

POLICY & PROCEDURES

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St Augustine's is a Roman Catholic school that believes that everyone is made in the image and likeness of God and called to an eternal destiny in Jesus Christ.

We respect, accept and care for all. As a Christ-centred, welcoming community we recognise and celebrate the uniqueness of every person. We strive to foster a love and joy of learning and develop in each child an awareness of their own spirituality.

Rationale

It is recognised that young people can derive great benefit from participating in educational visits, residential trips and adventurous activities. In particular they are wonderful opportunities to extend young people's learning and enrich their appreciation of themselves, others and the world around them. They can add to the quality of life and can be the catalyst for improved academic achievement, a lifetime interest or, in some cases, professional fulfilment.

Most educational visits take place without incident. However if these activities are to be successful and to be of maximum benefit to young people, they must be planned, prepared, delivered and reviewed in ways which are based on good and safe practice.

The aim of this handbook is to set out the parameters under which all employees and volunteers must operate when taking responsibility on behalf of the Local Authority.

It does not attempt to set out in detail the syllabus, equipment or specific skills associated with the delivery of each sports or activity. Visit or activity leaders in the course of acquiring professional qualifications or national governing body awards will have demonstrated adequate competence with respect to the knowledge, skills and procedures necessary to lead groups safely in specific land or water-based activities.

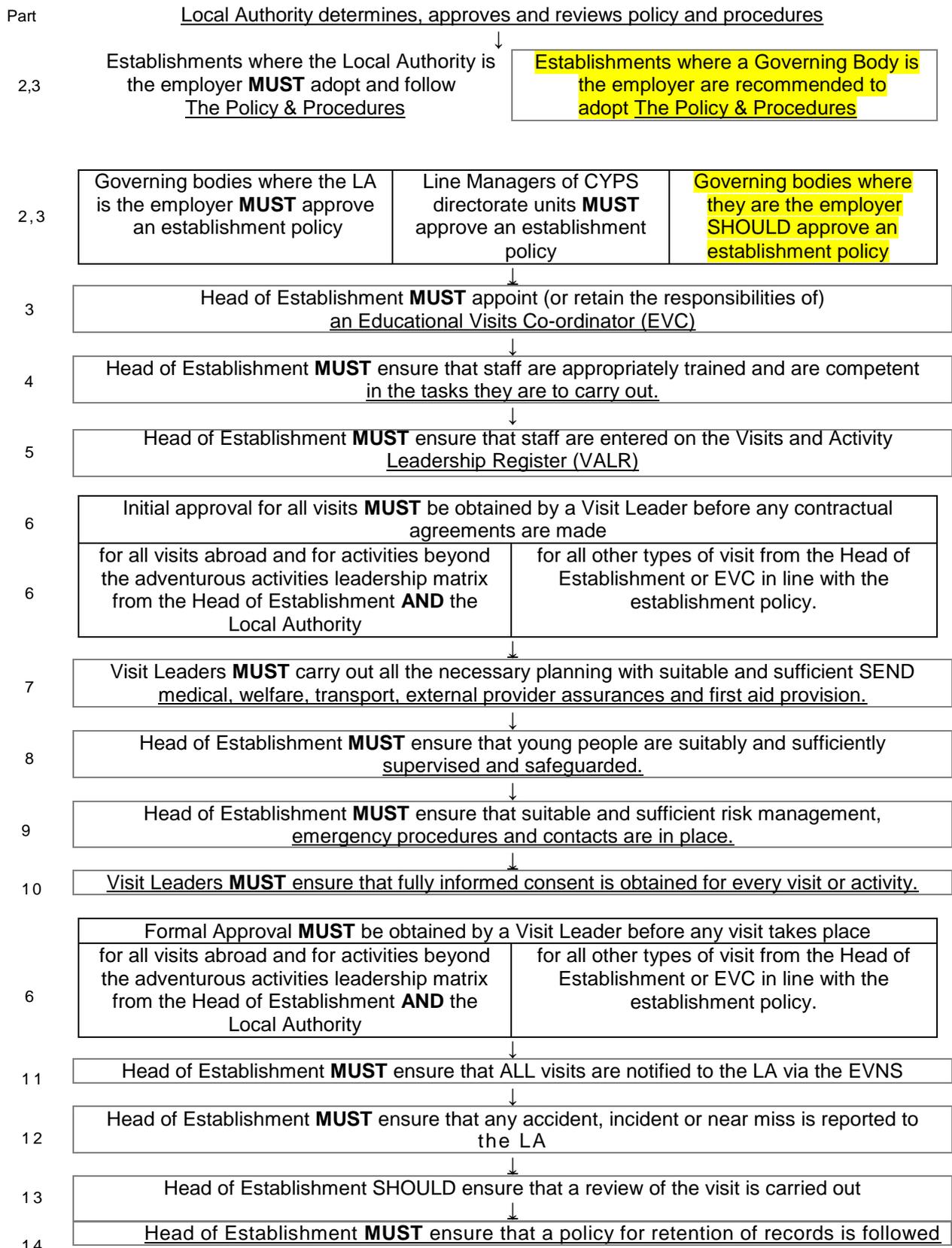
All schools maintained by and where North Yorkshire County Council is the employer **MUST** use The Policy and Procedures for the management, planning and completion

of ALL educational off-site visits and all adventurous activities with young people and visits abroad involving staff.

All CYPS directorate managed establishments **MUST** use The Policy and Procedures for the management, planning and completion of ALL educational off-site visits and all adventurous activities with young people and visits abroad involving staff.

It is recommended that in schools where the governing body is the employer that they should adopt and follow The Policy and Procedures and agrees to notify the LA of visits and agree to be monitored by the LA.

Procedures Overview



Visit Leader

A Visit Leader is a person whom the Head of Establishment has approved to lead a particular educational visit or activity.

Visit Leaders **must**;

- follow The Policy and Procedures when planning a visit or activity
- follow the establishment policy and procedures when planning a visit or activity
- have attended VL or PEV training
- have appropriate training, qualifications and competence for the visit or activity
- be approved by the Head of Establishment, appoint a deputy where appropriate and define roles and responsibilities of accompanying adults
- be in sole charge of a visit or activity
- gain initial and formal approval for all visits and activities and keep the EVC informed at each stage of the planning process
- determine sound educational aims and objectives for each proposed visit or activity
- appropriately plan and manage all visits and activities with regard to their suitability for the age, aptitude and experience of the young people
- ensure suitable SEND, medical and welfare provision and appropriate immediate first aid provision and that all adults are aware as appropriate
- ensure that insurance arrangements are suitable and adequate
- gain assurances from external providers including Provider Statements and evidence of licensing or accreditation and share appropriate emergency details
- ensure that young people are suitably and sufficiently supervised and safeguarded and have been involved in the planning process where appropriate
- carry out suitable and sufficient risk management before and during the visit or activity, including a preliminary visit if appropriate or required by policy
- ensure, and implement if required where appropriate a risk managed Plan B or cease visit or activity
- ensure that all participant contact details and establishment contacts are carried on the visit or activity and accompanying adults are appropriately briefed
- gain fully informed parental consent
- report accidents, incidents and near misses to the Head of Establishment
- review each visit or activity