



# Educational Visits Policy

2020-23

**Approved by:** The RPHS Governing Body **Date:** January 2020

**Last reviewed on:** January 2020

**Next review due by:** January 2023

## **POLICY ON EDUCATIONAL VISITS**

### **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 may 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 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, science, sport, homework etc)
- School teams
- Regular nearby visits (libraries, shops, woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk.

### **Approval Procedure and Consent**

The Headteacher has nominated a teacher or senior member of support staff as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The role of the EVC is to ensure that trips agreed meet specific school requirements and match the demands of the school calendar. A regular meeting will take place taking these concerns into account plus the impact of cover across the school community. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher with the condition that she must follow the policy outlined in this document.

Trip requests must follow the school procedure and approval forms, these are found on the school Frog system and cover:

- Residential trips
- Day trips
- In school events
- and sporting events

Further information regarding the procedure can be found on the approval forms, including pre, post and during trip information.

### **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 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 DBS screening is available for volunteer adults assisting with educational activities and visits. Depending on the distance and student ratio numbers all trips must be accompanied by 2 adults. Where ever it is deemed appropriate for 1 adult to accompany a trip then a clear support plan must be in place prior to the trip leaving.

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 will work in partnership to undertake planning and risk assessments.

### **Students and Parents**

The school has a clear code of conduct for school visits based on the school's 'Behaviour For Learning Policy'. The 'Behaviour For Learning Policy' applies in school, and where appropriate on journeys to and from school, and on school visits. It is important that everyone associated with Raynes Park High School remembers that the school's reputation depends upon the way that we behave. The school therefore recognises four principles upon which our behaviour on school visits is based:

- It is expected that we will act with courtesy, integrity, consideration and respect towards one another
- We should co-operate to enable teaching and learning to take place most effectively
- We should behave in such a way as to ensure the safety of people and property
- We will take a pride in our appearance and that of the school and its environment

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. The school reserves the right to withdraw a student from a visit if the behaviour of the student leads to concerns for the wellbeing or safety of others involved in the visit.

### **Selection of students for educational visits.**

Once a trip has been agreed based on the EVC criteria selection of pupils will be based on the following criteria:

- Ratio of boys to girls
- Pupils where there are no outstanding payments from previous trip without valid reason.
- The impact the trip may have on the achievement or progress of the students applicable to attend,
- Review of PP students applicable and appropriate for the trip.

Any concerns regarding the selection procedure involving the stated criteria will be reviewed by the party leader, EVC and where necessary the Headteacher.

If the visit is oversubscribed at the closing of the deadline, a selection procedure involving the following criteria will be applied:

- Any specific requirements from the Department organising the visit will be applied
- Students who have unsuccessfully applied for other visits will be given priority
- Staff may choose students to achieve an appropriate balance of boys and girl
- And finally by lot - the order in which students are chosen by lot will determine the remainder who go and the order of the waiting list.

### **Emergency Procedures**

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.

The Group 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 and with the school Attendance Officer, if students will be away during the school day.

The Group Leaders will make themselves aware of any LA policy regarding emergencies on educational visits and follow these guidelines. All incidents and accidents or near incidents and near 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. The group leader will have arranged suitable insurance cover appropriate to the proposed visit.

### **Risk Assessment**

The Group Leader is responsible for identifying the purpose of the visit and completing a thorough risk assessment. A risk assessment is necessary for all off-site visits. This will take account of:

- Generic risks as held by the school, the LEA and Government Regulations and Risk Assessments from organising groups.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures
- Participants, including students, are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

**Evaluation**

All visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be written and submitted to the Headteacher. Evaluation reports will be also be made available to 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.

<b>Staff responsible</b>	Deputy Headteacher (EVC)	<b>Monitoring &amp; Evaluation by</b>	L King
<b>School Group Responsible</b>	Senior Leadership Team	<b>Governors Committee Responsible</b>	SQC
<b>Date approved by Governors</b>	Summer Term 2020	<b>Review Date</b>	Summer Term 2023