



**MANOR FARM  
COMMUNITY JUNIOR SCHOOL**

**Educational Visits Policy**

## **School Policy for Educational Visits**

The school has formally adopted, through its Governing Body, the Buckinghamshire 'Guidance for Educational Visits and Related Activities with Evolve'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **Aims and purposes of Educational Visits**

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises (Learning Outside the Classroom – LOtC).

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 aim of the school to promote a love of learning.

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

- Activities using the school grounds and immediate locality
- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School teams
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventure Activities, which might be classed as higher risk.

### **Authorisation / Approval Procedure and Consent**

The Head Teacher is the nominated Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

The Visit Leader will liaise with the EVC on the visit proposal and the development of the plan - which identifies the significant issues and will include consideration of the costs and cover arrangements. There will be an initial agreement with the EVC for a visit before it is advertised to parents. The EVC will not authorise a trip unless there is a clear benefit/added value for the students being taken.

It is the responsibility of the visit leader to enter the visit arrangements via Evolve and submit to the Headteacher. This task should not be delegated.

When the EVC is satisfied that the arrangements are sound including the overall competency of the staffing, the visit will pass to the Head Teacher and Governing Body (electronically using Evolve). The Governing Body has authorised the Headteacher to give approval on their behalf.

The Local Authority will 'approve' adventurous, residential and overseas visits. However, 'approval' by the LA is confirmation - based on the evidence on Evolve - that the decision made by the Head Teacher in 'authorising' the visit, is sound. The Governors are ultimately responsible, but seeking prior LA approval may confer some protection on Governors in the event of a legal challenge for breach of their duty of care in connection with an Educational Visit.

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/contributions for the visit will be made

through the school's accounts or an agreement made with the contractor that if the contractor administers the payment process, the contract remains between the school and the contractor.

For out of hours clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be informed/given the timetable for the activities that pupils are involved in and will be notified as soon as possible 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 son/daughter 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 'Equality Policy' which applies 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 training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate, the school will ensure that DBS 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 unless an educational benefit for the pupils can be shown.

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 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.

The EVC will be fully supported to enable fulfilment of the role through allowance of time and access to training.

### **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 include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school or presents a risk to themselves or others. Parents may be liable to cover associated costs that result from the withdrawal. This will be at the discretion of the Governing Body.

## **Emergency Procedures**

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention. In these incidents the visit leader should follow the Buckinghamshire Serious Incident Procedure.

On residential trips the visit leader will take full details of all pupils and accompanying adults on the visit, including the home contact details of parents/guardians and next-of-kin, as appropriate. (The itinerary of the visit is a required document on Evolve and the details of pupils and accompanying adults can be attached.)

On day trips during school hours the school will have full details of all pupils and accompanying adults on the visit, if contact needs to be made.

During out of school hour trips which are not residential (e.g. sports fixtures) the visit leader must have emergency contact details for pupils as well as the details of the school emergency contact.

The Group Leader will take with them a copy of the Buckinghamshire Serious Incident Procedure.

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 Visit Leader in an emergency.

## **Evaluation**

All visits should be evaluated by the Visit Leader on Evolve. This will include a review of the plan which contains the significant issues for the visit.

The bursar is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

**Date: Autumn 2018**

**Date to be reviewed: Autumn 2020**