



Lucombe Hub

This document forms part of the policy handbook and is intended for use at Lucombe Hub

Title: EDUCATIONAL VISITS POLICY

Subject Area:

Applies: Immediately

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1. Introduction

We believe that learning outside the classroom is essential for the education, social, personal and moral development of our learners. We recognise the importance of providing opportunities for our learners to develop their resourcefulness and initiative by spending time together learning outside our learning environment.

Some visits are directly related to the individual learner's curriculum while some are designed to enhance physical skills, self-reliance, teamworking and extend learners knowledge of the real world. As a fully inclusive educational setting, the entitlement to participate on trips is open to all learners and realistic adaptations or modification will be undertaken to ensure full access.

1.1 Aims

This policy aims to address all appropriate steps taken to meet statutory requirements, codes of practice and guidance in the for educational visits.

1.2 Consultation

Dorset Council: Paul Burrows, the Strategic Lead for Outdoor Education.

1.3 Legislation and guidance

All staff are made aware of the educational visits policy during their induction. They receive guidance via in house training on the educational pack and how to plan educational trips to ensure best outcomes, learning objectives and assessing risk effectively.

2. Procedures and practice

Prior to the commencement of the visit, relevant information will be shared with all parties involved, when appropriate a consent form will be required.



A Signed consent form will ensure parent/carer have given permission for all aspects of the visit. Where a consent form has not been completed and returned by a parent, a learner may not be allowed to attend the visit. Verbal consent cannot be taken, however consent via email or text is acceptable for low risk trips. In this instance the message should be sent from a parents/carers personal phone or email which matches with Centre records.

Staff/Learner Ratios: The group size will depend on the nature of the trip and cohort. All our learners receive at least 1:1 support. Each learner has an individual risk assessment which will be consulted when considering staff/learner ratio.

2.1 Steps (chronology)

If the trip is agreed (See Roles & Responsibilities):

- It will be the responsibility of the visit lead to complete the appropriate forms from the Educational Visit Packs.
- EVC will be responsible for checking that paperwork has been completed fully and accurately before information being passed to Centre Lead for clearance.
- Preliminary visits to the proposed destination may be needed if insufficient reassurance is provided of quality of learner experience or health and safety issues.
- Following a visit, the visit lead will be expected to review the experience by completing the visit review. This will help to decide the value of potential future visits to certain venues.
- The following forms require completion:
 - Parent permission form
 - Education Visit planner
 - Risk Assessment
 - Essential information sheet: (up-to-date contact numbers, medical and access needs)
 - Emergency Contacts: who the emergency contact is.
 - Contingency plans
- Visit details will be held at the Centre by the emergency contact.
- A mobile phone is always carried by the visit leader with emergency contact details.
- Visit Lead to share aims and objectives with all participants ensuring they are clearly understood.
- Visit lead will also need to report back on any contingency arrangements which were applied, for future planning.

2.2 Roles and responsibilities

Centre Lead/Educational Visit Co-ordinator (EVC): Signing off educational visits. EVC will be responsible for checking that adequate planning and preparation has gone into ensuring that the risk will be as low as possible and meets Learning outside the classroom objectives.

Visit Lead: Should be aware of any learners who may require closer supervision and should be fully aware of a learner's personal risk assessment. Ensuring the learners are under continuous supervision. Is responsible for the safety of the group at all times.



Volunteer/Helpers: (work placement students) Must be made aware of their role on the trip and provided with clear expectations by Visit Lead. All Volunteers must be DBS checked and over the age of 19 years.

All employees and volunteers: Duty to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Learner: To know who the Visit Lead is and how to raise concerns. To know who their key person is and received clear instructions.

2.3 Aspects

Learners should not be allowed to take part in dangerous activities without prior training and parental permission and must always be accompanied by a trained instructor or member of staff.

Learners should always be supervised. The expectation on staff is that they are always professional to lead by example and ensure the safety of the students in their care. Accepting that they are on duty throughout the length of the visit.

Staff relations with each other and their behaviour on such trips should set an example to the learners and be above reproach in all circumstances.

3. Concluding notes

Everyone's safety will always be priority on every trip with all employees maintaining good communication with all involved with the trip.

3.1 Monitoring and review

3.2 Links to other policies

3.3 Appendices

Consent Form



Educational Visit to:

Date of Visit..... Learner Name:

- I consent to my child taking part in the above-named educational visit.
- I agree to my child receiving emergency medical treatment
- I confirm to the best of my knowledge that he/she* is medically fit to participate.

Signature..... Print Name:



Emergency Contact Numbers:

Any current medical condition & medication:

Any other relevant information which may affect their participation in the visit

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Emergency Procedures

Visit Lead: (Or Facilitator)

1. Establish the nature and extent of the emergency: Ensure all members of the trip are safe and accounted for.
2. Establish the extent of any injuries and administer first aid if qualified to do so. If Missing Person
3. Arrange for one adult to liaise with the emergency service(s) and contact the injured persons emergency contact.*
4. Advise other staff of the accident action to take.
5. Employee to supervise the injured person.
6. Ensure adequate supervision for the rest of the party and arrange for their return to the Centre – all must be cared for and protected from the media.

*The staff emergency contact should inform parents, guardians and relations of:

- learners who have been involved in the incident
- learners who have been involved, but not hurt or directly affected
- staff who have been involved.
- Do not discuss the incident with the media. This will be done by the Centre Lead or his/her representative if appropriate.
- Record relevant details of the incident as soon as possible – including names and addresses of witnesses and be sure to keep any associated equipment in its original condition.
- If a student needs to go to the police station.

Post Incident:

- It may be necessary to arrange for interviews to record statements from all involved in the incident (with parents/guardians present if needed).
- Accident forms will need to be completed on return. Contact may need to be made with the insurers, the police and the Health and Safety Executive. Discuss with the Principal before any contact is made.
- The Visit Leader must coordinate a search of the immediate vicinity
- Check the agreed calm down/meeting place.
- If the child is not found immediately then the police must be contacted



- Inform the Centre Lead by mobile phone
- The Visit Leader and support staff must take full responsibility for the safety of the remaining group.

Contact the Police

- Where it proves necessary, The Luccombe hub will cooperate fully with any Police investigation and any safeguarding investigation by Social Care and:
- The Centre Lead will inform Ofsted (if required)/Local Authority SEN Department and co-operate with any other external agency as required.

The Insurers will be informed

- If the learner is injured a report will be made under RIDDOR to the HSE
- The Centre Lead will inform the Local Children Safeguarding Board

The incident report will contain a full written record of all events up to the stage when the child was found. Procedures will be examined and adjusted as necessary.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE YOUNG PERSON IS FOUND

- Talk to, take care of and comfort the child and other children in the group
- The Centre Lead will speak to the parents and other agencies, as appropriate, to discuss events and give an account of the incident
- Media queries should be referred to the Centre Lead and/or any deputised person.
- There must be a full written incident report and procedures must be adjusted where necessary.

Ser	Document	Responsibility	Comments
1	Risk Assessment		
2	Linkage to Schemes of Work		
3	Qualifications of staff leading activity		
4	Funding approval		

Therapeutic Alternative Education



HELPING U BE... 

5	SLT/HAS sign off		
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