

## POLICY FOR EDUCATIONAL VISITS

The school has formally adopted, through its Governing Body, the Buckinghamshire 'Guidance for Educational Visits and Related Activities with Evolve'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **Aims and purposes of Educational Visits**

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises (Learning Outside the Classroom – LOtC).

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. In particular the following three aims:-

- To help children towards a fuller understanding of themselves and the world around them.
- To help children acquire the knowledge, understanding, skills and attitudes of mind that will stand them in good stead in their future education and throughout their lives.
- To encourage in every child a desire for learning and a joy in discovery.

Each September, parents and carers are sent a letter outlining all the proposed trips and visits for the forthcoming academic year, together with an approximate cost for the trips. Annual consent forms are also sent home to parents each September, which is required to enable a child to leave the school premises for a trip/visit or sporting event. Additional consent forms will also be sent home for parents to complete when there is a residential or adventurous visit. It is parents' responsibility to inform the school immediately, in writing, when there are any changes to the consent form information (whether this be changes in contact details or medical information).

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims and ethos of the school:

Activities using the school grounds and immediate locality

After school clubs (music, drama, art, science, sport, etc)

School teams

Regular nearby visits (places of worship, buildings, parks and shops in Winslow.)

Day visits for particular year groups

Residential visits for particular year groups - including Adventure Activity residential visits, which might be classed as higher risk.

After school clubs, organised by the school, are open to all pupils in certain year groups depending which activity is offered. School teams are usually selected from the children attending these clubs.

Nearby visits and day visits are arranged for all pupils in individual classes or year groups.

Residential visits and Adventure Activity visits are arranged for all pupils in the individual year groups concerned.

## **Authorisation / Approval Procedure and Consent**

The Headteacher has nominated a teacher as the Educational Visits Co-ordinator (EVC).

The Visit Leader will liaise with the EVC on the visit proposal and the development of the plan - which identifies the significant issues and will include consideration of the costs and cover arrangements. There will be initial agreement for a visit before it is advertised to parents and this will be noted on Evolve.

When the EVC is satisfied that the arrangements are sound including the overall competency of the staffing, the visit will pass to the Headteacher.

The Governing Body has delegated the consideration and authorisation of educational visits and other offsite activities to the Head teacher. (In addition the LA as the employer will also 'approve' adventurous, residential and overseas visits.) The Governing Body's Curriculum and General Purposes Committee will monitor the programme of visits via reports from the Headteacher and EVC.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts or an agreement made with the contractor that if the contractor administers the payment process, the contract remains between the school and the contractor.

For sporting events parents will be asked to sign a general letter of consent for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter or phone call or through their son/daughter if an activity has to be cancelled. For after school clubs, parents are invited to sign up for a club via Parent Mail. Parents are notified of dates and times when the clubs will be running and will be notified via text message or phone call if the club is cancelled.

For any visit lasting a day or more parents will be asked to sign a letter, which allows their son/daughter taking part. The school has a standard model letter, which should be used for this purpose.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for 'Charging and Remissions' and 'Equality Policy' which applies to all educational visits.

## **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate, the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits unless an educational benefit for the pupils can be shown.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory

visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The EVC will be fully supported to enable fulfilment of the role through allowance of time and access to training.

If private cars are to be used for school events, the parent drivers must have completed and signed the required LA 'Use of Private Car to Transport Young People' form. Permission in writing will be sought from parents, to allow their child to travel with another parent driver.

### **The Expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. Also parents will be asked to sign an agreement that they will collect their child from the site of an educational visit, if it is necessary, as soon as possible and bear the full costs of this arrangement as part of the signed agreement. In individual cases a more detailed signed agreement can be asked for.

Parents will also be required to sign all relevant consent and medical forms before departure of the trip. Failure to do so will result in the pupil being withdrawn from the trip.

### **Emergency Procedures**

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the Buckinghamshire Serious Incident Action Card (from the Evolve website), a copy of the Evolve visit form and the Event Specific Plan. Staff will also ensure that they have the County Emergency Number: 01183 589 332

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Visit Leader in an emergency. Each Visit Leader will make sure that they have ascertained details of such funding before the visit is undertaken.

### **Evaluation**

All visits will be evaluated by the Visit Leader with the EVC. This will include a review of the plan which contains the significant issues for the visit. An annual evaluation report will be made available for the Governing Body for monitoring purposes.

The Visit Leader and the EVC are responsible for liaising with the school bursar in order that a financial account for the visit can be presented for audit as part of the school's procedures.

FILE: POLICIES\Educational Visits

Approved by FGB 23<sup>rd</sup> May 2013

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