

## Educational Visits Policy

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| Date agreed by the Governing Body                    | October 2015     |
| Date to be reviewed by                               | October 2018     |
| Governors Committee accountable for review           | Curriculum       |
| Senior Leadership Team member accountable for review | Business Manager |

The school has formally adopted, through its Governing Body the Buckinghamshire 'Policy and Guidance for Educational Visits'.

### Aims and purposes of Educational Visits

The school has a strong commitment to the value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that will take place off the school site and/or out of school hours, to support the aims of the school. School visits can encourage learning by introducing students to new experiences. Visits can also help students to develop personal qualities such as independence and responsibility for others. By taking students out of the school, closer links with the community can be forged and students can be given a greater awareness of the changing world outside the classroom. The range of activities available are outlined in the school prospectus, along with the criteria by which students are to gain access to them, and the methods by which parents 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 (village halls, libraries, shops, woodlands, place of worship, farms)
- Day and part day visits for particular year groups and classes
- Residential Visits
- Overseas visits
- Adventure Activities, which might be classed as higher risk.

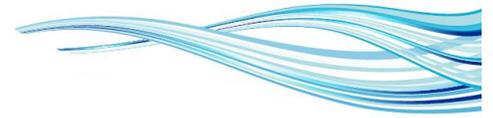
The activities are made available to students in a number of ways:

Open access - eg for an overseas visit. It may, however, be necessary to limit the access to students of a particular age.

By class / set eg for students studying a particular play

By year group - eg pastoral visits

By invitation - eg where participation is dependent on a particular criterion such as membership of a team or club



## **Approval Procedure and Consent**

The Headteacher has nominated a member of the Senior Leadership Team as the Educational Visits Co-ordinator (EVC) 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 the Headteacher and has nominated the Chair of Governors as signatory, as necessary, on behalf of the governing body.

Before a visit is advertised to parents the Headteacher and the EVC must approve the initial plan. They will also approve 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 students. All payments for the visit will be made through the school's accounts.

For out of hours clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents of students in Years 7 to 11 will be notified in writing if their son or daughter is involved in such clubs or local visits. Local visits include such things as an away match, local project work, rehearsals at a local venue, visits to neighbouring schools. Such visits will tend to occur during the school day with the exception of sports matches which tend to take place after 3pm. In all cases students will be supervised by members of staff. If it is necessary to cancel such a local visit, parents will be informed if that visit was due to take place entirely or partly outside normal school hours.

For any visit lasting a day or more parents will be asked to sign a letter, consenting to their son/daughter taking part. The school has a standard model letter, to 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 'Equal Opportunities' that apply to all educational visits.

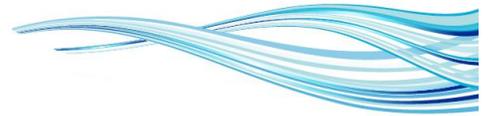
## **Staffing**

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 students' 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 CRB screening is available for volunteer adults assisting with educational activities and visits.

The school does not support additional people accompanying educational visits where they are not students at the school or part of the agreed staff complement. This may exclude family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the students.



The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This may include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, having access to 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 expectations of Students 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 includes the potential of withdrawal of a student prior to and during the visit if his or her conduct is considered to put at risk the safety of the student himself or herself; other students; teachers or other adults. Parents will be notified at the time of booking a place for their child on a visit, the implications of their son/daughter being withdrawn from that visit. The implications will include arrangements for the collection of the student by the parent, if the visit is already under way, and the financial penalties to be incurred if a student is withdrawn.

## **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 relayed to this person, especially those involving injury or those that might attract media attention.

The Group Leader will leave full details of all students 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 Group Leader will take with him/her a copy of the Buckinghamshire Grave Emergency Procedure.

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

The school has emergency funding available to support the Group Leader in an emergency.

## **Evaluation**

All visits will be evaluated by the Group Leader with the EVC.

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 that will be audited as part of the school's procedures.