



## **GREAT MISSENDEN C OF E COMBINED SCHOOL Educational Visits Policy**

The 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 Educational 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 type of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (e.g. music, drama, art, sport, languages etc)
- School Teams
- Regular nearby visits (e.g. libraries, shops, woodlands, place of worship)
- Days visits for particular year groups
- Residential Visits
- Overseas Visits
- Adventure Activities, which might be classed as higher risk.

These activities are made available to all pupils according to their year group.

### **Approval Procedure and Consent**

The Head Teacher has nominated a teacher as the Educational Visits Co-ordinator (EVC) and the Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Admissions and Educational Visits Committee and has nominated the Chair or Vice Chair of Governors, the Head and the EVC as signatories, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents the following Approval Procedure is carried out.

- Local visits are approved by the Head Teacher. Parents sign a global consent form when their child joins the school.
- For non-local day visits (i.e. involving transport), form EVI (school) is completed, and this is signed by the Educational Visits Co-ordinator.
- For adventurous or residential trips involving transport form EVI is completed, and this is signed by the Head Teacher, a nominated Governor and the Educational Visits Co-ordinator. This is then submitted to county for approval.
- All residential and overseas trips are approved by the Admissions and Educational Visits Committee and reported back to the full Governing Body.
- New trips, or ones that may involve new risks or hazards, are referred back to the Admissions and Educational Visits Committee.
- Trips that are a repeat of previous years will normally be approved automatically, but either a phone call or a visit may be necessary to confirm that facilities are unchanged and that there is no new or unexpected risk involved in the trip.

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 general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that the pupils are involved in and will be informed by letter, phone call or through their son/daughter 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.

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 'Changing and Remissions' and 'Equal Opportunities' 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.

All staff members accompanying residential trips will have been CRB screened. Where it is appropriate the school will ensure that CRB screening is available for volunteer adults assisting with educational visits and activities.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff and additional parent helper complement. This exclusion may apply to other family members accompanying visits if there is no 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 the EVC will work in partnership to undertake planning and risk assessments.

### **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.

Parents are informed of the implications of this (in terms of associated costs, collection of the child) as part of the information provided prior to each residential visit, and they sign a consent form to this effect.

### **Emergency Procedures**

The school appoints a member of the SMT as the emergency school contact for each visit. All major incidents are immediately 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 accompany adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the School's Emergency Procedure.

All incidents and accidents occurring in 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 non-local visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be made available for the Governing Body after residential visits.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.