

## Educational Visits Policy – HS-007



### Towngate Primary Academy Educational Visits Policy

Date	Review Date	Coordinator	Nominated Governor
September 2020	September 2021	Deputy Headteacher	Mrs Julie Ford Mrs Joanne Crook

This policy has been temporarily amended in light of the government guidance following COVID 19 school reopening procedures.

#### Introduction

The Local Governing Board of Towngate Primary Academy encourage educational visits as we believe they offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

This policy should be considered in conjunction with the WMDC Health and Safety Handbook for Schools, in particular the section relating to educational visits. As a Local Governing Board we will ensure that we comply with all the relevant local authority documentation before any educational visit is authorised.

At Towngate Primary Academy, we aim to provide our children with a breadth of experiences which enrich and enhance the curriculum offer in place. Each year, teachers plan for pupils to visit different establishments both in the local area and further afield, offering first hand experiences which support pupils' acquisition of knowledge, skills and understanding.

There will be no educational visits, including those within the local area, wider travel and residential visits as a result of guidance in place following COVID 19.

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### **Aims**

The aim of this policy is to provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.

### **Roles and Responsibilities**

#### Role of the Local Governing Board

##### The LGB has:

- Appointed a member of staff to be the Coordinator for Educational Visits (EVC) Miss Laura Eke;
- Nominated a link governor to visit the academy regularly, to liaise with the coordinator and to report back to the Local Governing Board;
- The right to be consulted and to give permission for all academy trips;
- Responsibility to ensure that the academy complies with all health and safety regulations and procedures;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

#### Role of the Headteacher

##### The Headteacher will:

- Be responsible for the sanctioning and authorising of all educational visits whatever the duration or purpose using the approval system on **evolve**;
- Ensure that the EVC and Party Leaders have appropriate training and are sufficiently competent and experienced.

#### Role of the Educational Visit Coordinator

##### The EVC will:

- Undertake appropriate training organised by the multi-academy trust (Evolve) in order to ensure that they are competent and experienced to undertake the role;
- The EVC will train all Party Leaders and volunteer helpers;
- Ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher and Local Governing Board (where necessary);
- Ensure that all documentation, including the required Risk Assessments, are submitted to the Headteacher four weeks in advance of the proposed date of the educational visit. In **exceptional**

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**circumstances** these timescales may be relaxed at the discretion of the Headteacher;

- Review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit.

### Role of Party Leaders

Party Leaders will complete the following Visit Plan using the **Evolve** system before any visit is authorised:

- Complete a comprehensive Risk Assessment(s) based on a pre-visit – ensuring appropriate actions in place where necessary;
- The nature, purpose and length of the visit;
- Accommodation details;
- The year group and pupil numbers;
- Pupil names;
- Contact details;
- Emergency contact details;
- Parent consent forms;
- Medical records;
- The number of adults;
- DBS checks of parent helpers;
- Adult pupil ratio;
- Insurance;
- Costings of the visit;
- Coach firm and contact details;
- Travel arrangements;
- Itinerary of visit;
- Medical and first aid;
- Academy mobile phone;
- Emergency procedures.

Please note, all party leaders must account for GDPR protocol in the academy: leaders must not take pupils' data with them on an educational visit, unless otherwise instructed by a member of Senior Leadership where relating to pupils' health or welfare.

*In the case of residential visits, data must be held by the Senior Leader attending the educational visit – again, only data relating to pupils' health or welfare to be considered.*

### Role of Other Supervising Adults

The party leader will ensure that all supervising adults are:

- Trained in supervisory procedures for educational visits;

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- Allocated a group of named pupils given pupil information;
- Aware of the risk assessments – ensuring these have been agreed and signed;
- Ensured contact details of school mobile phones have been shared.

### Role of Parents - Parents will:

- Be informed of all educational visits by the academy and will be given full detailed information of the visit;
- Complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- Submit current emergency contact details before an educational visit takes place;
- Attend all planning and information meetings held by the academy before any residential or overseas visit takes place;

### Role of Pupils - Pupils will:

- Abide by the ground rules and the standards of behaviour for the educational visit;
- Know which adult is responsible for them;
- Look after their possessions and spending money;
- Complete an overview / introductory lesson before the educational visit to brief pupils on expectations whilst on an educational visit.

### Role of the Academy Council - The Academy Council will be involved in:

- Determining this policy with the Local Governing Board;
- Discussing improvements to this policy during the academy year;
- Reviewing the effectiveness of this policy with the Local Governing Board.

## **Risk Assessment Procedures**

Risk Assessments will be completed on preliminary site visits and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?
- We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.
- A risk assessment of the mode/s of transport will be undertaken.

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### **Recommended Adult Pupil Ratios**

We will use a pupil ratio of 1:10 (1:8 in the EY).

The academy will use discretion as to whether to increase this depending on pupil/cohort need.

### **Authorisation of Educational Visits**

The Headteacher will:

- Authorise all short term or day educational visits;
- Seek the approval of the Trust for residential visits through the **Evolve** system.

### **Planning & Information Meetings**

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place. At this meeting parents will be informed of the following:

- The name of the group leader;
- The names of the deputy leader and other staff;
- The ratio of pupils to adults;
- The dates and time of departure and return;
- The full contact details of the destination;
- The method/s of travel;
- The name of the coach firm/travel company;
- The itinerary of the educational visit and of the activities planned;
- The total cost;
- The date when the deposit needs to be paid and when the final travel cost has to be paid;
- Insurance arrangements;
- Pupil medical and dietary information;
- Checklist of clothing and other essentials;
- Checklist of equipment;
- Details and advice of pupil pocket money;
- Ground rules for the visit.

### **Financial Arrangements**

The academy office will act as 'treasurer' and will collect all monies from parents and carers and will pay all bills.

### **Monitoring and Evaluation of the Effectiveness of the Policy**

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The effectiveness of this policy will be reviewed in line with the Policy Review Overview document, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Local Governing Board:</b>		<b>Date:</b>	