



## **Educational Visits Policy**

DATE APPROVED: 7<sup>th</sup> June 2022

APPROVED BY: Teaching and Learning Committee

DATE TO BE REVIEWED: 7<sup>th</sup> June 2024

## **School Visits Policy**

### **1.0 Objectives**

- 1.1 To take all reasonable steps to ensure that the pupils have a safe, appropriate and worthwhile experience on school trips.
- 1.2 To ensure that pupils are not prevented from taking part in school trips due to any kind of disability.
- 1.3 To define the responsibilities of governors, staff, parents and pupils.

### **2.0 Scope**

- 2.1 Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.
- 2.2 The school has formally adopted the Buckinghamshire 'Policy and Guidance for Educational Visits' and also works to "Bucks Requirements and Guidance and National Guidance.
- 2.3 The school uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

### **3.0 Context**

- 3.1 Educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes our school a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include:
  - **Development of our 5Rs.**
  - Improvements in their ability to cope with change.
  - Increased critical curiosity and resilience.
  - Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
  - Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
  - Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
  - Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. I.e. encouraging pupils to become more risk aware as opposed to risk averse.
  - Greater sense of personal responsibility.
  - Possibilities for genuine team working including enhanced communication skills.

- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## **4.0 Responsibilities**

- 4.1 Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE** (where required). They should obtain outline permission for a visit from the Headteacher prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.
- 4.2 The Headteacher will support, mentor and challenge colleagues over visits and learning outside the classroom activities and is the first point of contact for advice on visit related matters.
- 4.3 The Headteacher has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.
- 4.4 The Governing Board, through the Teaching and Learning Committee, are responsible for developing this policy and for monitoring its implementation. Individual governors may request 'read-only' access to EVOLVE.
- 4.5 The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.
- 4.6 **Group leaders and the Headteacher are responsible for ensuring that the correct ratio of adults to pupils has been individually assessed for each visit. The ratios are determined through the process of risk assessment and will be determined according to the nature of the visit, the make-up of its attendees and other adults running activities eg. Instructors. The preferred adult to child ratio is 1:5 in reception, 1:8 in Key stage one classes and 1:12 in Lower Key Stage 2. Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases. Exceptions to this may be agreed at the discretion of the Headteacher.**

## **5.0 Staff Competence**

- 5.1** Staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:
- Staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
  - Supervision by senior staff on some educational visits.
  - Support for staff to attend training courses relevant to their role, where necessary.
- 5.2 In deciding whether a member of staff is ready to be a visit leader, the Head will take into account the following factors:
- Relevant experience.
  - Previous relevant training.
  - The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
  - Knowledge of the pupils, the venue, and the activities to be undertaken.
- 5.3 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.

- 5.4 Where it is appropriate the school will ensure that DBS checks are carried out for volunteer adults assisting with educational activities and visits.
- 5.5 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.

## **6.0 School Visits**

- 6.1 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 added value of learning beyond the statutory school day and beyond the school premises.
- 6.2 Visits are shared with parents via Parentmail along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.
- 6.3 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 and lunchtime clubs
  - School teams
  - Local visits (woodlands, place of worship, community facilities)
  - Day visits for particular year groups/classes (museums, places of interest to support curriculum)
  - Residential Visits to Woodrow for Year 4 and Rhos y Gwaliau for Year 6

## **7.0 Approval Procedure and Consent**

- 7.1 Our Headteacher Kerenza Gwynn is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Headteacher has the final decision on whether any visit should proceed and visits may be cancelled at any point for any reason eg.health and safety, financial viability, or lack of interest.
- 7.2 The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Teaching & Learning Committee.
- 7.3 Before a local or day visit is advertised to parents the Headteacher must approve the initial plan. She will also approve the completed event plan and risk assessments for the visit at a later date. The event plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.
- 7.4 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.
- 7.5 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 will be given the timetable for the activities that pupils are involved in and will be informed if an activity has to be cancelled.
- 7.6 For any visit lasting a day or more parents will be asked to sign a letter, which consents to their son/daughter taking part.

7.7 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.

7.8 For residential visits all pupils will be offered a place. Where a new child arrives at school before the visit, regardless of time, all efforts will be made to reserve a place for them.

7.9 The school has separate policies for 'Charging and Remissions' and 'Diversity' that apply to all educational visits.

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

8.1 The school has a clear code of conduct for school visits based on the schools' Behaviour Policy. The school will refuse to take pupils on visits and residential trips if the child's behaviour could endanger themselves or others, if there has been a serious transgression at school before the visit takes place or if the number of 'codes' given to a pupil indicates continual poor conduct. Staff will meet with the parents of any child they have concerns about to discuss concerns and any repercussions to their child's behaviour and if this behaviour is likely to jeopardise the place on the school trip this will be made very clear to both the child and the parents/carers.

8.2 Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This is made clear to parents in all correspondence about an educational visit at the planning stage.

8.3 Parents are expected to pay in full prior to the visit/residential trip. A variety of payment options are offered to support parents ie: smaller payments over time. School funds will not be used to subsidise payment for school trips. Exceptions to this is for Pupil Premium pupils for whom the whole cost of day visits and part costs of residential trips may be covered. A separate letter explaining the breakdown of residential trip costs will be sent to parents of Pupil Premium pupils. In addition, if parents are in financial hardship they may make an appointment to see the Headteacher to discuss options available.

8.4 Where transport of pupils to local visits is provided by a parent they will complete and sign a Use of Private car to Transport Young People form before the visit which confirms appropriate insurance cover, a valid driving licence and that roadworthy checks have been done. Parents will sign a form consenting to their child travelling in another adult's car before the visit. No child will be allowed to travel in a car on their own with an adult who is not their parent.

8.5 Expectations of adults helping on school trips: The trip leader will meet with adult helpers prior to the trip and ensure they understand that they are responsible for the pupils in their group. All adult helpers will be given a copy of the itinerary by the trip leader and be aware of any risk assessments. They must supervise them at all times, including escorting them to the toilet. School staff are responsible for tackling adult volunteers if they feel their behaviour is inappropriate

## **9.0 Emergency Procedures**

9.1 The school will appoint two members of staff including one from 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 that might attract media attention.

9.2 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. Staff will take the completed approved EVOLVE information with them on each visit and also the Serious Incident and a copy of the Buckinghamshire

Emergency Procedure Card in case of emergency. All adults accompanying a party will be made aware, by the party leader, of the emergency procedures which will apply.

- 9.3 All incidents and accidents occurring on a visit will be reported back through the school systems.
- 9.4 The school will have emergency funding available to support the Group Leader in an emergency. This funding is up to the current limit of the Headteacher's authority (£7,500). Over this limit requires the approval of the Chairman of Governors under their emergency powers.

## **10.0 Evaluation**

- 10.1 All visits will be evaluated by the Group Leader with the Headteacher. A short evaluation report will be made available for the Governing Body on request.
- 10.2 The Headteacher will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.
- 10.3 The business manager is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.