

POLICY FOR EDUCATIONAL VISITS

Introduction

The school has a strong commitment to the benefit of learning beyond the statutory school day and beyond the school premises (Learning Outside the Classroom – LOfC). Trips, visits and learning off-site comprise an essential part of the school curriculum at Winslow CE School. These trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop children's independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- Take reasonable care of their own and others' health and safety
- Co-operate with their employer
- Carry out activities in accordance with training and instruction
- Inform the employer of any serious risk.

This policy has been produced to offer school staff advice and support in the planning and organising of all off-site activities in order to ensure the health and safety of pupils.

Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interests in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities
- Outward bound and adventurous activities

Aims and purposes of Educational Visits

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.

At the start of each academic year, 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 school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip (extending to six weeks prior to a residential visit) unless the trip has been planned in response to an educational opportunity that has arisen, for example a rearranged sporting fixture.

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 Headteacher. (In addition the LA as the employer will also 'approve' adventurous, residential and overseas visits.) The Governing Body 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.

All trips should be individually risk assessed to ascertain the safe levels of adult supervision required. Please see appendix 1 for staffing arrangement guidance for school visits (for reception and younger children and primary pupils). These ratios should be considered as a starting point for consideration and is based on guidance from Evolve.

If a child with an Educational Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day. Therefore, these staffing should not be counted in the overall ratio.

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. In addition, 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: Buckinghamshire Council Duty Resilience Officer on **07738 501318 or +447738 501318 if abroad**

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 (through Evolve) by the Visit Leader and then processed by the EVC. This will include a review of the plan which contains the significant issues for the visit. An annual evaluation report, based on the analysis of the data from Evolve, 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 and for the school's annual insurance application.

Monitoring

It is the role of the Headteacher and EVC to monitor all off-site visits to ensure that visits and activities are carried out safely and effectively and in line with the school's policy and procedures. The EVC will have access to relevant training and access to EVC guidance which should then be distributed to staff accordingly. All visits are subject to scrutiny by the EVC and Headteacher, following the criteria as set out in Evolve. All requirements for reports accidents, incidents and concerns will be monitored closely, in liaison with the EVC, Headteacher and governing body.

Other relevant policies and documents

This policy complements and supports a range of other policies:

- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy

Contacts

Samantha Dimpleby – Headteacher

Katie Epps – Educational Visits Coordinator and Assistant Headteacher

Policy monitoring and review

A copy of this policy is available to all staff and parents and is published on the school website. This policy is reviewed every two years by the Governors' Health and Safety Committee.

Reviewed: By FGB November 2024