

# COGNITA

## St Margaret's Preparatory School



### Educational Visits Policy

September 2024

#### Our Ethos

Cognita 41-42 Eastcastle Street, London W1W 8DY, [www.cognita.com](http://www.cognita.com)

Registered in England Cognita Limited No 5280910 Registered Office: Seebeck House, One Seebeck Place, Knowlhill, Milton Keynes MK5 8FR

The **ethos** of St Margaret's is to provide a high-quality all-round education, in a happy and caring family atmosphere, so that each child is well prepared for the opportunities and challenges that they will face in life.

### Our Aim

Our **aim** is for every child to enjoy their learning journey, achieve their very best and to become responsible global citizens who can work together co-operatively and with respect for others.



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This Policy applies to the whole school and to the Nursery at St Margaret's.

### 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 UK Headteachers will ensure residential and overseas trips booked are to providers who hold an LOtC Quality Badge. Spain and Swiss Headteachers will ensure the provider form is used for all providers.

### 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.

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. Any off site extra-curricular activities must be added to EVOLVE (such as swimming, horse riding, climbing etc).

- 3.2.1 EVCs will ensure all Local Area Visits are added to the EVOLVE local area visit prior to departure and the Local Area Policy is amended and uploaded to the EVOLVE Documents section.
- 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.

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- 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.

Visit Leaders must complete and submit an evaluation form for each visit (excluding Local Area Visits) to the EVC. They must be uploaded to EVOLVE within 14 days of a visit and any issues arising be reported to the EVC, Head, DSL or Adviser.

<b>Contact names</b>	
Headteacher	Carolyn Moss
Educational Visits Co-ordinator (EVC)	Amber Reilly
Cognita General Managers	James Carroll Nicola Lambros Siobhan McGrath Brendan Pavey
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	CEO Europe
Document Author / Reviewer St. Mags Author/Reviewer St. Mags Headteacher Review	Jake Wiid – Educational Visits Adviser Paddy Hesketh August 2024 Carolyn Moss August 2024
Consultation & Specialist Advice	
<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	Yes
Italy	Yes
<b>Version control</b>	
Current Review Date	September 2024
Next Review Date	September 2026
<b>Related documentation</b>	
Related documentation	<p>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 &amp; Safety Policy Data Protection Policy 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).</p>

<b>Contact names</b>	
Headteacher	Carolyn Moss <a href="mailto:carolyn.moss@stmargaretsprep.com">carolyn.moss@stmargaretsprep.com</a>
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Designated Safeguarding Lead	Terri Griffiths <a href="mailto:terri.griffiths@stmargaretsprep.com">terri.griffiths@stmargaretsprep.com</a>
Educational Visits Adviser	Jake Wiid - <a href="mailto:Jake.Wiid@cognita.com">Jake.Wiid@cognita.com</a>

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<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>	
Review cycle	Annually
Implementation date	September 2022
Review date	September 2024 – reviewed by AR. Next review Sept 2025

<b>Related documentation</b>	
Related documentation	Educational Visits Guidance Handbook Code of Conduct 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) Safeguarding 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).