

The Endeavour School



Policy for Educational Visits

POLICY FOR EDUCATIONAL VISITS

INTRODUCTION

This policy document is a statement of the aims, principles and strategies for Educational Visits at The Endeavour School. This policy must be implemented in conjunction with the guidance and procedures outlined **within the OEAP National Guidance**. This policy is a working document, which generates and informs good practice and continuity throughout school. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

AIMS

At The Endeavour School, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits:

- Have a stated educational purpose
- Provide children with first hand experiences
- Enhance learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross-curricular dimensions

Visits include:

- Walks around the local area
- Local visits
- Half or full day visits which need transport
- Residential visits

PROCEDURES

1.1 Staff wishing to plan and undertake a visit should complete the Risk Assessment and Visit form located in the Risk Assessment and Visit folder on the Staff network drive.

The completed form should be passed to the EVC Support (Educational Visits Coordinator Support) for approval, at least 5 days in advance of the trip. The EVC Support will inform SLT that the form needs approval.

1.2 Outline permission will be granted when:

- all the requirements as set out in Essex County Council guidelines have been considered
- If the visit can be accommodated within the school timetable
- If the ethos of the visit is appropriate.

1.3 When the visit involves additional or high risk activities, foreign travel or is a residential visit then the EVC Support will also send details of the visit to the County Council Educational Visits Adviser for approval that all the procedures have been satisfactorily completed. In the case of a residential visit, planning will begin up to one year in advance.

1.4 Once outline permission, and any necessary county approval, has been received the visit leader can complete the planning organisation and bookings for the visit.

1.5 For Visits that are repeated weekly or regularly, "Block" approval will be given.

1.6 Following each visit the leader will undertake a review. Any incidents or accidents will be reported to the EVC. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will notify the Head Teacher and EVC of any issues.

1.7 In accordance with the Disability Equality and Accessibility Plan, children will not be prevented from participating in educational visits on the grounds of disability, unless risk assessment indicates otherwise. The school aims to include all pupils in all activities but accepts that on occasions risk assessment will prevent some pupils participating in some activities.

1.8 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

2.1 The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -

- To grant permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To receive Educational Visits application forms and check all visit details are completed, including adequate staffing.

- To check that all requirements for approving a visit, as identified in Essex County Council guidelines have been undertaken.
- To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
- To liaise with the County Council on any visit involving residential or foreign travel and additional or high risk activities.

The school's current EVC is: Anthony Hattam

The school's current EVC Support is: Lisa Bell

Note: Overall responsibility for school trips remains that of the Head Teacher.

2.2 The designated visit leader is in overall charge of the group and remains responsible throughout the visit. Those responsibilities include:

- Prior to the visit the lead teacher ensures that each adult is allocated a specific named group of children.
- Prior to the visit the lead teacher should brief the adults of the arrangements for the day, including any emergencies procedures, make clear (in writing) of the children in their care and highlight any children with specific educational, physical (referring to the Disability Equality and Accessibility Plan) or medical needs.
- Adults should be provided with a contact telephone number for the lead teacher as a point of contact during the visit.
- Lead teachers should ensure that sufficient first aid kits, children's inhalers and medical supplies are distributed to the appropriate adults and duly returned to school after the visit.
- Prior to the visit lead teachers should give parents written confirmation as to the arrangements of the day with regards to timings, the wearing of school uniform, lunch, spending money etc. This letter is actioned by the curriculum administrator.
- For residential, adventurous or overseas visits, leaders should check to see if the provider holds the LOTC quality badge or has specific national accreditations (ABTA bonded, AALA licence, Adventuremark, etc.).

Emergency Procedures

3.1 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 home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

The Governing Body

4.1 The governing body must be informed about the following categories of visit prior to them taking place (if any): -

Additional Risk Visits
High Risk Activities
Residential Visits

4.2 The governing body will receive reports from the Head Teacher detailing the school visits that have taken place.

This policy was reviewed and recommended by the Curriculum Committee at a meeting on 15 June 2016.

Signed: A Pepper
Chair of Curriculum Committee

Date: 15 June 2016

This policy was reviewed and adopted by the full Governing Body at a meeting on 13 July 2016.

Signed

Date

Chair of Governors

22.06.16