

# COGNITA



## **Educational Visits Policy**

**March 2023**

### **1 Introduction**

- 1.1 This policy defines the expectations and intentions for educational visits. It applies to situations where the school has responsibility for children and young people who are taking part in learning activities in an environment that is outside of the classroom. It supports the principle of inclusion.
- 1.2 This policy applies to all pupils, including those in the early years.

### **2 Policy Statement**

- 2.1 All schools which are part of Cognita Schools Ltd (Cognita) in Europe are expected to follow this policy and the 'Educational Visits Handbook' document.
- 2.2 This policy and the Educational Visits Handbook formally adopt the website [www.oeapng.info](http://www.oeapng.info) as their source of guidance about educational visits.
- 2.3 Educational visits are valued as an integral part of a Cognita education.
- 2.4 The European Director of Education & Interim Executive Head is responsible for the purposeful and safe provision of educational visits and activities. This includes ensuring that all adults accompanying a visit have appropriate background checks, the staff team are competent and appropriate risk management has been undertaken.
- 2.5 Delegated duties are given to the Educational Visits Coordinator (EVC) and Deputy Educational Visits Coordinator (DEVIC) to oversee the school's educational visits, as per the Job Description in Appendix 1 of the Educational Visits Handbook document.
- 2.6 Delegated duties are given to Visit Leaders to plan and run specific educational visits, as per the Job Description to be found at [www.oeapng.info](http://www.oeapng.info).
- 2.7 UK Headteachers will ensure residential and overseas trips booked are to providers who hold an LOfC Quality Badge. Spain and Swiss Headteachers will ensure the provider form is used for all providers.

### **3 Principles**

- 3.1 Cognita will provide all Headteachers and EVCs with access to relevant EVC training and information necessary for them to carry out their duties safely.
- 3.2 Headteachers will ensure that their staff are trained appropriately to lead and accompany any trips.

Headteachers will ensure all overseas, residential and adventurous offsite visits are approved on EVOLVE prior to any bookings or payments being made and submitted to Cognita no less than 4 weeks before departure.
- 3.2.1 EVCs will ensure all Local Area Visits are added to the EVOLVE local area visit prior to departure and the Local Area Policy is amended and uploaded to the EVOLVE Documents section.
- 3.3 As employer, Cognita will provide employees with access to the relevant EVC or Visit Leader training and information necessary for them to carry out their duties safely.

- 3.4 Safeguarding is everyone's responsibility. Any member of staff who wishes to report a potential safeguarding matter during or subsequent to a visit should contact the school's DSL (or European Director of Education & Interim Executive Head, if the concern is about an adult). In cases of child protection concerns, this may also involve the member of staff directly contacting the relevant statutory agency, such as the police or social care services, particularly in the case of immediate danger or if a child is at risk of harm, in full accordance with the school's Safeguarding and Child Protection Policy.
- 3.5 Visit Leaders must ensure they uphold the highest safeguarding standards, including Keeping Children Safe in Education Part One and Annex A, as well as their locality child protection procedures. All staff accompanying children on school visits have a duty to provide a safe environment in which children can learn.

Visit Leaders must complete and submit an evaluation form for each visit (excluding Local Area Visits) to the EVC. They must be uploaded to EVOLVE within 14 days of a visit and any issues arising be reported to the EVC, Head, DSL or Adviser.

## Educational Visits Policy

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| <b>Contact names</b>                                    |  |
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| European Director of Education & Interim Executive Head | Nicola Lambros   |
| Head of Junior School                                   | Gareth Griffiths   |
| Educational Visits Co-ordinator (EVC)                   | Junior School:<br>Senior School & AW6:                                       |
| Designated Safeguarding Lead                            | Junior School:<br>Senior School & AW6:                                       |
| Educational Visits Adviser                              | Jake Wiid - <a href="mailto:Jake.Wiid@cognita.com">Jake.Wiid@cognita.com</a> |

  

| <b>Source of information on educational visits</b>      |   |
|---|---|
| Outdoor Education Advisers' Panel:<br>National Guidance | <a href="http://oeapng.info/">http://oeapng.info/</a> |

## Educational Visits Policy

| <b>Ownership and consultation</b> |  |
|-----------------------------------|--|
| Document sponsor (role)           | Chief Executive Europe   |
| Document author (name)            | Jake Wiid – Educational Visits Adviser   |
| Consultation – April 2017         | Consultation with the following schools: Breaside Prep, Hendon Prep, Salcombe Prep, Huddersfield Grammar, Hastings Madrid, Downsend Epsom, Southbank International School Kensington, Colchester, Cumnor House, North Bridge House Canonbury.<br>Consultation with the following Cognita personnel: Susan Harrison (Group Headteacher of Safeguarding Governance), Danuta Tomasz (ADE) |

| <b>Audience</b> |   |
|-----------------|---|
| Audience        | European Director of Education & Interim Executive Head / Head of School<br>EVCs<br>Visit Leaders<br>School staff<br>Volunteers on educational visits |

| <b>Document application and publication</b> |     |
|---|-----|
| England                                     | Yes |
| Wales                                       | Yes |
| Spain                                       | Yes |
| Switzerland                                 | Yes |

| <b>Version control</b> |                |
|------------------------|----------------|
| Review cycle           | Annually       |
| Implementation date    | September 2022 |
| Review date            | September 2023 |

| <b>Related documentation</b>   |   |
|--------------------------------|---|
| Related documentation          | Educational Visits Guidance Handbook<br>Code of Conduct<br>Safeguarding and Child Protection Policy<br>Anti-Bullying Policy<br>Behaviour Policy<br>First Aid Policy and Guidance<br>Health and Safety Policy<br>Health and Safety Handbook<br>Central Record of Recruitment (SCR) and Vetting Checks<br>Transport Policy<br>Post-Trip Evaluation Form (Evolve)<br>Safeguarding Risk Assessment: Welfare, Health & Safety Policy<br>Data Protection Policy |
| Related external documentation | This policy is written in accordance with:<br>OEAP National Guidance <a href="http://www.oeapng.info">www.oeapng.info</a><br>The DfE <b>Health and safety on educational visits</b> (26 <sup>th</sup> November 2018) and Advice on Legal Duties and Powers (updated February 2014).   |