

EDUCATIONAL VISITS POLICY



Uttoxeter Learning Trust acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of all students attending the Trust's schools.

This policy applies where students are undertaking activities outside of their normal school base, both inside and outside of normal school hours.

Through the use of Evolve, ULT has formally adopted the Outdoor Education Advisers' Panel Employer Guidance (EG) as its guidance for the management of off-site visits and learning outside the classroom (LOtC).

Schools will have an Educational Visits Coordinator (EVC) who is appropriately trained and experienced and able to offer guidance to staff who are arranging educational visits for students under their supervision.

The Headteacher will discuss any educational visit plan and programme with governors prior to formal approval. Where a visit involves additional, high risk activities or residential/foreign visits, additional approval will be obtained from the County Educational Visits Advisor.

All visits are carefully risk assessed, including emergency planning, so that the risk to participants is reduced as far as is reasonably practicable with appropriate control measures identified and implemented. All participants have a clear understanding of their roles and responsibilities including their role in the risk management process including those designated as Emergency Contacts.

All staff taking part in the visits are DBS checked and are assessed as competent by virtue of their experience and knowledge of the students, the venue and of the activity taking place. Only suitably qualified staff will lead activities involving additional or high risks.

All visits are researched to assess the suitability of the venue and services from a third party provider. Wherever possible the ULT schools will make use of one of the nationally accredited provider assurance schemes such as the LOtC Quality Badge, AALS Licensing, Adventure Mark or the NGB Centre Approval Schemes.

Uttoxeter Learning Trust is part of the DofE RPA scheme which covers Employers' statutory liability insurance, Public liability insurance and School Trip Insurance.

Visits and learning activities are available and accessible to all. Uttoxeter Learning Trust schools will take all reasonably practicable effort to find venues which are suitable and accessible in order that all participants may be actively involved.

The Uttoxeter Learning Trust follows the recommendations and legal framework relating to charging, voluntary contributions and remissions as set out by the Department for Education.

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Signed on behalf of the Uttoxeter Learning Trust:

Date:

Review Date: