

**BURFORD SCHOOL**



# **Educational Visits Policy**

# Educational Visits Policy

**This policy was approved by the governing body in March '10**

**This policy will be reviewed in March '12**

Burford School has formally adopted, through its Governing Body, the Buckinghamshire *Policy and Guidance for Educational Visits*. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

## **Aims and Purposes of Education Visits**

The school has a strong commitment to the added 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, which support the aims of the school. The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs
- School teams
- Regular nearby visits
- Day visits for particular year groups
- Residential visits
- Adventure activities, which might be classed as higher risk

Normally, these activities will be available to all children within the specified group for which the activity has been organised.

## **Approval Procedure and Consent**

The Headteacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the curriculum committee on behalf of the governing body.

Before a visit is advertised to parents, the headteacher/EVC must approve the initial plan. She will also approve the completed plan and risk assessments for the visit at a later date. The premises committee will monitor risk assessments as part of Health and Safety.

All plans must be submitted to County via the on-line system 'EVOLVE'.

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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 out of hours clubs, school teams and nearby visits, parents will be asked to sign a letter of consent giving their permission for their child to participate in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter/phone call if an activity has to be cancelled. For any visit lasting a day or more parents will be asked to sign a letter, which consents to their child taking part. The school has a standard 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 apply 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.

The school will ensure that CRB screening is available for volunteer adults assisting with educational activities and visits.

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.

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## **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 will 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. The school will state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.

## **Emergency Procedures**

The school will appoint a member of the Senior Leadership Team as the emergency school contact for each visit. 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. A list of children and adults taking part in the visit should be carried by the Group Leader.

The Group Leader will take with them a copy of the Buckinghamshire Grave Emergency Procedure and he/she should be familiar with its contents.

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

The school will have emergency funding available to support the Group Leader in an emergency.

## **Evaluation**

All visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be made available for the Governing Body and the curriculum committee.

The EVC 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 school's procedures.