



# Educational Visits

*"We seek to develop the whole child within a Christian Ethos, preparing them for a happy, healthy and fulfilled life ahead."*

## Educational Visits

Date	Review Date	Author	Curriculum Committee
<b>September 16</b>	<b>September 16</b>	<b>S Kay – replacing policy of 2011</b>	<b>Amended and reviewed. Decided to review every 4 years (2020)</b>

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Employers Liability (Compulsory Insurance) Act 1969
- Health and Safety at Work Act 1974
- Special Educational Needs and Disability Act 2001
- Equality Act 2010
- Adventure Activities Licensing Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- School Premises (England) Regulations 2012

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.' (Welsh Assembly Government 2008)

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

We will ensure that we comply with all current national and local documentation before any educational visit is authorised and all precautions are taken to ensure pupils' safety.

We believe that we are an educationally inclusive school so therefore we will ensure all children are included on educational visits including those with special educational needs, disabilities or other special conditions or social circumstances. Additional adult support will be provided.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.



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We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

## Aims

- To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body has:

- the right to be consulted and to give permission for all school trips;
- responsibility to ensure:
  - the school complies with all health and safety regulations and procedures;
  - all risk assessments are in place,
  - emergency plans are in place;
  - insurance cover is in place;
  - adequate supervision is in place;
  - the needs of all pupils are catered for
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- nominated a link committee to:



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- work closely with the Headteacher and the coordinator;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the curriculum committee;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- be responsible for the sanctioning and authorising of all educational visits whatever the duration or purpose;
- consider the following before sanctioning and authorising any educational visit:
  - the educational benefits of the visit
  - the travelling time to and from the venue
  - the health and safety factors
- ensure that Party Leaders have appropriate training and are sufficiently competent, experienced and qualified;
- ensure all volunteer helpers/supervisors are subjected to a Disclosure and Barring Service criminal records check before they take part in an educational visit if they are supervising children by themselves.
- ensure all accidents and emergencies are dealt with and reported;
- ensure all relevant insurance cover is in place;
- monitor the effectiveness of this policy by:
  - monitoring learning and teaching through observing lessons
  - monitoring planning and assessment
  - speaking with pupils, school personnel, parents and governors
- annually report to the Governing Body on the success and development of this policy.



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## General Role of the Party Leader

The party leader will:

- be competent, experienced and qualified to undertake the role;
- undertake appropriate training in:
  - emergency procedures
  - medical and first aid
  - pupil behaviour and discipline
  - supporting pupils with additional learning needs
  - outdoor activities
  - water safety
- ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher and Governing Body;

## Specific Role of Party Leaders

Party Leaders will complete the following Visit Plan before any visit is authorised: (See appendix 1)

- a Risk Assessment(s) based on a pre-visit;
- the nature, purpose and length of the visit;
- accommodation details;
- the year group and pupil numbers;
- pupil names;
- contact details;
- emergency contact details;
- parent consent forms;
- medical records;
- the number of adults;
- Disclosure and Barring Service checks of parent helpers if required;
- adult pupil ratio;
- insurance;
- costings of the visit;
- coach firm and contact details;
- travel arrangements;
- itinerary of visit;
- medical and first aid;
- emergency procedures.



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## Role of Other Supervising Adults

The party leader will ensure that all supervising adults are:

- advised of supervisory procedures for educational visits
- allocated a group of named pupils
- given pupil information
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions;
- report any concerns they have on any aspect of the school community.

## Risk Assessment Procedures

Risk Assessments will be completed following preliminary site visits and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

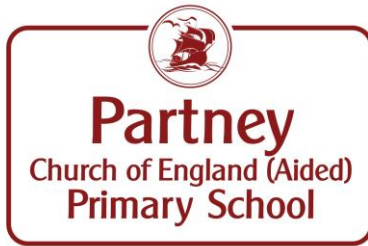
We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

A risk assessment of the mode/s of transport will be undertaken.

## Accidents and Emergencies

The group leader will:

- take charge in the event of accidents and emergencies;
- report and record all accidents and emergencies;
- ensure all pupil contact details are in place;
- contact parents and school in the case of an incident;



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## Recommended Adult Pupil Ratios

We will use the following adult pupil ratios (England):

Primary Schools	Secondary Schools
1:6-8	1:6-8

## Medical and First Aid

The group leader will ensure:

- staff are trained in first aid;
- supervisory adults are aware of all medical and first aid arrangements and procedures;
- the medical information of all pupils is in place;
- parent consent forms are in place;
- pupil medications are in place and secure;
- parents are contacted if their child is injured;

## Authorisation of Educational Visits

The Headteacher will:

- authorise all short term or day educational visits;
- seek the approval of the Governing Body and consult the Local Authority for a residential visit.

## Role of Parents

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit;
- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- submit current emergency contact details before an educational visit takes place;
- attend all planning and information meetings held by the school before any residential or overseas visit takes place;
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- be subjected to a Disclosure and Barring Service criminal records check before they take on the role as a volunteer helper/supervisor on an educational visit if required
- undertake appropriate training in the above role;
- be allocated named pupils during the visit;
- encourage and model positive behaviour
- support the school Behaviour Code and guidance necessary to ensure smooth running of the visit;
- be prepared to take part in periodic surveys conducted by the school.

## Planning and Information Meetings

At the discretion of the Head Teacher, Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- the name of the group leader
- the names of the deputy leader and other staff
- the names of parents accompanying the visit
- the ratio of pupils to adults
- the dates and time of departure and return
- the full contact details of the destination
- the method/s of travel
- the name of the coach firm/travel company
- the itinerary of the educational visit and of the activities planned
- the total cost
- the date when the deposit needs to be paid and when the final travel cost has to be paid
- insurance arrangements
- pupil medical and dietary information
- checklist of clothing and other essentials
- checklist of equipment
- details and advice of pupil pocket money
- ground rules for the visit

## Role of Pupils

Through the implementation of this policy Pupils will:

- comply with this policy;
- abide by the ground rules and the standards of behaviour for the educational visit;
- know which adult is responsible for them;



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- look after their possessions and spending money;
- learn to take pride in their work;
- produce work of a high standard;
- listen carefully to all instructions given by the teacher or volunteer;
- ask for further help if they do not understand;
- participate fully in all activities;
- treat others, their work and equipment with respect;
- support the School Behaviour Code and guidance necessary to ensure the smooth running of the school;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- wear appropriate clothing for an educational visit or school uniform;
- take part in questionnaires and surveys.

## Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- give written consent before any educational visit involving their child takes place;
- provide all relevant medical information and up to date contact details for their child;

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Health and Safety
  - Risk Assessment
  - Accidents and Emergencies
  - Medical and First Aid
  - Reporting of Injuries, Diseases and Dangerous Occurrences
  - Charges, Voluntary Contributions & Remissions
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information





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- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## Financial and Travel Arrangements

The school office will:

- act as 'treasurer' and will collect all monies from parents/carers and will pay all bills;
- organise all transport arrangements and dealing with reputable travel firms;

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- communications with home such as weekly newsletters
- reports such as annual report to parents and Headteacher reports to the Governing Body

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed every four years or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.



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## Linked Documents

Charges, Voluntary Contributions & Remissions policies  
Health and Safety policies  
Risk Assessment

- Clerk's Policy Monitoring plan
- Initial Equality Impact Assessment
- Policy Evaluation

Headteacher:		Date:	
Chair of Governing Body:		Date:	



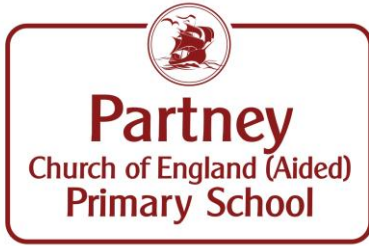
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## Checklist for Education Visits

Party Leaders will complete the following Visit Plan before any visit is authorised:

	√	Notes
Risk Assessment(s) based on a pre-visit		
Nature, purpose and length of the visit		
Accommodation details, if any		
Year group and pupil numbers		
Pupil names		
Contact details		
Emergency contact details		
Medical records		
The number of adults		
Disclosure and Barring Service checks of parent helpers		
Adult pupil ratio		
Insurance		
Costings- coach, entrance fee, parking etc		
Coach firm and contact details		
Travel arrangements		
Parent consent forms, contributions, list of requirements – clothing, lunch drink spending money		
Itinerary of visit		
Medical and first aid		



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Emergency procedures		
Lunch/snack arrangements		
Payments on day, receipts etc		
Other considerations specific to visit		

Please see the Educational Visits Policy for further guidance.  
All documentation should be saved in the Educational visits folder.