

SCHOOL VISITS POLICY

Date	Review Date	Contact
01.09.18	01.09.19	Principal

Aims

- To provide a clear and coherent structure for the planning and evaluation of educational Visits.
- To enhance the curricular and extracurricular opportunities in the School.

School visits provide an invaluable opportunity to enrich the learning experience for all students. Visits can raise a student's self esteem, increase motivation and appetite for learning and raise levels of achievement.

Categories of educational visit

- Short visits within the school timetable which are an essential part of the curriculum such as Physical Education (for example to local sports facilities and away fixtures)
- Short visits within the school extracurricular timetable (for example PLACES events and music tuition provision)
- Day visits within the school timetable which enrich the basic curriculum (for example to art galleries and museums)
- Residential visits (with some time outside of the school timetable) (for example fieldwork and team-building courses)

Purposes of educational visits

- To enrich learning inside and outside the school and classroom
- To widen the students' social and cultural experiences
- To increase awareness of the community and environment
- To encourage personal development and independence
- To develop and promote teamwork and leadership skills
- To develop a sense of responsibility
- To learn new skills and have fun

Role of staff

Role of the Principal

- To ensure all school staff, agents, parents/guardians, host families and students are aware of and comply with the policy
- To be responsible for the authorising of all educational visits
- To ensure that supervising staff have appropriate professional training and are sufficiently competent and experienced (i.e. First Aid, Risk Assessment etc)
- To monitor the effectiveness and development of the policy

Role of the Educational Visits Co-ordinator (Lead Educator)

- To review the planning, documentation and competence of the visit leader before recommending the authorisation of any educational visit.
- To ensure that a completed parental consent form is on file for every student before the start of the trip
- To provide guidance and support to all staff regarding the planning of educational visits.
- To liaise with Teachers regarding planned educational visits every term and provide a School Calendar of events.
- To undertake appropriate training and lead the development of the policy.

Role of the Visit Leader

- To provide the Visits Co-ordinator with a full visit plan with rationale. The plan must include all appropriate documentation including risk assessments, student and supervisory staff information, itinerary, costings and if necessary parental consent forms.
- To lead the visit and assume authority for the group in lieu of any other Senior Management Member being present.

Role of Supervising Staff

- To follow the instruction of the Visit Leader.
- To assume responsibility for the health and safety of an allocated group of students (1:15 maximum ratio).
- To be trained in supervisory procedures for educational visits.

Role of the Parent/Guardian

- To provide a completed parental consent form before their child attends an educational visit so that medical conditions, allergies, dietary needs are covered where the visit involves an overnight stay or a hazardous activity.
- To sign the 'in loco parentis' form giving authority to the Visit Leader for the duration of the visit.
- To submit current emergency contact details before a Residential visit takes place

Role of the Student

- To abide by the rules and standards of behaviour for the educational visit.
- To know the supervising staff member responsible for them.

Practice and procedures

All off site visits and activities will closely follow the guidelines as set out in the DfE Guidance 'Health and Safety of Pupils on Educational Visits' (HASPEV)

Professional development related to educational visits may be offered at varying times throughout the academic year. Teachers who run off-site visits are expected to attend these sessions or visits will not be approved.

Educational Visit Planning

The Visit Leader will submit the following documentation to the Visit Coordinator for visit Approval

- Visit itinerary and rationale
- Visit risk assessment (site visit should be conducted if possible)
- Visit costing including transport
- Activity provider details (including licence)
- Accommodation details (if a residential visit)
- Group details
- Staffing details

Note: ratios are 1:15 maximum and no visit will have fewer than 2 supervisors (residential visits require at least one member of staff to be female)

Subsequent to authorisation from the Principal, the Visit Coordinator will liaise with the Visit Leader to provide a full visit plan to include the following additions

- Parental consent forms (if necessary)
- Participant details (medical forms/emergency contacts)
- Insurance arrangements
- Medical and First Aid provision
- Emergency procedures
- Briefing for Students and Supervisory Staff as to content and purpose of the visit
- Briefing on duties, risk assessment and emergency procedures for Supervisory Staff
- Contact information and school mobile phone

A copy of the full visit plan must be left with the Principal/Lead Educator prior to the visit taking place.

Post Visit Procedures

Upon completion of the visit the Visit Leader

- Review the risk assessment
- Report and file any relevant paperwork pertaining to incidents and accidents
- Report any medical or health matters to the Student Services Manager
- Complete an evaluation report (full day or residential visits only)

Signed:

Date: 01/09/18

Jon Crocker
Principal