

Wicklewood Primary School and Nursery



Educational Visits Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every two years by the raising standards committee.

Reviewed:

Signed: Ed Godbold (Chair of committee)

Date: 14.6.17

Signed: Julia Brooks (Headteacher)

Date: 14.6.17

Next Review due: June 2019

The school has formally adopted, through its Governing Body, the Norfolk County Council guidance for Educational Visits 'Educational Visits and Journeys Procedures and Guidance' (available on Norfolk County Council website). New guidance from the Outdoor Education Advisers Panel (OEAP) was made available and adopted by Norfolk County Council on 1st April 2011. Access to this can be found within the [Evolve online approvals website](#).

Further school procedures have been agreed with the Governing Body to ensure that this guidance 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 is outlined in the school prospectus along with methods by which parents will be notified and asked for their consent.

The Governing Body 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, ICT, sport, homework etc)
- School teams
- Regular nearby visits (libraries, shops, woodlands, places of worship)
- Day visits for particular year groups
- Residential visits

Approval Procedure and Consent

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

Before a visit is advertised to parents, the headteacher must approve the initial plan. The completed plan and risk assessments for the visit will also be approved by the headteacher at a later date, in line with County policy.

Evolve is the online approval system for Educational Visits. The website address for Evolve is www.norfolkvisits.org.uk. All information and resources, including generic risk assessments relating to Educational Visits are available on this site including the latest news and information. Heads and Educational Visits Co-ordinators (EVC's) at each establishment have access to the system.

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 letter of consent for participation in these activities each time.

Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter, phone call, or through their son/daughter if an activity has to be cancelled.

Policy and Guidance on Educational Visits

As part of the parents' consent, they will be fully informed of the activities and arrangements for the visit including details of accompanying adults.

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 a separate policy for 'Charging and Remissions' 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 induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The school will ensure that DBS screening is completed for volunteer adults assisting with educational activities and visits.

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.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's '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 would be detrimental to the safety and enjoyment of other pupils and staff on the trip. The school will state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.

Emergency Procedures

The school will appoint 2 members of the SMT as the emergency school contacts for each visit. This will usually be the headteacher and the deputy headteacher. All major incidents should immediately be related to one of these persons, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying 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 'critical incident document' that has all necessary contact numbers on it.

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

Evaluation

All visits will be evaluated by the Group Leader with the EVC. The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

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

Review

Educational Visits training for staff will be planned as necessary, including updating of First Aid certifications.

Staff will review visits to assess educational work. The policy for Educational Visits will be updated in line with county guidelines.