



# The Collaboration Of Middleham CE VA And Spennithorne CE VC Primary Schools

## 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 both schools. 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. It is also valuable that through our collaboration, joint educational visits are 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 Head teacher'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.

Paperwork requirements linked to the school's retention scheme will be kept in accordance with this document. In particular, parent and medical consent forms should be kept for 1 year from the date of the trip.

Checklists, approval forms, parents letters risk assessments, itineraries, groups lists and group leader names, coach lists and rooming arrangements must be kept for 25 years from the DOB of the youngest child on the trip. (These can be kept in electronic form)

#### **PARENTS**

- Within the school website, 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.
- Where appropriate for high risk, residential and foreign visits, meetings with parents will be arranged.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

#### **PUPILS**

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

#### **CONCLUSION**

Although part of health and safety policy, educational visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

This policy will be reviewed in line with the school's policy review schedule.

This policy should also be read in conjunction with the school's charging policy