



SPENNITHORNE CE PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Spennithorne CE Primary School as a successful school. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

PURPOSE

1. To ensure that every pupil has the opportunity to benefit from education visits.
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, Heads, staff, helpers, pupils and providers involved in education visits.
4. To comply with LA 'Code of Practice and Guidelines for Educational Off-Site Visits and Activities' and keep up to date with further advice.
5. To meet current government guidance, which changes on a regular basis.
6. To ensure where appropriate further advice is sought from LA and other technically competent personnel.

BROAD GUIDELINES

Key Point – These guidelines can be captured simply in four words:

PLAN – DO – REVIEW – RECORD

APPROVAL

- All visits are linked to the school aims and where possible planned and approved well in advance in accordance with visits planning procedures.
- Governors will be informed of visits but delegate approval of low risk and routine visits and occasional opportunities to the Head teacher retrospectively in the Head teacher's termly report to governors.
- After Headteacher's approval, all higher risk visits including adventurous activities, residential experience and foreign travel will be submitted for Governors' approval.
- Where appropriate, LA approval and further technical advice will be sought.
- A named Educational Visits Coordinator will be appointed.
- The EVC will identify and record with the minimum paperwork, qualifications, training, development, induction and apprenticeship arrangements for all group leaders.
- The EVC will approve group leadership, planning checklist, risk assessment, management and evaluation of all visits.
- There will be a named Group Leader (and where and if appropriate, deputy) on all visits.
- The Group Leader will ensure sufficient staff and helpers of the right experience are checked (DBS if appropriate) and briefed throughout the visit.
- The Group Leader will ensure risk assessment and management including generic, site specific and ongoing are undertaken and recorded.
- The Group Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
- Group Leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.
- Group Leaders will, where possible, undertake exploratory visits or seek references from other schools if using new venues.

PARENTS

- Within school prospectus parents will be given details about Education Visits practice safety procedures etc.
- General consent for local trips e.g. church etc and trips to other local schools are gained through the NY approved general consent form which is given out and returned at the start of term. On other trips, parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.

