

# COGNITA

## **Educational Visits Policy**

### **Hendon Preparatory School**



*This policy applies to Hendon Preschool (EYFS), Pre-Preparatory and Preparatory School*

Designated EVC:  
Pandora Tsepani

## **September 2020**

### 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 Head of School 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) 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 Head of Schools will ensure residential and overseas trips booked for 20/21 are booked with Cognita Active Learning Group providers. In extenuating circumstances, approval can be sought for non CALG providers from the DE and Educational Visits Adviser.

### 3 Principles

- 3.1 Cognita will provide all Head of Schools and EVCs with access to relevant EVC training and information necessary for them to carry out their duties safely.
- 3.2 Head of Schools will ensure that their staff are trained appropriately to lead and accompany any trips.
  - 3.2.1 Head of Schools will ensure all overseas, residential and adventurous offsite visits are approved on EVOLVE prior to any bookings or payments being made.
- 3.3 As employer, Cognita will supply employees with 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 Head of School, 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

---

<b>Contact names</b>	
Head of School	Tushi Gorasia
Educational Visits Co-ordinator (EVC)	Pandora Tsepani
Cognita Directors of Education	David Baldwin James Carroll Nicola Lambros Mike Seaton
Designated Safeguarding Lead	
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)	Group Director of Education
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 Head of School of Safeguarding Governance), Danuta Tomasz (ADE)

<b>Audience</b>	
Audience	Head of School 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 2020
Review date	Review and update for implementation in September 2021

<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).