

Educational Visits

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Grewelthorpe & Fountains as a successful federation. 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. Our policy reflects the changes in legislation and the latest guidance provided by the County Council.

PURPOSE OF THE POLICY:

- ❖ to ensure that every pupil has the opportunity to benefit from educational visits;
- ❖ to ensure all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part;
- ❖ to enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, heads, staff, helpers, pupils and providers involved in educational visits;
- ❖ to comply with LA 'Safety Guidelines For Educational Visits and Adventure Activities' and to keep up to date with further advice;
- ❖ to ensure where appropriate, further advice is sought from the LA and other technically competent personnel.

BROAD GUIDELINES

Key point - These guidelines can be put 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 and in accordance with visits planning procedures.
- ❖ Governors will be informed of all visits but delegate approval of low risk and routine visits and occasional opportunities to the Head teacher. No off site visit or activity must go ahead unless approval has been at the appropriate level.

- ❖ After Head teachers 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 Co-ordinator has been appointed (Mrs. Palmer Grewelthorpe) (Mrs Georgina Wray Fountains)
- ❖ The EVC will identify and record with the minimum paperwork, qualifications, training, development, induction and apprenticeship arrangements for all group leaders. (NB: All NQTs must take an experienced teacher on visits until their planning arrangements and delivery have been deemed suitable by the EVC or Head teacher. NQTs should shadow an experienced teacher initially.)
- ❖ 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 appropriate, deputy) on all visits.
- ❖ The group leader will ensure sufficient staff and helpers of sufficient and correct experience are checked (CRB 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 principals 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 missed 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 the school prospectus, parents will be given details about safety procedures etc.
- ❖ Parents will be given sufficient written and other information to make informed decisions and given 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 make arrangements for collecting children in certain circumstances.

PUPILS

- ❖ Pupils should be briefed about the 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.

Governors

The Governing Body must be satisfied that:

- ❖ They understand the objectives of visits.
- ❖ They feel able to challenge ventures they are concerned about.
- ❖ Risk assessments are carried out by competent people.
- ❖ Risk control systems and safety measures are in place.
- ❖ LA approval is sought and confirmed where appropriate.
- ❖ If they give advice their own professional indemnity insurance will cover them
- ❖ The Head/Group leader can show their plans comply with the LA Code of Practice and the school policy.
- ❖ Formal reviews of visits/activities are completed.
- ❖ The Head/EVC have taken all reasonable and practicable measures to ensure inclusion of all pupils.
- ❖ The Head/EVC have appropriate time and expertise to fulfil their responsibilities.

Monitoring

Monitoring is undertaken by the EVC and HT through EVOLVE, the LA through review of documentation and planned or unannounced checks on visits.

Although part of the health and safety policy, educational visits are an integral part of the curriculum. All visits must be considered in the light of equal opportunities policy, the special needs policy and the inclusion agenda as well as staff development.

Grewelthorpe & Fountains CE Primary Schools Federation

Policy:	Educational Visits Policy
Signed Chair of Governors:	
Date Signed:	
Governors Meeting Ratified:	8th February 2017
Review Date:	Spring 2018
Review schedule	Annual