



## EDUCATIONAL VISITS POLICY

Thomas Alleyne's High School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of all students attending the Trust's schools.

This policy applies where students are undertaking activities outside of their normal school base, both inside and outside of normal school hours.

Through the use of Evolve, the school has formally adopted Outdoor Education Advisers' Panel Employer Guidance (EG) as its guidance for the management of off-site visits and learning outside the classroom (LOtC).

The school will appoint an Educational Visits Coordinator (EVC) who is appropriately trained and experienced and able to offer guidance.

The Headteacher has final approval for all visits/activities. Where a visit involves additional, high risk activities or residential/foreign visits, additional approval will be needed from the Entrust Educational Visits Advisor.

All visits/activities are carefully risk assessed, including Emergency planning, so that the risk to participants is reduced to an acceptable level and control measures are identified and implemented. Supervision ratios and First Aid provision on the trip will be carefully considered taking into account EG guidance. All participants have a clear understanding of their roles and responsibilities including their role in the risk management process including those designated as Emergency Contacts.

All staff taking part in the visit/activities are DBS checked and are assessed as competent by virtue of their experience, knowledge of the venue and the activity taking place. Only suitably qualified staff will lead activities involving additional or high risks.

All visits are researched to assess the suitability of the venue and services from the third party provider. Wherever possible leaders will make use of one of the nationally accredited provider assurance schemes such as the LOtC Quality Badge, AALS Licensing, Adventure Mark or the NGB Centre Approval Schemes.

Uttoxeter Learning Trust is part of the DofE RPA scheme which covers Employers' statutory liability insurance, Public liability insurance and School Trip Insurance.

Visits and learning activities are available and accessible to all. Thomas Alleyne's High School will take all reasonably practicable effort to find venues which are suitable and accessible in order that all participants may be actively involved.



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Thomas Alleyne's High School follows the recommendations and legal framework relating to charging, voluntary contributions and remissions as set out by the Department for Education.

**Date: Sept 2023**

**Review Date: Sept 2024**