

MERCIAN TRUST EDUCATIONAL VISITS POLICY

PART C: LOCAL ARRANGEMENTS

Each academy within the trust is to complete the information in this section.
Additional academy-specific guidance may also be included.

ACADEMY DETAILS

Academy specific arrangements for:	Queen Marys Grammar School
Head Teacher:	Richard Langton
Educational Visits Coordinator:	Alex Hudson
Latest OEAP Accredited EVC Training completed	CD status 15/07/2021, ongoing OEAP membership
Date these arrangements were last considered by LGB	Dec 2024

VISIT APPROVAL ARRANGEMENTS

Educational visits are approved by: <i>(Where this is not the Head Teacher give date initially approved by LGB and date last ratified)</i>	Head Teacher
Approval of certain types of Educational Visits is delegated as follows: <i>(Include date initially approved by LGB and date last ratified)</i>	Onsite activities: EVC Residential: Delegated to Headteacher unless international or adventurous which remains with Trust. This arrangement initially ratified 2021 on initial adoption of MAT policy

LGB INVOLVEMENT

What types of visits need to be approved by the LGB and at what	All visits approved by Headmaster, including outline approval.
---	--

stage of planning? How is this achieved?	
How does the LGB want to receive reports on Educational Visits?	Annual report at LGB1 covering previous academic year, including statistical summary and brief highlights.
How does the LGB satisfy itself that Educational Visits run by the Academy are high quality, safe and contribute to the broad and balanced curriculum offer of the school?	Link Governor for PD. Regular reports to LGB. Reporting to LGB of any significant incidents or near misses on visits as they arise. Monitoring for quality and safety through scrutiny of planning by experienced EVC and experienced Head during approval process. Some field monitoring by EVC. Some visits include pupil feedback in evaluation.

ACADEMY SPECIFIC GUIDANCE OR VARIATION

A.1: Intent <i>List any additional policy intent targets specific to the academy</i>	No variation
A.3: Roles & Responsibilities	A.3.8: Cadet Force Adult Volunteers (CFAV) of the QMGS CCF contingent are considered as members of staff throughout this policy rather than as Volunteers due to their regular and unique involvement.
A.9: Inclusion	<u>Medical Conditions</u> Information held by the school is pulled through to the participant info in evolve. Additional Individual Health Care Plans are stored in EvolveAccidentBook which is a linked system. <u>Medication</u> The school's consent form seeks permission for common Over The Counter medication to be administered by visit leaders.
A.10: Insurance	The Mercian Trust is a member of the Governments Academy Risk Protection Arrangement scheme.
A.11: Finance	Caxton Prepaid Cards need to be booked through Finance. For international visits these can be loaded with a Reserve £500 for emergency use. Pupils in receipt of PP are eligible for support of upto 50% of the cost of a visit to a maximum of £100. This will need to be credited separately on through Finance. The Queen Mary's Foundation have a bursary fund which can support families. Application details are available on the school website.
B.1: Planning Procedures	Visit Leaders are asked to email the names of pupils participating in visits to the ALL STAFF email address.

<p><i>B.1.4 Routine adventurous activities conducted on site where MAT scrutiny is waived, and how safety of these is assured</i></p>	<p>Shooting conducted by QMGS CCF on school range and recorded on Westminster. Not required to be recorded on EVOLVE.</p> <p>Senior Games OAA option (including shooting, archery and orienteering) conducted on school site. Not required to be recorded on EVOLVE.</p>
<p>B.2: Monitoring & evaluation <i>How is monitoring conducted in the Academy? Is any Field Monitoring conducted?</i></p>	<p>Some field monitoring is conducted by SLT</p>
<p>B.3: Training & Development</p>	<p>First Aid and MIDAS training available via AEH</p>
<p>B.4: Risk Management</p>	<p>No variation</p>
<p>B.5: Venues & Providers</p>	<p>Farchynys is considered a venue as school staff retain all supervisory responsibility.</p>
<p>B.6: Pupils</p>	<p>No variation</p>
<p>B.7: Emergency Procedures</p>	<p>The Headmaster will normally act as the Home Contact. During school hours the first point of contact should be the main school number. A number of school mobiles are available for visit leaders to enable communication.</p>
<p>B.8: Behaviour</p>	<p>The school's behaviour policy applies both in school and during any school event or visit.</p>
<p>B.9: Information & Consent <i>Include details of how consent is normally obtained and any different levels employed.</i></p>	<p><u>Simple Consent:</u> Activities which happen wholly and entirely within the school working day (defined to be 0800 till 1700) are covered by the school's general consent form. Group Leaders must still ensure they <i>inform</i> parents that their child will be participating in the visit; most probably by sending a simple letter with a reply slip/form. Group Leaders should ensure they have adequate details of the pupils they are taking to enable them to exercise their duty of care effectively (an extract from EVOLVE or SIMS). Visits which include adventurous activities, remote supervision or other non-routine risks should not be covered in this way.</p> <p><u>e-Consent</u> Whilst a paper consent form remains available, the school is transitioning to e-consent through the Evolve system. Group Leaders must ensure they have the details available to them during the visit, so should consider network availability at the planning stage. For international visits, even if consent is collected electronically, it is advisable to have a hard-copy version of the consent available.</p>