

1. Astley Primary School

2. Educational Visits Policy

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.

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 by the use of carefully planned Educational visits.

This is part of the school's 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.

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 and the National Curriculum. **The activities are outlined in the school prospectus 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 of the school:

Out of hours Clubs:

Netball, Dance, Circuits, Crafts etc...

Regular nearby visits: Village Halls, Libraries, Shops, Woodlands, Places of Worship, Farms

School teams away fixtures for Football and Netball

Day visits for particular year groups: seaside, museums and castles

Residential visits: Derbyshire, Patteson Lodge and Holt Hall.

Approval Procedure and Consent

The Headteacher has nominated a member of staff who will fulfil the role as 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 updates) and will be given sufficient time and resources to carry out the role. The Governing Body has delegated the consideration and approval of educational visits and other off-site activities to the Headteacher. The Head will keep the Governing Body aware of its Educational Visits events & programme via the normal Head to Governors reporting process.

The school will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents, the Headteacher & the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

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 pupils.

The LA Providers Contract form will be used.

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

For regular 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 pupils are involved in and

will be informed by letter or phone if an activity has to be cancelled. This will normally be updated each term.

For any visit lasting a day or more or involving significant travel, or adventurous activity, parents will be asked to sign a letter, which consents to their son/daughter taking part. The school has a standard model letter, which should be used for this purpose.

Parental consent fully informs parents or carers 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 'Diversity (*Equal opportunities*)', which applies to all educational visits.

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 children's 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 a DBS screening is available for volunteer adults assisting with educational activities and/or visits.

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.

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.

Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

External Activity Providers

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

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

The expectations of Pupils 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 includes the potential of withdrawal of a pupil prior to and/or during the visit, if such conduct would have led to a fixed term exclusion from school.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by schools as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The service has a standard form, which will be used for this purpose.

As part of the parent 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 Service has policies for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

Remissions Policy

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits, for either the whole or part of the time spent on a visit, shall receive financial assistance of any charges that would otherwise be payable in respect of board and lodgings:

- ! Income support
- ! Family credit
- ! Income based job seekers allowance
- ! Disability working allowance

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 to a particular visit. 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 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.

Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit (usually the Headteacher). 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 pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/carers and next-of-kin, as appropriate.

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.

Evaluation

The Visit Leader, with the EVC, will evaluate all visits. A short evaluation report will be made available for the Governing Body if requested.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

Other school policies that this Educational Visit policy relates to are:

- ! School Charging and Refunds Policy
- ! Pupil Premium Policy (Which has to be outlined on school website) Guidance re use of Pupil Premium to support visits is in Evolve resources
- ! Inclusion Policy
- ! Behavior Policy.