



**MANCHESTER
CITY COUNCIL**

EDUCATIONAL VISIT POLICY

Revised: 2012

EDUCATIONAL VISITS POLICY

1.0 Purpose

- 1.1 To ensure that Manchester City Council (MCC) has a robust approach to the management of Educational Visits. This will be achieved by:-
- The provision of suitable support and guidance to all Council Directorates and Schools to allow them to adequately assess risk, effectively plan and manage Educational Visits.
 - Providing a robust approval process for all Educational Visits.
 - Requiring Directorates and participating Schools to notify the Health and Safety Service about Adventure Activity visits and Trips Abroad.
 - Monitoring to ensure that the arrangements within this Policy and Guidance are being adhered to.

2.0 Scope of Policy

- 2.1 This policy applies to all staff and volunteers working in Manchester City Council including:
- Community Schools
 - Statutory Youth Clubs
 - Duke of Edinburgh's Award Scheme
 - Children's Centres
 - Children's Homes
 - Any other areas of the City Council where staff supervise young people on any type of visit.
- 2.2 Manchester City Council is regarded as the employing authority for Community Schools and Voluntary Controlled Schools therefore they are bound by Manchester City Council policy and guidance.
- 2.3 Foundation and Voluntary Aided Schools are encouraged to adopt this policy and guidance. Manchester City Council urge all schools to use the planning and approval procedures detailed in this Policy.
- 2.4 **The policy applies to all aspects of the educational visit and off-site activities. It includes the journey, any residential element and the activities undertaken.**

3.0 Terminology

3.1 The following is a list of commonly used terms within this Policy:

- **Adventure Activities** - includes activities such as caving, water sports, trekking, climbing and skiing etc.
- **Licensed Provider** – when planning an activity that will involve adventurous activities the school or establishment setting must check that the provider holds a current license for the activities they offer, as required by the Adventurous Licensing Regulations.
- **Caving Activities** - Caving covers most activities done underground in natural caves or in mines, including variants described as pot holing, cave diving and mine exploration. It does not include visits to the parts of show caves or tourist mines which are open to the public or to the parts of mines (underground excavations made for the purpose of getting minerals) which are still being worked.

4.0 Roles and Responsibilities

4.1 The Head Teacher / Head of Service will:

- Assign competent people to lead and supervise visits.
- Be aware of the Department for Education advice on legal duties and powers for local authorities, Headteachers, staff and governing bodies.
- Oversee the management of Educational Visits in their school / service.
- Ensure that Educational Visits comply with the guidance provided by Manchester City Council and the Department for Education.

4.2 Ensure that appropriate documentation is completed and records are maintained of Educational Visits to comply with the guidance provided by Manchester City Council and the Department for Education.

4.3 The School Governing Body will:

- Assign Determine and keep under review the school's own policy on Educational Visits that will detail the scope and range of visits normally conducted by the school and the procedures by which visits are proposed and approved.
- Ensure that the Headteacher is supported in matters relating to Educational Visits and that they have the appropriate time and expertise to fulfil their responsibilities.

4.4 The Group Leader will:

- Obtain prior agreement from the Headteacher / Head of Service before any off-site visit takes place.
- Follow Manchester City Council / school governing body instructions, guidelines and policies.
- Be a member of staff, deemed as competent to undertake the specific visit.

5.0 The Educational Visit Approval Process

5.1 All Educational Visits are required to have been through an approval process within the School or Service to ensure that the relevant people are satisfied that the visit has been adequately planned and organised. Once this process has been completed within the School/ Service certain types of Educational Visit specifically those that present a higher risk also require the School / Children's Service setting to notify Manchester City Council Health and Safety Service.

5.2 Educational Visits that require notification to the Health and Safety Service include: overseas visits and visits involving adventurous activities that are not run by a provider licensed under the Adventure Activities Licensing Regulations.

	Description	Action By
Step 1	The Group Leader plans and completes the Educational Visit documentation in accordance with Manchester City Council Guidance. This documented plan is presented to the Head Teacher / Governing Body or Head of Service for formal approval. Educational Visit (EV) Form (Appendix 1) and any supporting documentation.	Internal within School or Service
Step 2	The Head Teacher / Governing Body or Head of Service formally approve the visit documentation after satisfying themselves that the visit has been adequately planned and organised.	Internal within School or Service
Step 3	For Trips Abroad and Adventurous Activity Visits that are not run by a provider licensed under the Adventure Activities Licensing Regulations the School / Service notify the Corporate Health & Safety Team. EV Form (Appendix 1) & Summary of Information on Pupils (Appendix 2). Notification of Educational Visit must be submitted to the Health & Safety Service as far in advance as possible with a minimum time of 4 weeks prior to departure.	School or Service and Manchester City Council Health and Safety Service
Step 4	Manchester City Council Health & Safety Service will record all visits notified to them and may request further documentation from the School or Service to evaluate whether a particular visit has been organised, risk assessed and managed in accordance with Manchester City Council guidance.	Health and Safety Service

**MANCHESTER CITY COUNCIL 24/7 EMERGENCY CONTACT
NUMBER FOR CHILDREN'S SERVICES 0161 231 7316**

External Links

1. www.hse.gov.uk Health and Safety Executive
2. www.oeap.info Outdoor Education advisors Panel
3. www.cleapss.org.uk Advice on Science safety
4. www.afpe.org.uk Association for PE
5. www.lotcqualitybadge.org.uk Council for Learning Outside the Classroom

7. Date policy approved and revised 2004, 2008, 2009, 2012.

DETAILED PLANNING APPROVAL FORM EV

Establishment / Service Name:-

Visit Data

Places to be visited:-

Date of Departure:-

Time of Departure:-

Date of Return:-

Time of Return:-

Group Information

Young Persons

Age Range

Number of Young Persons

Number of Girls

Number of Boys

Adult Staff Supervision

Number of Staff

Number of Male Staff

Number of Female Staff

Number of Other Adults

Number of Other Male Adults

Number of Other Female Adults

Names, relevant experience, qualifications, specific responsibilities of staff with the group

Group Leader:

Names, relevant experience, qualifications, specific responsibilities of other adults within the group

Names of pupils with special educational or medical needs

Travel Insurance Arrangements

for all members of group, including voluntary helpers
(attach a copy of quote cover provided)

Insurance Cover

Policy Number

Transport Arrangements

Mode of Transport to be used on each leg of the visit

Organising Agent Company Name:

Address:

Telephone Number:

Residential Accommodation

For each accommodation to be used during the visit

Accommodation Name:

Address:

Telephone Number:

Dates Resident (from – to)

Details of the programme of activities include associated planning, organisation and staffing

Existing knowledge or experience of places to be visited and whether an exploratory visit is intended

Two Emergency contacts at School / Within the Service:

Name
Home Telephone Number
Mobile Number

Name
Home Telephone Number
Mobile Number

- Attached are copies of the risk assessments for the planned visit.
- I will obtain adequate travel insurance to cover all members of the Group.
- I will obtain parental consent and medical forms indicating that all parents have received the letter and given their approval for their child to participate.

Group Leader

Name	Signature	Date
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Approval

The Planning and Risk Management for this Visit has been Approved in accordance with the School / Service Educational Visits Policy and Guidance.

Print Name:

EVC.....

Signature.....Date.....

Headteacher / Head of Service.....

Signature.....Date.....

Nominated Governor.....

Signature.....Date.....

SUMMARY OF INFORMATION ABOUT CHILDREN PARTICIPATING IN A VISIT

SUR E	FORENAME	Date of Birth	Next of Kin	Contact Tel No: 1	Contact Tel No: 2	Relevant Medical Info / Allergies	Control