

Poringland Primary School and Nursery



Educational Visits Policy

Date of Policy: Autumn 2018
Review Date: Spring 2021

Members of staff responsible: EVC

1. Educational Visits Policy

1.1

The school has formally adopted, through its Governing Body, the Norfolk CC 'Guidance for Educational Visits & School Journeys' Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

2. Aims and purposes of Educational Visits

2.1

Poringland Primary School and Nursery has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned Educational visits. This is part of the schools required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

2.2

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.

2.3

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, art, sport, homework etc)
- School teams away fixtures.
- Regular nearby visits
- Day visits for particular year groups
- Residential visits
- Adventure Activities.

2.4

At Poringland Primary School and Nursery, we evolve our program of educational visits to support the development of our curriculum. In Reception, our outdoor play area greatly enhances the outside curriculum. In Foundation and Key Stage 1, our pupils are encouraged to participate in visits in and around the immediate community of Norfolk. In Key Stage Two, a range of other visits is planned, including residential trips (which have been to How Hill, York, London and the Isle of Wight). All trips are open to all children dependent on parental agreement.

3. Approval Procedure and Consent

3.1

The Deputy Headteacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person will have attended the LA EVC training course and will be given sufficient time and resources' to carry out the role. The Office Manager supports the EVC in the administration of the school's educational visits program and will have completed relevant LA training.

3.2

The Headteacher will keep the Governing Body aware of its Educational Visits events and programme via the normal Head to Governors reporting process.

3.3.

The school will comply with the LA's guidelines for Educational Visits & Journeys. The Office Manager will submit all documentation for Level 1 visits (including residential trips) for LA approval using EVOLVE.

3.4

Before a visit is advertised to parents, the Group Leader will complete a Day Trip Request Form and submit this to the EVC. On this form, the Group Leader will detail:

- The location of the visit;
- The date of the visit, including departure and return times;
- The number of participants and supervising staff (including, where appropriate, volunteers);
- If required, a draft copy of the letter and consent form to be sent to parents/carers;
- A list of the applicable school generic risk assessments for educational visits;
- If appropriate, risk assessments from providers or any additional risk assessments (e.g. children with specific needs);
- Details of transportation;
- Exact costings for the visit;
- A copy of the nominal roll (if this is not available, then a copy of the nominal roll must be submitted to the school office prior to departure).

3.5

The Form must be approved by the EVC before the visit is advertised to parents. Once this has happened, a signed copy of the form will be returned to the Group Leader. A further copy will be retained in the School Office.

3.6

The EVC and Office Manager provide Group Leaders with advice and support as necessary.

3.7

All payments for the visit will be made through the school's accounts.

3.8

For nearby visits (e.g. within the locality of Poringland), parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school.

3.9

For all other visits involving more significant travel or adventurous activity, parents/carer will be asked to sign the Parental Consent Form, which consents to their son/daughter taking part. A more detailed consent form will be used for Level 1 visits (including residential trips).

3.10

The school has a standard model letter, which should be used for this purpose. As part of the parents' consent they will be fully informed of the activities and arrangements for the visit.

3.11

Where appropriate, and 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.

4. Staffing

4.1

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

4.2

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.

4.3

Where it is appropriate the school will ensure that DBS checks are available for volunteer adults assisting with educational activities and visits.

4.4

The school does not normally support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

4.5

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.

4.6

All supervising staff and volunteers will be asked to provide details of their next of kin and relevant medical information. This form will be treated as private and confidential and collected by the Group Leader on the day of the visit. After the visit, this information will be stored in the school office for the remainder of the academic year.

5. Remissions Policy

5.1

Where non-chargeable education is provided during a residential visit, then parents experiencing financial hardship may, at the Headteacher's discretion, receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings.

5.2

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges set out in the school's remissions policy. The 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 (but not common practice) to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

6. The expectations of Pupils and Parents

6.1

The school has a clear code of conduct for school visits based on the schools' '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.

7. Emergency Procedures

7.1

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

7.2

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 NCC Emergency Procedure.

7.3

All incidents and accidents occurring on a visit will be reported back through the school systems. The school will have emergency funding available to support the Group Leader in an emergency.

7.4

Should a visit be cancelled, or the return time changed (e.g. through unavoidable delay), parents will be updated by Parent Mail, text message, social media, or by phone.

8. Evaluation

8.1

The Group Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body on request. The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result. The Group Leader (with assistance from the Office Manager) is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.

9. Monitoring, evaluation and review

9.1

The school will review this policy every 3 years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.