



A K E L E Y W O O D  
S C H O O L

Educational Visits Policy

September 2024

### 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.oepng.info](http://www.oepng.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 Headteacher 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 (DEVCO) 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.oepng.info](http://www.oepng.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. Any off site extra-curricular activities must be added to EVOLVE (such as swimming, horse riding, climbing etc).

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- 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 Headteacher, 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.

<b>Contact names</b>	
Executive Headteacher	Vanessa Conlan
Headteacher	Junior School: Esther Hunter Senior School: Eleanor Holding
Educational Visits Co-ordinator (EVC)	Junior School: Rhiannon Chapman Senior School: Hannah Fraser
Cognita General Managers	James Carroll Nicola Lambros Siobhan McGrath Brendan Pavey
Designated Safeguarding Lead	Junior School: Hannah Winnett Senior School: Richard Lambros
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: National Guidance	<a href="http://oeapng.info/">http://oeapng.info/</a>

## Educational Visits Policy

<b>Ownership and consultation</b>	
Document Sponsor	CEO Europe
Document Author / Reviewer	Jake Wiid – Educational Visits Adviser
Consultation & Specialist Advice	
<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	Yes
Italy	Yes
<b>Version control</b>	
Current Review Date	September 2024
Next Review Date	September 2026
<b>Related documentation</b>	
Related documentation	<p>Educational Visits Guidance Handbook  Code of Conduct for Staff and Volunteers  Safeguarding and Child Protection Policy  Anti-Bullying Policy  Behaviour Policy  First Aid Policy and Guidance  Health and Safety Policy  Health and Safety Handbook  Central Record of Recruitment (SCR) and Vetting Checks  Transport Policy  Post-Trip Evaluation Form (Evolve)  Risk Assessment: Welfare, Health &amp; Safety Policy  Data Protection Policy</p> <p>This policy is written in accordance with:  OEAP National Guidance <a href="http://www.oeapng.info">www.oeapng.info</a>  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).</p>