Colchester High School

COGNITA

Educational Visits Policy

September 2021

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 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 (DEVC) 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.

2.7 Headteachers will ensure residential and overseas trips booked for 21/22 are booked with Cognita Active Learning Group companies or Approved, preferred providers. In extenuating circumstances, approval can be sought beyond the above, for non CALG providers from the DE and Educational Visits Adviser. Any providers used for residential and overseas must hold an LOtC Quality Badge.

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.

3.2.1 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.

EVCs will ensure all Local Area Visits are added to the EVOLVE local area visit prior to departure.

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.

Contact names	
Headteacher	Karen Gracie-Langrick
Educational Visits Co-ordinator (EVC)	Christopher Rayner
Cognita Directors of Education	James Carroll Nicola Lambros
Designated Safeguarding Lead	
Educational Visits Adviser	Jake Wiid - Jake.Wiid@cognita.com

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

Ownership and consultation	
Document sponsor (role)	Chief Executive Europe
Document author (name)	Jake Wiid – Educational Visits Adviser
CHS Author Review	Christopher Rayner (EVC)
CHS Headteacher Review	Karen Gracie-Langrick (September 2021)
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
Switzerland	Yes

Version control	
Implementation date	September 2021
Review date	September 2022

Related documentation	
Related documentation	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 & Safety Policy Data Protection Policy
Related external documentation	This policy is written in accordance with: OEAP National Guidance www.oeapng.info The DfE **Health and safety on educational visits** (26th November 2018) and Advice on Legal Duties and Powers (updated February 2014).