

Educational Visits Policy including Procedures for Staff

May 2020



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Ratified by Governors:

July 2020



1. Rationale

- 1.1. Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all students, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.
- 1.2. This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of students, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.
- 1.3. It is imperative that practitioners working with children and young people share information when it is in the interest of the child/young person so to do.
- 1.4. Although Priestlands is an academy school, it continues to subscribe to a SLA (Service Level Agreement) through Hampshire County Council Outdoor Education Unit. Insurance for educational visits continues to be provided as part of the SLA. The school will be bound by the exclusions within this. Approval for residential, hazardous or long distance visits will be sought from Hampshire County Council via the Evolve system.
- 1.5. Staff will complete a trip application using the on-line Evolve system. Risk assessments, letters to parents, itinerary and other relevant information will be provided for approval by the EVC and the Headteacher. If the trip is residential, hazardous or long distance, further approval will be required from the Local Authority.
- 1.6. This policy should be read in conjunction with Educational Visits trip documentation produced by the Business Manager and is reviewed every 3 years or earlier if regulations, guidance or circumstances change. We adhere to Hampshire Outdoors guidance.

2. Objectives

- 2.1. The curriculum will promote academic and intellectual progress,
- 2.2. To ensure that every student has the opportunity to benefit from educational visits
- 2.3. To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of students taking part
- 2.4. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteers assistants, students and providers involved in educational visits
- 2.5. To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.
- 2.6. To ensure that students from disadvantaged backgrounds are able to access curriculum linked trips

3. Strategies for Implementation

Staff

- 3.1. All visits will have a clear recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and Hampshire County Council Off-site Activities Manual.
- 3.2. The Board of Governors will include in its role the support of school Policy and procedures for educational visits including the reporting of visits.



- 3.3. The Headteacher will be responsible for the approval of all visits, or may designate this function to the Educational Visits Co-ordinator (EVC).
- 3.4. A named and trained EVC will be appointed to support the Board of Governors and Headteacher; in the absence of a suitably trained EVC the Headteacher will automatically assume this role.
- 3.5. There will be a named and approved Group Leader (and where appropriate, deputy) on all educational visits. This group leader will be specifically competent for the role as detailed in the Off-site Activities Manual. If in any doubt confirmation will be sought from Hampshire County Council Outdoor Education Service.
- 3.6. Working with the EVC as necessary, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including ongoing risk assessment.
- 3.7. The Group Leader will ensure all staff and volunteers supporting the visit receive information and training where appropriate. For all residential trips a staff medical declaration will be required which will be held by the trip lead and returned to the staff member after the trip for them to destroy. This will be a sealed confidential document and only to be used in a medical emergency.
- 3.8. The Group Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.
- 3.9. Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA for endorsement at least six weeks before the departure date. Staff will complete trip application forms using the "Evolve" on line system.
- 3.10. Staff will use standard documents and follow procedures prepared by the EVC amending where relevant. These documents are saved on the school intranet and contained within the "Evolve" website. All relevant staff have a log-on account to access this information
- 3.11. Staff will attend a session with a member of SLT covering "safeguarding on school trips" and will be provided with a handout outlining procedures.

Parents/Carers

- 3.12. Parents must sign a consent form in order for their child to attend a school trip.
- 3.13. The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- 3.14. Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details. For residential trips a medical declaration will be required.
- 3.15. Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged.
- 3.16. Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians with details included in the consent form. For all pupils on residential trips a behaviour contract will be required.
- 3.17. Letters to parents will contain information about the cost of the trip including additional costs, payment dates, cancellation policy, travel arrangements and itinerary.
- 3.18. Parents will be informed about the school's policy in relation to refunds for extra-curricular trips.



Pupils

- 3.19. Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- 3.20. Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. For all residential trips, behaviour contracts will be required. Ongoing briefings are an important element of learning and safety.

Governors

- 3.21. Governors are kept informed of the overall policy and programme, as well as being given feedback on specific events and successful ventures.
- 3.22. Governors are responsible for approving educational visits. The headteacher reports to governors annually on the effectiveness of the overall programme.

4. Charging for Educational Visits

Curriculum Activities

- 4.1. Priestlands is an inclusive school and therefore it is not our policy to charge for activities which are provided as part of the national curriculum or a formal course and which take place during the school day, however we do seek voluntary contributions from parents, while offering the assurance that no child will be excluded from such activities if a contribution is not made.

Extra-Curricular Activities

- 4.2. Parents who agree to their child attending an extra-curricular trip are agreeing to pay the full cost of the trip with no financial support from the school. If parents subsequently cancel their child's place, they are responsible for paying all costs incurred including the cancellation charge levied by the tour operator.

Pupil Premium

- 4.3. Pupil premium pupils will not be expected to contribute to the following:
 - Year 7 residential trip
 - any trip or activity which is part of the curriculum and where the pupil would be academically disadvantaged by not participating

5. Implications for Whole School Development

- 5.1. Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategies for learning and teaching and for the curriculum.
- 5.2. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion and staff development.

