

# COGNITA



Duncombe  
School

An Independent Preparatory  
School and Nursery

## Educational Visits Policy

### September 2021

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
1 <sup>st</sup> Sept 2017	Ian Thomas	Created	Autumn 2018
31 <sup>st</sup> August 2018	Ian Thomas	Review	Autumn 2019
2 <sup>nd</sup> September 2019	Ian Thomas	Review	Autumn 2020
4 <sup>th</sup> September 2020	Ian Thomas	Review	Autumn 2021
25 <sup>th</sup> August 2021	Ian Thomas	Review	Autumn 2022

### 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](http://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 (DEVCO) 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](http://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.

## Educational Visits Policy

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<b>Contact names</b>	
Headteacher	Jeremy Phelan
Educational Visits Co-ordinator (EVC)	Ian Thomas
Deputy Educational Visits Co-ordinator (DEVCO)	Lydia Cartwright
Cognita Directors of Education	James Carroll Nicola Lambros
Designated Safeguarding Lead	Lydia Cartwright
Educational Visits Adviser	Jake Wiid - <a href="mailto:Jake.Wiid@cognita.com">Jake.Wiid@cognita.com</a>

  

<b>Source of information on educational visits</b>	
Outdoor Education Advisers' Panel: National Guidance	<a href="http://oeapng.info/">http://oeapng.info/</a>

## Educational Visits Policy

<b>Ownership and consultation</b>	
Document sponsor (role)	Chief Executive Europe
Document author (name)	Jake Wiid – Educational Visits Adviser
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)

<b>Audience</b>	
Audience	Headteacher EVCs Visit Leaders School staff Volunteers on educational visits

<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	Yes

<b>Version control</b>	
Implementation date	September 2021
Review date	September 2022

<b>Related documentation</b>	
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 <a href="http://www.oeapng.info">www.oeapng.info</a> The DfE <b>Health and safety on educational visits</b> (26 <sup>th</sup> November 2018) and Advice on Legal Duties and Powers (updated February 2014).