

APPENDIX I EDUCATIONAL VISITS POLICY

1 INTRODUCTION

- This policy covers to all residential courses and tours for orchestral and ensemble members. Essex Youth Orchestras provide music ensemble training to the highest standard which leads to concerts for the extended community in prestigious venues.
- As part of the educational experience, Essex Music Services offers young people the opportunity to play in a touring orchestra visiting and performing concerts in countries in Europe and beyond.
- This opportunity has invaluable educational benefits that will not only enhance their musical experiences but also complement historical and cultural learning.
- These tours include at least 3 professional level performances and 2 educational cultural experiences eg. the 2015 tour to Poland included a guided visit of Auschwitz concentration camp.

2 CLARIFICATION OF ROLES

Educational Visit Trained Staff

Staff attend Educational Visits courses delivered by EES for Schools every 3 years. All residential visits are submitted to EVOLVE (EES auditors) to insure that all the information is provided, the events are thoroughly planned, risk assessed and educationally valuable. EVOLVE will double check suppliers of venues, services and excursions to make sure they are happy with Health and Safety Standards. Essex County Council Education Visits guidance can be found on the EVOLVE website: www.evolve.edufocus.co.uk:

Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE 2017

Beverley Lockyer is Head Educational Visits Coordinator

Jenni Thomson is Educational Visits Coordinator

Safeguarding

Charly Richardson is Designated Safeguarding Officer

Beverley Lockyer is Deputy Designated Safeguarding Officer

Visit Leaders

Andy Dykes, Youth Worker

Paula Bobby, Tutor Mentor/Teacher in Charge

3.1 RISK ASSESSMENTS

- All tours and residential venues are risk assessed by the EVC as part of the planning.
- For tours, the Head EVC and Visit leader will conduct an inspection trip.
- As part of this inspection, all accommodation, concert venues, transport arrangements and excursions will be assessed.
- If venues do not meet acceptable levels they will be rejected at this stage and an alternative will be found.
- Essex Music Services works with an experienced Tour Company who also conducts checks on all providers to make sure that they meet acceptable standards.

3.2 VISIT LEADERS

- Where possible an EVC will lead residential activities but in some circumstances it may be appropriate to delegate responsibility to Visit Leaders.
- Staff are selected to perform these roles because they have extensive experience as teachers or as part of the youth service.

3.3 STAFF SUPERVISION

- Although there is no guidance regarding ratio of adults to children, Essex Music Services ensures that ratios are set to at least 1 Adult to every 10 children.
- Each adult is responsible to the welfare of their group and builds a relationship of trust with them making excursions easier to manage.
- Leader contact numbers are shared with all children and staff so that if a child is separated from the group they can easily make contact.

3.4 TYPES OF SUPERVISION

- Young People are supervised throughout are courses and tours even though they may be unaccompanied at all times:
 - **Direct supervision** is where a member of staff is with the young person / group
 - **Indirect supervision** is where young people are accompanied by a member of staff, but they are located in the vicinity rather than following the group. This might occur in a museum or during free time.
 - **Remote supervision** is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the vicinity, for example during a D of E expedition.

- Both indirect and remotely supervised activities can bring valuable educational benefits and progression from dependence to independence can be encouraged.
- Staff will make sure that the young people have our contact details (on contact cards) so that if they need us whilst in remote supervision they can get hold of us at all times.

3.5 STAFF PROCEDURES (OVERNIGHT ACTIVITIES)

- Members of the orchestra are assigned rooms in the accommodation.
- Staff are given a rooming list so that they can locate children easily especially in hotels (where other guests are present).
- Every evening, members are given a bed time which is usually 10.30pm and room checks are conducted at 11.00pm (this can vary on tours due to late concerts but any changes are clearly communicated to members).
- The room checks are conducted by 2 members of staff (men checking the boys and women checking the girls).
- They knock on the doors and make sure that the right people are in the correct rooms and that everyone is happy.
- Staff are advised not to enter the rooms of young people unless there is any emergency.
- In this instance, staff must enter in pairs.
- If everyone is present and correct, staff will usually stay up for a further hour to make sure there are no disturbances and then go to bed.
- If anyone is missing, staff will notify the Group leaders who will initiate a search.

3.6 PARENTAL CONSENT & DUTY OF CARE

- Students sign up to orchestras annually with parental consent.
- The annual commitment usually includes 2 residential courses and a tour abroad.
- Parents are asked to supply medical details and any special needs when they register on Speedadmin (Essex Music Services Database) so that any requirements can be accommodated.
- Whilst members are on courses and tours, they are the responsibility of the staff who look after them.
- Therefore, we would expect them to respect the staff and follow all procedures that are put in place for their safety and to undertake any reasonable request made of them without argument or dissent.

3.7 BEHAVIOUR

- Expected behaviour is communicated to players by the Visit Leader.
 - Essex County Council prohibits any illegal action, the use of drugs or the consumption of alcohol on Tours and Courses regardless of age.
 - If a member commits any of these acts, Essex Music Services reserves the right to send the member home early at the Parent's expense and their place in the orchestra could be at risk.
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- Essex Youth Orchestra members are asked to sign a behaviour contract which communicates the services expectations and the consequences of any unsocial or illegal behaviour.

3.8 SMOKING

- To protect the Health and Safety of all staff and students on our courses or tours, we promote a smoke free culture in our organisation.
- No member of staff or student may smoke during a tour or course unless they are 16 or above.
- Essex Music Services prohibits smoking in front of under 18s, therefore those who do smoke may only do so away from the young people and in accordance with the rules and regulations of the premises being used.

3.9 LANGUAGE

- Swearing and inappropriate language will not be tolerated from anyone on our courses or tours.
- If anyone is unable to control their language, they will be asked to leave the course or tour.

3.10 EMERGENCIES

- A guide Tour guide, who can act as an interpreter, will accompany the group, and will assist in the event of an emergency.
- Essex Music Services train a large percentage of their pastoral staff in First Aid so that minor emergencies can be dealt with and more serious accidents and illnesses can be managed until paramedics arrive.
- Students are made aware of the staff who are qualified to carry out first aid and how to reach them during the day or during the night.
- All first aid will have access to a first aid kit at all times.
- Emergency contact numbers and medical info is collected for all participants.
- These are carried on password protected Ipads by Group Leaders who are on the tour and are also held by Jeremy Gush and Peter Lovell (EMS Managers who are not on the tour) for the duration of the tour with a copy of the itinerary just in case there is an emergency and they need to contact next of kin.
- In the event of a Critical Incident staff should contact the Emergency Contact Team on 07767 298 483.

3.11 INSURANCE

- Essex County Council has Public Liability Insurance to the value £50,000,000.
 - Essex Music Services obtains travel insurance for everyone on the trip and all participants are required to bring a valid European Health Insurance Card.
 - Essex Music Services Lead Officers have Purchase Cards to use in a medical emergency to pay for Doctor's fees and any other unforeseen costs.
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3.12 CHILD PROTECTION

- All Essex Music Service staff members attend Level 2 Child Protection and Safeguarding training every 2 years.
- Staff follow Essex Music Services Safeguarding and Conduct Policy 2016 which includes how staff should deal with Safeguarding concerns outside school settings and the procedures to be adhered to protect young people and staff on residential courses and tours.
- All staff are DBS checked and register for the DBS update service.

4 MONITORING AND EVALUATION

- After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation.
 - In the case of overseas visits, there is a de-briefing session that will help to celebrate success as well as feeding in to the general planning and risk management for future visits.
 - Any significant issues are shared with the Head EVC and Essex Music Services Management Team.
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