



## **Educational Visits Policy**

**Review Date: Jan 25**

**Next Review Date: Jan 27**

The school has formally adopted, through its Governing Body, the Gloucestershire County Council's 'Guidance for Educational Visits & School Journeys'.

### **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.

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 [Be Kind, Be yourself and Be part of our Community]. The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents/carers will be notified and asked for their consent.

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

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School teams
- Regular nearby visits (libraries, shops, woodlands, place of worship, farms)
- Day visits for particular year groups
- Residential visits including Adventure Activities, which might be classed as higher risk.

### **Approval Procedure and Consent**

Ella Moore is the Educational Visits Co-ordinator (EVC), with overall supervision from the Headteacher (James Powell), and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to James Powell.

Before a visit is advertised to parents/carers the Headteacher must approve the initial plan and then the completed plan and risk assessments for the visit at a later date.

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.

For out of hours clubs, school teams and nearby visits parents/carers will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed [by letter/phone call/through their son/daughter] if an activity has to be cancelled.

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

As part of the parents'/carers' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits they 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 'Equal Opportunity' which apply 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 if the governing body is not satisfied that there is an educational benefit for the pupils.

The appointed Group 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.

### **Charging and Remissions Policy**

Where non-chargeable education is provided during a residential visit, then the parents/carers of pupils who are in receipt of Pupil premium for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings.

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges set out in the school's Charging and Remissions policy.

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

The school has a clear code of conduct for school visits based on the school's 'Positive Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers 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. [The school may state the implication for parents/carers (associated costs, collection of child) as part of the signed agreements].

**Emergency Procedures**

The school will appoint a member of the SLT/Administration 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 Group 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.

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 Group Leader in an emergency.

**Evaluation**

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.