



# EDUCATIONAL VISITS POLICY

---

Approved by:- PPS Committee  
Date of Review:-9<sup>th</sup> January 2018  
Next Review: January 2021  
Signed: .....

---



## **Introduction**

Seva School adopts the guidance and procedures issued in Coventry City Council's educational service document 'Educational Visits' and, where relevant, the DFES document Health & Safety of Pupils on Educational Visits (HASPEV). This is to ensure consideration for the health & safety of all those involved and to maintain the educational quality of visits and value for money. The school's current Educational Visits Co-ordinator is Mr G Singh.

## **Statement of values**

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate school environment.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem-solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can play a particular part in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities place particular responsibilities for the health & safety and welfare of all participants on the Board of Trustees, Head Teacher, SLT, members of staff, volunteers, pupils and parents. Seva School also has responsibilities to other members of the public and to third parties. This policy on Educational Visits and off-site activities therefore compliments the wider school health & safety policy.

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

Seva School has a strong commitment to the values of learning beyond the statutory school day and beyond the school premises by use of carefully planned educational visits.

This is part of the school's required role to provide a broad and balanced curriculum that provides spiritual, moral, cultural, mental and physical development that prepares young people for the opportunities and experiences of adult life.

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 Board of Trustees has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework etc)
- School teams away fixtures
- Regular local visits
- Day visits for a particular year group
- Residential visits
- Overseas visits
- Adventure activities
- Other trips deemed relevant to enhancing experiences for students

## **Procedures**

1. Staff wishing to plan and undertake a visit should complete and submit Appendix A- Initial Visit Request Form to the Senior Leadership Team for Educational Visits at least 4 weeks before the date of the visit.
2. Outlined permission will be granted when all the requirements identified in the Educational Visits Policy are met, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.
3. When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will need to be approved by the Local Authority as well as the Head Teacher and the EVC. They will check that all the appropriate procedures and risk assessments have taken place.
4. Once outlined permission (Appendix A) and any necessary Council approval has been received, the visit leader can complete the planning organisation for the visit.
5. The trip leader should send a completed risk assessment to the EVC at least 2 week before the trip. Once the EVC has approved the risk assessment, the trip leader should complete the Evolve form and await senior leadership approval.
6. Regular repeated visits may receive block annual approval, subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.
7. Following each visit the leader will undertake a review and submit the trip evaluation section of Evolve.
8. All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

## **Local responsibilities**

SLT are the responsible officers for ensuring visits are approved, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visits Co-ordinator is a staff member who has received relevant training and induction. He/she is delegated with the following tasks:

- To grant verbal permission that the leader may plan a visit, after deciding that the timetabling and ethos of the visit are acceptable.
- To check the Evolve online form, check all visit details are completed, and ensure that the annual record of visits is maintained.
- To liaise with SLT and grant outline permission for a visit to go ahead, and signify this by approving on the Evolve site.

- To check that the further requirements for residential or foreign travel, and additional or high risk activities, have been undertaken.
- To grant final permission for a visit when all planning is complete and to signify this by approving the form online and forwarding to the Head Teacher.

Note Any tasks not indicated in the above list remain that of the Head Teacher. The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

### **Approved procedures and consent**

The Head Teacher has nominated Gurdial Singh as the Educational Visits Co-ordinator (EVC). He has attended the Local Authority's EVC training course (and updates) and will be given sufficient time and resources to carry out the role.

The Head Teacher will keep the Board of Trustees aware of its educational visits and events programme via the Trustees' reporting procedures. The school will comply with the Local Authority's 'Guidelines for Educational Visits and Journeys'.

Before a visit is advertised to parents the Phase Leader and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

For regular out of hours, school team events and nearby visits parents will be asked to sign a general letter of consent for participation when their son/daughter enters the school. Parents will be given a timetable of activities and this will normally be updated each term. Parents will be informed (by letter/telephone call/via their son/daughter) if an activity has been cancelled.

For any visit lasting for more than one day, or involving significant travel/adventure activity, parents will be asked to sign a form which consents to their son/daughter taking part. The school has a standard form which should be used for this purpose.

As part of the parental consent procedure, parents will be fully informed of the arrangements for the visit, and activities involved. For all residential visits parents will be invited to a meeting where they can ask for clarification of any aspect of the itinerary or organisation of the visit.

### **Emergency procedures**

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a contact number to act as a link between the party, parents, the school and the Local Authority in the event of an emergency.

Seva School will appoint a member of the Senior Leadership Team as the emergency school contact for each visit. All major incidents should immediately be 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 accompanying adults with the emergency school contact, including the home contact details of parents/carers and next of kin as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school system.

## **First Aid**

We aim to ensure that pupils will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid and, where necessary, hold an up to date first aid certificate; this may involve staff at the centre or location visited.

## **Accidents & incidents**

All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school's Health & Safety Policy. Accidents and incidents will be reviewed to identify learning points which will be shared as appropriate with others.

## **Risk assessments**

Seva School follows the LA guidelines on risk assessments. The risk assessment will identify significant risks and take measures to control these, using the HSE 'five steps to risk assessment' model:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Record findings
- Review assessments and revise if necessary

## **A risk assessment must be undertaken prior to all educational visits and off site activities**

The Head Teacher delegates this responsibility to the member of staff organising the visit or activity. The Head Teacher/EVC must approve and sign the risk assessment before the visit/activity is allowed to go ahead. The risk assessment must include SEN/Medical needs of the specific group of children participating.

**Note: As Seva School is a subscriber to Coventry Council's Evolve Programme to support Educational Visits, further guidance can be found on the Local Authority Evolve site.**

## **The expectations of pupils and parents**

Seva School has a clear code of conduct for school visits based on the school's Behaviour Policy. This code of conduct will form part of the condition of booking by the parents, and will include the potential of withdrawal of a pupil prior to or during a visit if their conduct is deemed such that it would have led to a fixed term exclusion from school.

## **Staffing**

Seva 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 and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Seva School does not normally support additional people accompanying a party on an educational visit if they are not pupils at the school, or consortia schools, or part of the agreed staff complement. This may include family members if the Trustees is not satisfied that there is an 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 EVC might work in partnership to undertake planning and risk assessments.

### **Contributions**

Seva School may ask for voluntary contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. As a last resort, the visit may have to be cancelled if there are not enough voluntary contributions.

### **Arrangements**

- The Head Teacher/EVC will ensure that the guidance in respect of educational visits and journeys is followed by all staff involved in organising visits.
- The Phase Leaders/EVC will ensure that they have approved all visits and journeys organised by schools staff.
- The SLT/EVC will ensure that approval is obtained from the Local Authority for those visits requiring such approval.
- The EVC will ensure that this policy is reviewed every two years.

# Initial Visit Request Form

# Appendix A

Name of trip leader: .....Date of application: .....

Additional staff:.....

Proposed visit and activity:.....

Venue: .....Date of visit:.....

Total No. of Students: M.....F..... No. of pupil premium in yr group:.....

Year Groups: R  1  2  3  4

Expected mode of Transport:

Walk  School Minibus  Public Bus  Trains  Flight   
Coach

Planned cost of visit per child: £.....

Pupil premium names/numbers:.....

Intended outcomes:.....

Please identify whether the Visit is: A curriculum requirement:  or Enrichment:

If the visit is a curriculum requirement, please explain how it ties in with the curriculum syllabus:

Please state the learning objectives of this visit:

Number of teaching staff required:

Number of non-teaching staff required:

Number of volunteers required:



Is there any cover required in school:.....

Detail when cover is required:.....

Visit authorized by (head teacher).....Date approved.....

**For UK Venues**, this form should be returned at least **four working weeks** before departure

**For visits within Europe**, the form should be returned at least **one term** before departure.

**For other overseas visits**, the form should be returned at least **two terms** before departure.

## Process for undertaking an educational visit

