

Educational Trips and Visits Policy Statement

Whole School policy
including EYFS and Boarding

Person responsible for this policy:

Clemency Whiting

Deputy Head Co-curricular

Educational Trips and Visits Co-ordinator

Date of Policy Review:

February 2023

Next Review Date:

February 2024



Dulwich Prep
Cranbrook

Statement of intent:

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers – including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training
- Dulwich has an Educational Visits Coordinator (EVC), our Deputy Head Co-Curricular, to carry out this role and they will attend an EVC training course and an EVC update course every 3 years. This role can be retained by the Headteacher or delegated to an appropriate staff member.
- The Governing Body has oversight of, and monitors matters relating to, Outdoor Learning and Educational Visits via the Health and Safety Committee. Minutes are reviewed in termly Governors' meetings.
- Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school or establishment staff with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc. Dulwich sources advice from Viva la Montagne (VLM) and the Education People.
- External providers used to provide services and support have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc. as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.
- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at the weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies and are supported with

the Dulwich Emergency Action Plan card.

- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.
- All Dulwich and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher (Prep or Senior) or Educational Visits Coordinator (EVC) on their behalf.
- Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity and parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviours, special needs, dietary requirements etc. have been obtained from parents or via the medical centre records and are available to visit leaders and accompanying school or establishment staff. These will be shared with provider staff where appropriate.
- Reasonable steps will be taken to ensure that all pupils can participate with trips and visits, which may require consultation with a wide range of people such as parents, SENCO, GP and a 3rd party provider.
- Appropriate monitoring and evaluation of visits and activities takes place to ensure quality and safety.
- Children are expected to behave as outlined in our Behaviour Policy and expectations will be clarified with both parents and children.
- This policy should be read in conjunction with our other school policies including but not limited to the Whole School Safeguarding, Child Protection Policy, Special Educational Needs and Anti-Bullying Policy.

This policy will be reviewed annually, in conjunction with our Educational Trips and Visits Operating Procedure.

Review Date: February 2024