

COGNITA



Prince's Gardens
PREPARATORY SCHOOL

Educational Visits Policy

September 2020

1 Introduction

- 1.1 This policy defines the expectations and intentions for educational visits. It applies to situations where the school has responsibility for pupils 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 adopts the website www.oeapng.info as its source of guidance about Educational Visits.
- 2.3 Educational visits are valued as an integral part of a Cognita education.
- 2.4 The Headmistress 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) 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.

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 The Headmistress will ensure that the School's staff are trained appropriately to lead and accompany any trips.
- 3.3 As employer, Cognita will supply employees with 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 Headmistress, 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.

Educational Visits Policy

Contact names	
Headmistress	Alison Melrose
Educational Visits Co-ordinator (EVC)	Dan Wood
Cognita Directors of Education	David Baldwin James Carroll Jo Storey Danuta Tomasz
Designated Safeguarding Lead	Samantha Gibbon
Educational Visits Adviser	Jake Wiid - Jake.Wiid@cognita.com

Source of information on educational visits	
Outdoor Education Advisers' Panel: National Guidance	http://oeapng.info/

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Ownership and consultation	
Document sponsor (role)	Group Director of Education
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. Consultation with the following Cognita personnel: Susan Harrison (Group Headteacher of Safeguarding Governance), Danuta Tomasz (ADE)

Audience	
Audience	Headteacher EVCs Visit Leaders School staff Volunteers on educational visits

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	September 2020
Review date	Review and update June 2021 for implementation in September 2020

Related documentation	
Related documentation	Educational Visits Guidance 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 & Safety Policy Data Protection Policy
Related external documentation	This policy is written in accordance with: OEAP National Guidance www.oeapng.info The DfE Departmental Advice on Health and Safety for Schools (6 March 2013) and Advice on Legal Duties and Powers (updated 7 February 2012). The latter replaced Health and Safety of Pupils on Educational Visits (HASPEV 1998).