the EVOLVE system, approved by the Principal and be delivered when school is in receipt of Local Authority approval.

Where the UTC uses external providers for activity provision, suitable assurance must be sought by the UTC to ensure that they are suitable and appropriate for use.