

Educational Visits Policy

From Staff Policies

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Purpose

- To use educational visits, residential trips, and other off-site activities to:
 - give opportunities for all students to enrich their cultural, environmental, linguistic, historical, scientific, technological, spiritual, and sporting experience and to raise awareness of diversity and promote community cohesion
 - encourage students to be open to new experiences and to develop a spirit of enquiry and a sense of wonder about the wider world
 - encourage students to explore and appreciate the local, national and international community.
- To ensure the safety and wellbeing of students and staff during all off-site activities.
- To ensure that the range of trips and visits offers opportunities for all students to participate and that the inclusive principles of the school's equality policy are implemented in a proactive way
- To ensure that there is an appropriate balance between the benefits of off-site activities and educational visits and the need to protect the continuity of teaching and learning within the normal timetable.
- To improve opportunities for all students, by offering subsidised places on school trips to eligible students.

Principles

The Governors and Staff of Priory believe that educational visits, residential trips, and other off-site activities make an important contribution to the curriculum. The safety of students and staff is paramount and for this and other reasons, meticulous planning and organisation are essential. To ensure that there is appropriate overall coordination, inclusivity, regard to the impact on in-school teaching and learning, and costing of the cover implications, all proposed activities should be submitted to the Senior Leadership Team for approval before publication to staff and students and before detailed planning is undertaken. The procedures for planning school trips (adopted from ESCC) seek to ensure that pupils and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare. The procedures should be followed at all times by all concerned.

Details

The school has adopted the ESCC procedures for off-site activities and educational visits.

Roles and Responsibilities

Policy Details

Legal Status

Non Statutory

Adopted

June 2010

Version Date

June 2010

Last Review

June 2019

Next Review

June 2020

Responsible SMT

PAC

The Governing Body must:

- ensure that arrangements are in place and that East Sussex County Council regulations and guidance are being translated into working systems.
- ensure that the Governing Body has its own systems in place to support this process: a named governor rather than a group; a signatory for the approval system; dedicated discussion and review time at meetings.
- have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

The Head Teacher/manager must:

- ensure that the management of visits and ventures meets the regulations and guidance offered by East Sussex County Council, Department for Education and others, as well as conforming to the establishment's own health and safety policy.
- ensure that the Governing Body is kept appropriately informed and accreditation or verification of providers has been checked.
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

All off-site activities and educational visits will need the approval of a member of the SLT as signified by a signed Trip Form 1.

The Educational Visits Coordinator must:

- liaise with the Outdoor Education Adviser where appropriate
- be involved in educational visit management in order to ensure that East Sussex County Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- oversee the trip logging system, Exeant.
- be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- to provide information on the training of leaders and volunteers, and to provide support for staff and volunteers new to the visit
- ensure DBS clearance has been received by the Personnel Officer for all staff and volunteers.
- to ensure that liaison with parents and obtaining consent are effective
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the East Sussex County Council team should an emergency occur
- ensure that the establishment complies with County Council requirements for reporting incidents and accidents (including 'near misses')
- support the head of establishment in the management of and evaluation of educational visits:
- use and apply suitable record keeping practices for both children and young people and leaders off-site
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.
- ensure that any use of pupil information complies with the Data Protection & E-Safety Policy.

The Visit Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the establishment and LEA's policies and procedures
- plan and prepare for the visit and assess the risks with the Educational Visits Co-ordinator (EVC)
- define the roles and responsibilities of other staff and children/young people and ensure effective supervision of what they do
- obtain the Head Teacher/manager's approval for the visit, when appropriate
- have enough information on the children/young people taking part in order to risk assess their suitability for the visit or specific activity
- consider stopping the visit if the risk to the health and safety of the children/young people is unacceptable and have in place procedures for such an eventuality
- ensure the leaders have details of the establishment base contact
- ensure the leaders and others have details of the children/young people's special educational or medical needs which will be necessary for them to carry out their tasks effectively
- ensure that any use of pupil information complies with the Data Protection & E-Safety Policy
- enter details of the trip on to Exeant, the school trip logging system.

Parents must :

- provide the EVC with emergency contact number(s)
- sign the consent form
- give the EVC information about their child/young person's emotional, physiological and physical health which might be relevant to the visit
- agree the arrangements for sending a child/young person home early and who will meet the cost
- meet payment in full for any trips their child goes on.

The children/young people must:

- not take any unnecessary risks
- follow the instructions of the leader and other supervisors including those at the venue of the visit
- dress and behave appropriately and responsibly
- if abroad, be sensitive to local codes and customs
- look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

Refund Policy

All enquiries regarding refunds should be directed to the Educational Visits Coordinator. The EVC will hold a Reserve List for each trip, and attempt to fill the place from it.

If it is possible to fill the student's place on the trip, parents will be refunded their payments in full, including the deposit, minus any administrative fees demanded by the tour operator (such as name change charges).

If the place cannot be filled from the Reserve List, or by advertising in the Daily Bulletin, then the following table of refunds will take effect.

Time period	Refund amount
After parents have paid the deposit payment, but before the deadline for the deposit payment	Full refund
At any time, between deposit payment deadline and departure date, <u>at the request of the school</u> (for behaviour issues, or other concerns)	Full refund
Between the deposit deadline and 14 weeks before departure, at parental request	Deposit will not be refunded. 50% of additional payments will be refunded to parents.
Between 14 and 4 weeks of departure, at the parent's request	Deposit will not be refunded. 25% refund of additional payments will be refunded to parents.
Within 4 weeks of departure, at parental request	No refunds

If it is possible for the tour operator to refund the school for the student's place (without putting up the cost of the trip to the remaining students), the school will pass this refund on to parents, minus any administrative fees charged by the tour operator.

Monitoring and Evaluation

Group leaders will be asked to provide feedback following visits and a more detailed report will be requested from Group leaders who have taken either an overseas visit or a trip that hasn't be made before. The Governor's Strategic Organisation Committee will review this policy by evaluating the effectiveness of the arrangements for off-site activities and educational visits trips and the outcomes for students.

- This page was last modified on 5 June 2019, at 08:40.

Related Policies

- Equality Policy
- Data Protection Policy
- ESCC Offsite Activities & Educational Visits Policy 2015

Related Procedures

- Withdrawal of Staff or Students From Lessons Procedures
- Trips - Overseas trip (student

needing to go to hospital)

- Trips - UK Residential Trip (where a student has to go to hospital)
- Educational Visits Procedure
- Trips - Dealing with a student requiring hospital treatment