



SEDBERGH SCHOOL

Educational Visits Policy	
Version	2024.7
Effective from	November 2024
Extent of Policy	Sedbergh School
Policy Owner	Senior Deputy Head
Governor	Richard Biggs
Review by	September 2025
Frequency of Audit	Annual
Circulation	Parents by request
Publication	The Hub, Website

1. Scope

- 1.1 This policy covers any activity that is outside of a normal classroom or routine co-curricular environment. Such activity should be referred to as an educational visit (EV).
- 1.2 The policy requires all such EVs to be planned using the Evolve platform, working closely with the EV Co-ordinator (EVC) who is responsible for the implementation of this policy.
- 1.3 The School's existing policies and procedures apply to all EVs for both staff and pupils.

2 Objectives

- 2.1 To ensure that EVs are well planned and that significant risks are identified and managed appropriately.
- 2.2 To ensure that those responsible for EVs have the necessary information and guidance to manage the visit appropriately and can demonstrate that they have met their duty of care.

2.3 To enable educational visits to enrich the curriculum on offer at Sedbergh whilst minimising the disruption to normal education.

2.4 To ensure that all such trips are value for money and remain within budget.

3 The Evolve Process

3.1 EV basic details –

- i. The Educational Visit Organiser (EVO) needs to agree the trip details, dates, times and staffing with a sponsor from SMT who has overall responsibility.
- ii. Plans should be made in order to minimise any disruption to the education or care of pupils.
- iii. A staffing ratio of 1-12 is recommended with consideration of the age of pupils, experience of staff, environment to be visited and or risk of the EV, taken into consideration. The EVO should also refer to OEAP guidance.
- iv. The EVC can now give outline approval, the EV can be added as provisional to the iSAMS calendar and details can now be shared with pupils and parents.

3.2 The EVO will add the venue or provider details as appropriate.

3.3 All travel arrangements should be recorded in Evolve and include any details of additional travel arrangements agreed with parents before departure or after return of the EV.

3.4 Pupils, First Aid & Medical Provision:

- i. The EVO should import a list of pupils from iSAMS which includes all medical, medication and dietary notes from iSAMS into Evolve.
- ii. Before departure, the EVO should double check with Houses that the medical/medication details are up to date and that all EV staff are aware of these details.
- iii. All medicines administered are to be logged in iSAMS as in the medicines policy.
- iv. The EVO is to ensure that a first aider is on the trip and appropriate first aid kits are available.

3.5 **Lesson Cover:** The EVO should remind all staff to submit cover requests well in advance of departure.

3.6 Financial Approval:

- i. If the EV costs more than £200/head or more than £5000 in total, then finance must authorise the budget for the EV.
- ii. Finance must also approve that all individual pupils are able to join the EV.

3.7 **Parental Approval:** The EVO should obtain parental consent via the Evolve portal if any of the following apply:

- i. An overnight stay of three nights or more.
- ii. Overseas visits.
- iii. Cost exceeding £50.
- iv. Visits during the School holidays.
- v. Activities that involve an inherent additional risk.

Parental approval must include an acknowledgement that once deposits are paid, costs are non-refundable.

3.8 Policy Statement Agreement and Risk Assessments (RA):

- i. The EVO to agree all policy statements in Evolve.
- ii. All generic activity can be covered by generic RAs, on the Hub.
- iii. All non-generic activity must be covered by a new RA bespoke to that EV and that activity.
- iv. All staff present on an EV are to confirm in TEAMS, that they have read and understand all RA's relevant to their EV.

3.9 **GDPR:** The EVO to seek GDPR approval from the Compliance Officer.

3.10 Any additional relevant documentation to be added to the Hub.

3.11 Once all complete, the EVO should submit the form for approval from the EVC, or SMT as in summary below. Once approved, the EV may be confirmed in the calendar.

3.12 **Deadlines:** For overseas trips, the Evolve process must be fully completed by the end of the previous half term. For all other trips, the Evolve process must be completed one full week before departure. Failure to meet these deadlines may result in the EV being cancelled.

Before departure on any overseas trip, the EO should consult with a Senior Deputy Head to address pupils attending the trip and explain general expectations of behaviour, School rules and sanctions.

4 EVC Support

4.1 The EVC will work with the EVO to complete the process above in Evolve and ensure that all documentation and necessary checks have been completed.

4.2 The EVC will report any failure to complete the Evolve process at the weekly operations meeting so that staff are given due warning as deadlines approach.

4.3 The EVC will authorise visits once all is complete or refer the visit to the SMT sponsor to authorise where appropriate.

4.4 The EVC will assist the EVO with a review of all EVs; this should happen within 48 hours of the trip.

4.5 The EVC will organise refresher training in Evolve for all staff and comprehensive training for all new staff as part of their induction.

4.6 The EVC will maintain a reference library of RAs in Evolve.

5 Summary

	iSAMs Calendar	SOCS	EVOLVE (signed off by)	Risk Assessment
Routine fixtures	Yes	Yes	No	On the Hub
Routine activities	Yes	Yes	No	On the Hub
Non-routine activities	Yes	No	Yes (IMC)	In Evolve
Overnight fixture	Yes	Yes	Yes (SWO)	In Evolve
Overnight EV	Yes	No	Yes (IMC)	In Evolve
Overseas	Yes	No	Yes (SMT)	In Evolve

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