

## Bishop Monkton Church of England School

### EDUCATIONAL VISITS POLICY

#### AIMS

- To ensure that every pupil has the opportunity to benefit from education visits.
- To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, Heads, staff, helpers, pupils and providers involved in education visits.
- To comply with LA 'Code of Practice and Guidelines for Educational Off-Site Visits and Activities' and keep up to date with further advice.
- To meet DCSF guidelines.
- To ensure where appropriate, further advice is sought from LA and other technically competent personnel.

#### GUIDELINES

- All visits should be linked to the school aims and be planned and approved well in advance.
- Governors will be informed of all visits including the annual visit to Robinwood Residential Activity Centre through copies of letters to parents and delegate approval of low risk routine visits, repeat approved visits and occasional opportunities to the Headteacher.
- After Headteacher's approval all higher risk visits including adventurous activities, new residential experiences and foreign travel will be submitted for Governors' approval.
- Where appropriate LA approval and further technical advice will be sought.
- A named Educational Visits Coordinator (Headteacher) will be appointed.
- The EVC and EVC admin assistant will identify and record with the minimum paperwork, qualifications, and training undertaken by any group leaders.
- The EVC will approve group leadership, planning checklist, risk assessment, management and evaluation of all visits.
- There will be a named Group Leader (and where appropriate, deputy) on all visits.
- The Group Leader will use the LA Guidelines when planning visits. (Available from Headteacher's office.)
- The group Leader will complete the LA Formal Approval forms and submit to EVC for all off site visits. (Guidelines p20/21)
- The Group Leader will ensure sufficient staff and helpers of the right experience are available. (CRB check if appropriate.) All should be briefed before the visit, given a copy of the risk assessment and updated as necessary throughout the visit.
- The Group Leader will ensure up to date risk assessment and management including generic, site specific and ongoing are undertaken and recorded using the LA format risk assessment preferably in the school's electronic data base.
- The Group Leader will ensure the information is entered on the NYCC data base by the Administrative Assistant.
- The Group Leader and Administrative Assistant will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and finance procedures are followed.
- Group Leaders will ensure; a named person is available as emergency contact, usually the Headteacher, senior member of staff and/or Chair of Governors; emergency procedures for accident or delayed return are in place; and systems for recording and sharing information on incidents, accidents and near misses are in place.
- Group Leaders will undertake exploratory visits or seek references from other schools if using new venues.
- Group Leaders will take contact details for all members of the party with them for use in event of an emergency.
- Group leaders will take with them an emergency first aid kit and sick bucket –if being transported.
- Parents will be given written information about all visits.
- Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.
- Pupils should be briefed about aims, expectations and codes of conduct for all visits.
- Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.
- All pupils will be included in all educational visits, as appropriate to their needs.

Signed Headteacher



Signed Chair of Governors



Date

March 2012

Review date

March 2014