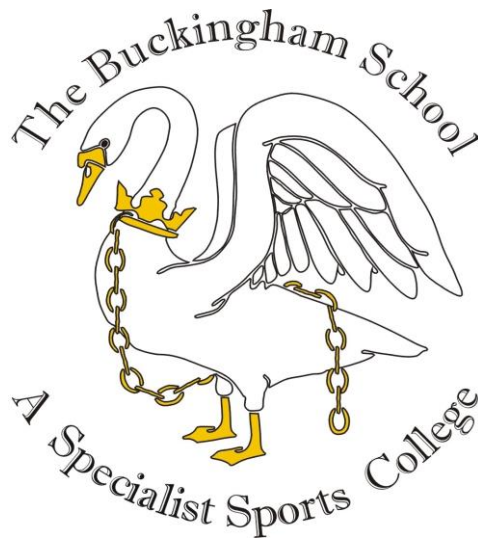


EDUCATIONAL VISITS POLICY FOR THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



NAMED PERSON: Mr P ROBERTS
ATTACHED COMMITTEE: FPH&S

ADOPTED: MARCH 2012
REVIEWED: NOVEMBER 2017
REVIEW CYCLE: 1 YEAR
NEXT REVIEW DATE: NOVEMBER 2018

The school has formally adopted, through its Governing Body, the Buckinghamshire 'Policy and Guidance for Educational Visits'. Further school procedures have been agreed with the Governing Body (GB) 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. 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 as identified in the School and Department Improvement Plans.

Information on trips and visits are outlined in the School Prospectus along with the criteria by which students are able to access them and the methods by which Parent / Carers will be notified and asked for their consent. Specific information relating to each activity is notified to students, parents and carers in advance through written communication.

The Governing Body has given its approval to the following types of activities being arranged in support of the aims of the school:

- Out-of-hours clubs (art, dance, drama, music, science, sport, etc.)
- School teams
- Local visits (village halls, 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.

Most educational visits are arranged by inviting all students in a class or year group to participate. When it is not possible to do this a set of criteria for establishing which students are selected is submitted with the initial visit application.

Approval Procedure and Consent

The Headteacher/Senior Leader and the Educational Visits Co-ordinator (EVC) are responsible for the consideration and approval of educational visits and other offsite activities. The Governing Body has nominated a member from the Finance Premises, Health & Safety Committee as a signatory, as necessary, on behalf of the Governing Body. Approval process for residential visits, overseas visits, Duke of Edinburgh expeditions and adventurous activities classed as higher risk has been delegated to the Bucks County Council Outdoor Education Advisory Panel (OEAP).

Before a visit is advertised to Parents / Carers, the trip leader has to complete the Green Initial Approval form and submitted to the Headteacher/Senior Leader and the EVC for approval. Overseas, residential and trips involving hazardous activities should be approved by the Governing Body. Any changes on an already agreed trip or visit for any reason has to be re-submitted to the SLT/Senior Leader and the EVC for approval. They will also approve the completed plan and risk assessments for the visit at a later date. When the visit is residential, adventurous or overseas the nominated governor must also take part in this approval process.

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.

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 / Carers will be given the timetable for the activities that students are involved in and will be informed [by letter/phone call/through their son or daughter] if an activity has to be cancelled.

For any visit lasting a day or more, Parents / Carers will be asked to sign a Consent Form to enable their son/daughter taking part. The school has a standard model letter, which should be used for this purpose.

'Ad-hoc' activities: Visits within the local learning area may be dependent upon the right conditions on the day. Visit leaders can be given the flexibility to make decisions on the day, signing out before departure and leaving relevant information with the base contact.

As part of the Parents / Carers consent they will be fully informed of the activities and arrangements for the visit. For all residential or overseas visits Parents / Carers will be invited to a briefing meeting where they can ask for clarification on any aspect of the itinerary and organisation of the visit.

The school has separate policies and procedures that cover arrangements for charging, remissions and equality which apply 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 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 Disclosure and Barring Service (DBS) screening is available for volunteer adults assisting with educational activities and visits. The school does not support additional people (e.g. family members) accompanying educational visits who are not students at the school or part of the agreed staff complement.

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.

In the case of overseas and residential trips and international sporting matches, the trip leader should open places to all staff but selection will be subject to SLT / Governing Body approval to ensure staffing compliments correct ratio, experience and competency.

All staff have a duty of care to the students, it is therefore expected that their conduct is in line with the teacher standards.

Alcohol consumption should be moderate, with one member of staff observing on each night in case of an emergency.

The first aider must complete an incident log for any injury and the trip leader must familiarise themselves with all forms

The Expectations of Students and Parents

The school has a clear Code of Conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential 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 will state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.

Emergency Procedures

The school will appoint a member of the SLT (normally the EVC) 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. All incidents and accidents occurring on a visit will be reported back through the school systems. An incident log for any medical injury or attention needed must be completed.

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 / Carers and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the Buckinghamshire Serious Incident Action Card containing procedures during grave emergencies. A qualified First Aider accompanies the trip and carries with him/her a First Aid kit.

The school will have emergency funding available to support the Group Leader in an emergency.

Evaluation

All visits will be evaluated by the Group Leader. A short evaluation report will be made available for the Governing Body. The EVC will ensure that any generic risk assessments on the trip are dated as having been evaluated and/or modified as a result. The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

It will be reviewed annually to take account of:

- Changes to the school environment and organisation
- Advice from the Local Authority and its officers
- National legislation and proposals

as is considered appropriate.

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Mr Matthew Watkins
Chairman
Governing Body

Signed: 

Date: November 2017