

Educational Visits Policy

Protocol:	Education Visits Policy
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Authorised by:	Directors and Responsible Individual(RI)
Updated by:	Zoe Kaur-Johal
To be read in conjunction with: Health and Safety Policy	

1.0 Context : All school visits are seen as a way of extending the learning of our students beyond the classroom. School visit is any time students are taken 'off-site' and approval must be sought along with consent from parents. They must serve an educational purpose, enhancing and enriching our children's learning experience. The Board of Directors and Responsible Individual recognises the valuable contribution that the wide range of additional activities including curriculum, visits career visits, sporting activities and clubs experiences make towards students' academic, personal and social education. Educational activities gives our children a fantastic learning opportunities, while creating memories that last a lifetime.

2.0 Aims: The aim of our off site visits are to:-

- Enrich learning
- Enhance students personal and social development
- Enhance curricular and recreational opportunities for our students
- Provide a wide range of experience for our students that could not be provided on the school sites
- Promote the independence of our students as they gain greater awareness of their environment.
- Help students adopt a healthy lifestyle.

3.0 Categories of Educational Visits covered in the policy: Educational visits are categorised to ensure that the correct risk assessments and preparations are made. Our school follows Birmingham LA guidance on how to categorise school visits.

Visit Type A: day visits (less than 24 hours). Type a visits include:

- out of hours Clubs(where these involve off site activities)
- school team visiting other schools or venues
- regular nearby visits (libraries, shops, parks, place of worship)
- city visits

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- Visit to other education providers; schools, colleges and universities

Visit Type B: Which involves overnight stay or long distance travel. These include:

- overseas travel,
- Camping
- Out of county visits
- adventurous activities, eg climbing wall and canoeing.

4.0 Obtaining Approval :

The school's policy for trips and visits takes guidance from Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom 2014. As an independent school we subscribe to our interpretation of the guidance and has a Designated Educational Visits Coordinator (EVC), who is currently deputy headteacher Zoe Kaur-Johal.

The responsibilities of the educational visits coordinator are as follows;

- to ensure that risk assessments are completed.
- to support the headteacher and Board of Directors in their decision on approval
- to monitor the staffing ratio of students that are leaving the school sites to go on educational visits.
- to organise related staff training
- to ensure that all necessary permissions and medical forms are obtained
- To monitor the organising of transport for educational visits.
- To keep a record of visits which include an evaluation of the impact of the visit through student voice.

Approval for Type A educational visits must be given by the headteacher. Type B educational visits must be approved by the Managing Director or the Responsible Individual.

When approval for a trip has been granted the trip may be booked. Approval is granted when the school's trip checklist is signed by the trip leader, the ECV and the head teacher.

5.0 Risk Assessment:

It is important that lead teacher and other members of staff taking part in the educational visit have first hand knowledge of the places to be visited and made a preliminary visit to identify hazards in order to minimise the risks involved for adults and students. A risk assessment of the proposed visit must be carried out as part of

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the pre-planning by the visit leader. This is a legal requirement and is NOT optional.

6.0 Transport

Transport for educational visits must be organised by individual site deputies unless it is a whole school trip where the students are travelling by coach. Transport must be included in the risk assessment.

If the students are being transported by cars owned by Thoughts of Others, parent company of Spring Hill High School, the car must be checked before departure. Checks must include oil,tyres, water level and seat belts. It is the responsibility of the deputy headteacher to ensure that these checks are carried out.

Where students are being transported by coach, transport arrangements will allow a seat for each member of the party. It is the school's policy to only use coaches that are fitted with seat or lap belts, and to insist that they are worn by all those that are participating in the visit. We instruct all students whether travelling by car or by coach to keep seat belt fastened at all times until they are instructed not to do so.

7.0 Staff Ratio:

All visits must be accompanied by adults based on staff ratio that is identified in the student's risk assessment.

While on the visit students are to be closely supervised by their staff. The staff is to monitor the child's anxiety level constantly and call for the support of another member of staff immediately if further support is needed. Further support can also be obtained from Thoughts of Others on-call.

8.0 Further Health and Safety Consideration

All adults on the educational visit must have the telephone number of the headteacher, Managing Director, the Responsible Individual and the number of the Thoughts of Others staff member who is on-call.

In the case of a whole school trip, before the party leaves school the deputies of each site must provided with a list of everyone, children and adults travelling with the party, together with a programme and time table for the activity.

Prior to the activity, if it I felt that the behaviour of an individual child is likely to compromise the safety of others the deputy headteacher or trip leader should make alternate arrangement for that child. If the child continues to show unsettled

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behaviour which is a danger to himself and others on-call should be notified immediately and the student returned to school immediately.

8.0 Communication with Parents:

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit.

They should be informed of the activities their children will be undertaking, the arrangements for ensuring the children's safety and well being, and of voluntary contributions.

In addition parents should be informed of:

- dates and times of travel and return
- mode of travel
- name of the visit leader
- details of the voluntary contribution for the visit
- level of supervision
- details of venue/site
- what pupils are expected to wear, equipment they need to take
- details of money to be taken
- types of activity to be undertaken
- code of conduct for behaviour
- purpose of the visit and curriculum content
- Lunch arrangement

9.0 Parental Consent:

Consent must be given before a child is included in any educational trip or visit. For sporting participation, general consent can be obtained covering lessons over the year. In such cases, additional consent is not required.

10.0 Funding

All educational visits are funded by the school. This include transport, entrance fee and lunch.

11.0 Medical Arrangements

At least one member are First Aid trained.

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- all pupils and adults should be medically fit to undertake all activities
- parents give details of medical needs at admission and these needs are taken into consideration on each trip.
- students suffering from asthma should keep inhalers at hand
- in the event of a student suffering an accident or illness the adult administer emergency First Aid. If there is further need, inform parents while seeking further medical attention.

12.0 Monitoring and Review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversation may take place between the staff who lead the visit and the EVC or Headteacher regarding the outcome of the visit.

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‘ APPENDIX A’

Educational Visits Information/Costing Sheet

Rational (What is the educational purpose of this trip?)

Class:

No of children:

No of adults:

Location of visit:

Visit date:

Total cost (£) Cost per child entrance:

Cost per adult entrance:

Cost of lunch per child: **Total cost of lunch for students**

Cost of lunch per adult: **Total cost of lunch for adults**

Cost of coach/transport(this include petrol cost if using company car) :

Total cost:

Check list:

1. Has location been booked? Yes/No
2. Has coach been booked? Yes/No
3. Has letter to parents been sent out? Yes/No
4. Have parents been informed if packed lunch needed? Yes/No
5. Have kitchen been informed if packed lunch needed? Yes/No
6. Has trip been put in school diary? Yes/No
7. Has completed Form OE 2005 for Adventurous activities Yes/No
9. Have RI and directors been informed (if applicable)? Yes/No
10. Has risk assessment been completed? Yes/No
11. Has risk assessment been signed by Headteacher? Yes/No
12. Medical forms attached to risk assessment prior to signing? Yes/No
13. On day of trip check all staff attending have copy of risk assessment? Yes/No

