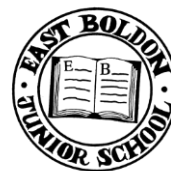


# East Boldon Junior School Educational Visits Policy



The school has formally adopted, through its Governing body, the LA “Policy, Procedures and guidance for Educational Visits”. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to. Policy and procedures regarding Educational Visits were monitored and audited by the LA in summer 2015.

## **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:

- To enhance the curriculum in school
- Stimulate interest and enjoyment
- Offer opportunities that we cannot provide in school to develop skills and positive attitudes.
- To offer a wider variety of learning experiences.

The range of activities is outlined in the guidelines along with 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. *See Appendix 1*

Out of hours clubs (e.g., music, MFL, art, sport - are offered to year groups on a voluntary basis).

Regular nearby visits (libraries, shops, place of worship, farms) – whole class.

Day visits for particular year groups – museums, galleries etc – whole class

Theatre or movie trips – whole school

Residential visits – upper school by open access (limited numbers). If there are more applications than places then names are drawn out at random.

Adventure Activities – which might be classed as higher risk – whole class.

## **Approval Procedure and Consent**

The Head Teacher is Educational Visits Co-ordinator (EVC) and the governing Body has approved this appointment. The Governing body has delegated the consideration and approval of educational visits and other offsite activities to the head teacher.

Before a visit is advertised to parents the head teacher must approve the initial plan. They must also approve the completed plan and risk assessments for the visit at a later date. Plans are submitted to the Outdoor education Team using the Evolve website.

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'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 at the start of each school year. Parents will be informed at the appropriate time when the visit takes place, also if there is any change in arrangements.

For any visit lasting a day or more parents will be asked to sign a form, which consents to their son/daughter taking part.

As part of the parents' 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.

Parents will be informed when a charge is made for an educational visit.

### **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 pupils' 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 CRB screening is available for volunteer adults assisting with educational activities and visits.

The school may 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 satisfied that there is an educational benefit for the pupils.

Supervision ratios follow the LEA guidance according to the category and nature of the visit. EVC must approve the supervision.

### **The expectations of Pupils and Parents**

The school has the right to withdraw a child if their behaviour could cause serious risk to themselves, other children or staff.

The school will inform parents if any trip will finish after school hours in order that arrangements can be made for prompt collection of pupils.

Every reasonable provision will be made to make the visit accessible to all children.

## **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 pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of the parents/guardians 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 Group Leader in an emergency.

## **Evaluation**

All visits will be evaluated by the Group Leader with the EVC. A record of visits will be made available for the Governing Body at termly meetings.

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

The Group Leader is responsible for ensuring money is handed to the school Office Administrator for counting and banking and subsequent payment.

This policy will be reviewed June 2018

Signed: Hilton Heslop Chair of Governors

Signed: Tim Shenton Head Teacher

## Appendix 1

### **Examples of visits undertaken by East Boldon Junior School**

<u>Venue</u>	Category	Forms
Arbeia	1	EV1
Segedunum	1	EV1
Bedesworld	1	EV1
Beamish	1	EV1
Captain Cook Museum	1	EV1
Sunderland Museum and Art Gallery	1	EV1
Monkwearmouth Railway Station	1	EV1
West Boldon Environmental Centre	1	EV1
South Tyneside Outdoor Activities	2	EV1
Customs House	1	EV1
Monkton Stadium	2	EV1
Open Zone/The Word	1	EV1
Boldon School/Community Centre	1	EV1
Whitburn Church of England School	1	EV1
Temple Park Leisure Centre	1	EV1
Local Churches	0	
East Boldon Library	0	
Grange Park	0	
Local Shops and Amenities	0	
Gibside (residential)	2	
Dukeshouse Wood (residential)	2	

The list is not exhaustive.

- ❖ Any activity that involves public transport becomes category 2. 1:6-10 ratio of supervision.
- ❖ Any activity that involves parents transporting children they need to fill in form EV6.
- ❖ Any activity within walking distance of school will be covered by the consent form at the beginning of each school year. Parents just need to be informed when it takes place.