

EDUCATIONAL VISITS POLICY

Aims and purposes of Educational Visits:

At Cheddington Combined School we regard as important 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 take place off the school site and/or out of school hours:

Out of hours Clubs (music, art, sport,) (by invitation)

School teams (by invitation)

Regular nearby visits (local Churches, village hall, village green) (by class)

Day visits for particular year groups (by class)

Residential Visits (by class)

Adventure Activities, which might be classed as higher risk (by class)

Approval Procedure and Consent:

For out of hours' clubs, school teams and onsite activities 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 a termly timetable for the activities that pupils may be involved in, and will be informed by letter if an activity participated in by their child has to be cancelled.

Before any visit is advertised to parents the Head Teacher must approve the initial plan. Once an application for a visit and its attached risk assessments are discussed they are forwarded to the Head Teacher for final approval; and then to County if required. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Health and Safety Committee, and has nominated the chairman of the committee as a signatory on behalf of the governing body. Visits are discussed at the termly meetings.

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 any visit lasting a day or more parents will be asked to sign a letter, which consents to their son/daughter taking part. There is a 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 'Diversity' 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. Volunteer adults assisting with educational activities and visits should also have been CRB checked.

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.

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 temporary exclusion from school. Should this be necessary then the parents are responsible for the associated costs and collection of the child.

Emergency Procedures:

The Head Teacher is usually the emergency school contact for each visit. In the absence of the Head Teacher then a named SMT member will be the contact. All major incidents should immediately be relayed 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. These should be placed in the file tray in the office as the Green Card is taken for the visit.

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

Evaluation:

All visits will be evaluated by the Group Leader with the Head Teacher. A short evaluation report will be made available for the Governing Body.

The member of staff who arranged the visit 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 schools' procedures.

(This policy is based on the Buckinghamshire 'Policy and Guidance for Educational Visits')

Policy reviewed: Summer 2018

Date of next review: Summer 2019