

## Stoke by Nayland CEVC Primary School Policy for Educational Visits



Stoke by Nayland CEVC Primary School has formally adopted, through its Governing Body, the Suffolk 'Guidance for Educational Visits' [www.oeapeg.info](http://www.oeapeg.info) and as outlined on EVOLVE [Suffolkvisits.org.uk](http://Suffolkvisits.org.uk). Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **Rationale**

Stoke by Nayland Primary School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. We seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all pupils, which enhance academic, social and personal learning.

### **Aims and Objectives**

These will often be very specific to the type and nature of the trip/outdoor learning planned, but will include the following as appropriate:

- To provide outside learning opportunities that support aspects of the curriculum, including PSHE and SMCS education.
- To add interest and adventures to learning
- To accommodate different learning styles
- To provide opportunities to take responsibilities
- To provide opportunities to work as part of a team
- To develop aspects of BLP (*Building Learning Power*)
- To have fun
- To make learning memorable!

### **What Constitutes an Educational Visit?**

Each year the school will arrange a number of activities that take place off the school site and sometimes partly out of school hours, which support the aims of the school. The range of activities which the Governing Body will approve but is not restricted to includes:

- Out of hours clubs which may include an element of off- site activity
- School sports events
- Regular local visits (places of worship, swimming, other local amenities)
- Visits to other schools within our partnership
- Day visits for particular groups/classes/year groups to places within 1 days travel and return
- Residential visits
- Adventurous Activities.

### **Approval Procedure**

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. At our school, The Headteacher is also the Educational Visits Co-ordinator (EVC). The Governing Body has approved this appointment and the EVC has received training by the LA. The Chair of Governors will be aware of visits as a point of information in case any emergency procedures need to be deployed.

Before a visit is advertised to parents the Headteacher/ EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure.

This will be undertaken using EVOLVE as the planning and approval system.

## **Category of Visits**

The School has agreed a policy for categorising its visits in line with SCC guidance i.e.:

**Type 2** = Overseas, Residential or Adventurous visits

- To be recorded on Evolve and approval gained from the COG and Headteacher/EVC

**Type 1A** =Visits of no longer than 1 day

- **May be** recorded on Evolve

**Type 1B** =Trips off site that require transport by private cars driven by staff or volunteers

- Details of staff and volunteers will be recorded on Evolve

**Type 1C** = Local regular day visits that do not require transport

- Will use in-house systems to record

**NB: All off-site visits and some outside, but on-site (adventurous) activities must be authorised by the Headteacher**

## **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with educational activities and visits. Any volunteer will be approved by the headteacher and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that CRB screening is available for volunteers.

The appointed visit 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/or 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.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

## **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

### **External Activity Providers**

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 accounts.

The visit leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no providers contracts or other assurance checks are required. If the provider does not hold this badge, appropriate procedures from 'Evolve' will be followed.

### **Parental Consent**

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, apart from very local trips, parents will be told where their child will be at all times and of any extra information or measures required. An annual slip will be sent to parents advising that children will make visits in the local area that do not require transport. At this time other information that may be of significance when taking children out of school will also be gathered.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent 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 policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

### **The Expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils whose behaviour is such that the visit leader is concerned for their safety, or for that of others, can be withdrawn from the activity.

### **Emergency Procedures**

The school will appoint a member of the Extended Management Team as the emergency contact for each visit. There will also be a governor available for support and in case the appointed emergency contact is not available. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The visit leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

**Charging for Activities and Visits**

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity. Some activities may not take place if parents are reluctant to support it and the school cannot cover the cost of the trip.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

*Signed.....(Chair of Governors)*

*Signed.....(Headteacher)*

*Date*

*Review*