

---

***The Cottesloe School***

---

***Bucks County Council  
Educational Visits  
Policy and Procedures***

***Recommended by: Curriculum Committee***

***Date: 30 January 2013***

***Adopted at Full Governing Body Meeting: 21 March 2013***

***Signed by Chair of Governors:***



***Review Date: Any legislative change***



## **Model School Policy for Educational Visits**

The School has formally adopted, through its Governing Body, the Buckinghamshire 'Guidance for Educational Visits and Related Activities with Evolve'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **1. 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 (Learning Outside the Classroom – LOtC).

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 are outlined in the School prospectus along with the criteria by which children / students are able to access them and the 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 and ethos of the School:

- Activities using the school grounds and immediate locality.
- Out of hours Clubs (music, drama, art, science, sport, homework etc).
- School teams.
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms).
- Day visits for particular Year Groups/combination of Year Groups.
- Residential visits.
- Overseas visits.
- Adventure Activities, which might be classed as higher risk.

These activities are made available to students either by open access, by invitation, by class or year group or by other criteria.

### **2. Authorisation/Approval Procedure and Consent**

The Headteacher has nominated a teacher as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

In line with the Trips Protocol (see Appendix 1) the Visit Leader will first seek the Headteacher's permission for the trip to proceed and thereafter will liaise with the EVC/Communications Manager on the visit proposal (including date(s)) and the development of the plan - which identifies the significant issues and will include consideration of the costs and cover arrangements. These details must be agreed before it is advertised to parents. In line with the Trips Protocol details should be entered on EVOLVE.

When the EVC is satisfied that the arrangements are sound including the overall competency of the staffing, the visit will pass to the Headteacher via Evolve. The Governing Body of The Cottesloe School has delegated the task of authorisation to the Headteacher.

Please note the LA as the employer will 'approve' adventurous, residential and overseas visits. Academies, Voluntary Aided and Foundation schools - where the Governing Body is the employer - wishing to use Evolve and authorise all their own visits can do so. However, 'approval' by the LA is confirmation - based on the evidence on Evolve - that the decision made by the Headteacher in 'authorising' the visit, is sound. The Governors are ultimately responsible, but seeking prior LA approval may confer some protection on Governors in the event of a legal challenge for breach of their duty of care in connection with an Educational Visit.

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 students. All payments for the visit will be made through the School's accounts or an agreement made with the contractor that if the contractor administers the payment process, the contract remains between the School and the contractor.

For out of hours clubs, School teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the School. Parents will be given the timetable for the activities that students are involved in and will be informed [by letter/phone call/through their son/daughter] if an activity has to be cancelled.

For any visit lasting a day or more parents will be asked to sign a letter, which consents to their son/daughter taking part. As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. 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 separate policies for 'Charging and Remissions' and 'Equality Policy' which applies to all educational visits.

### **3. 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 students' 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.

Where it is appropriate, the School will ensure that CRB screening is available for volunteer adults assisting with educational activities and visits.

The School does not generally support additional people (including family members) accompanying educational visits who are not students at the School or part of the agreed staff complement. Exceptions may be made in cases when an educational benefit for the students can be shown and/or there is no compromise made in respect of the health and safety of the party.

The appointed Visit 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 EVC will be fully supported to enable fulfilment of the role through allowance of time and access to training.

### **4. The Expectations of Students and Parents**

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 student prior to and during the visit if such conduct would have led to a fixed term exclusion from School. In such circumstances the School will return to parents any costs not already incurred but if parents have to travel to collect their son/daughter this cost will be borne by the parent.

### **5. Emergency Procedures**

The School will appoint a member of the SMT 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.

The Visit Leader will leave full details of all students 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 itinerary of the visit is a required document on Evolve and the details of students and accompanying adults can be attached.)

The group Leader will take with them a copy of the Buckinghamshire Serious Incident Procedure.

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 Visit Leader in an emergency.

## **6. Evaluation**

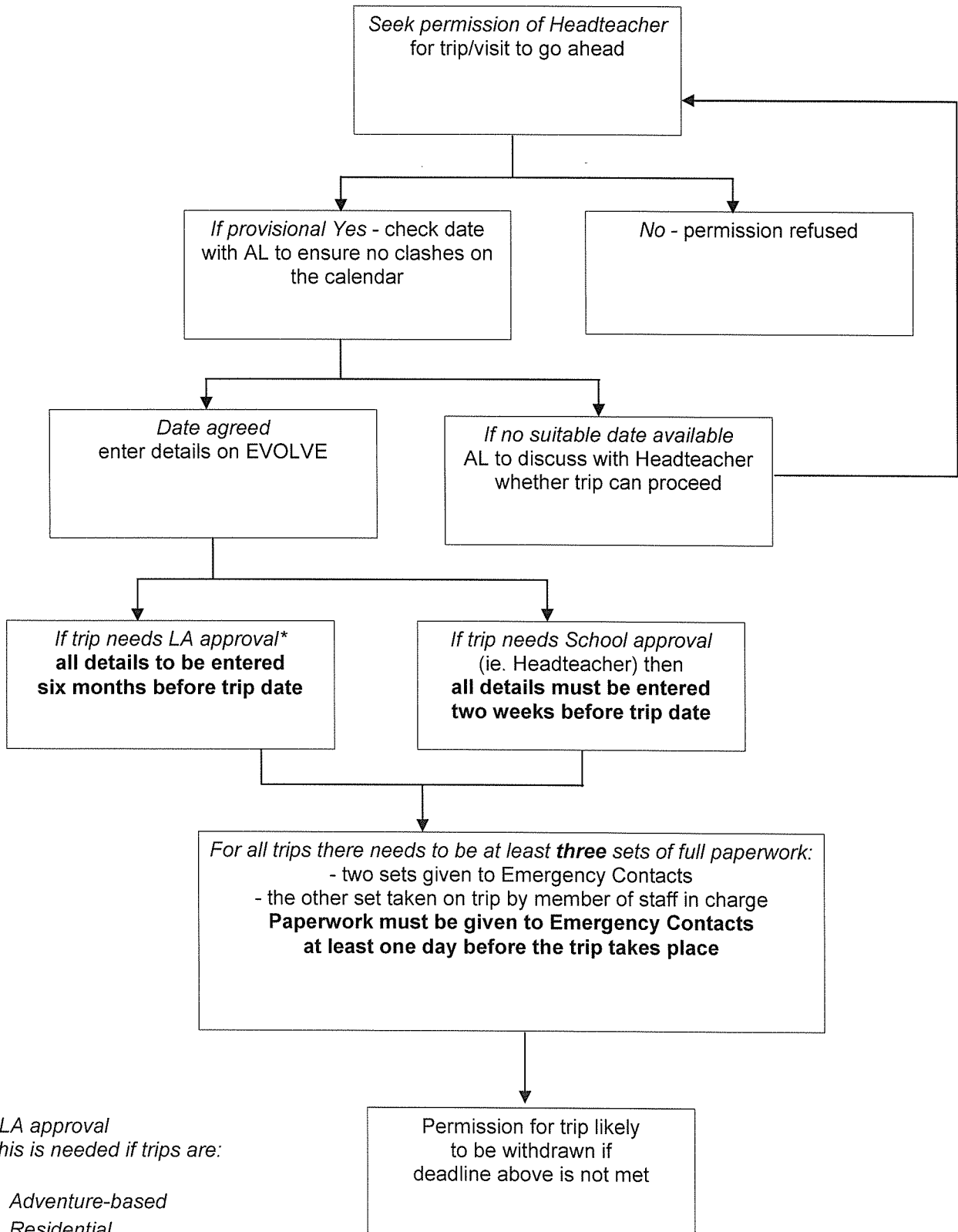
All visits will be evaluated by the Visit Leader with the EVC. This will include a review of the plan which contains the significant issues for the visit. A short evaluation report will be made available for the Governing Body. (There is a facility for this on Evolve.)

The Visit Leader is responsible for presenting a financial account for the visit which will be audited as part of the Schools' procedures.

December 2012

Disapplications:

1. Usual sports fixtures (Mon-Fri)
2. Enrichment (if limited to P5 Wed)



\* LA approval  
This is needed if trips are:

1. Adventure-based
2. Residential
3. Overseas