

Educational Visits



Policy Ratified on	Nor 2021
Signed Chair of Governors	Angela M. Wighton
Signed Head Teacher	

Policy for Educational Visits

Sidestrand Hall School has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. www.oeapng.info and as outlined on EVOLVE www.norfolkvisits.org.uk to record and approve visits. Monitoring procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Philosophy

It is our aim to offer, through a broad and balanced curriculum, a range of experiences and activities through educational visits and journeys.

Philosophy of Educational visits

Their purpose is to help all pupils to:

- enhance their education
- develop them as people
- sample a range of educational opportunities
- be safe and well managed on the visit

Aims and purposes of Educational Visits

Purpose

Sidestrand Hall School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Throughout the year Sidestrand Hall School will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school.

Aims

To contribute to the provision of high quality educational experiences through challenging, memorable and stimulating learning on educational visits and journeys, with the emphasis on safe and structured practice.

To support the residential pupils progress and development with a range of stimulating offsite activities during their time in boarding.

Strategies

All staff are encouraged to offer a range of learning experiences, opportunities and activities through educational visits. All pupils are expected and encouraged to take advantage of and participate in the learning experiences offered through educational visits.

Procedures and Guidance

It is the responsibility of all involved in educational visits and journeys to follow the procedures and guidance as laid out in the Norfolk 'Guidance for Offsite Visits' and any amendments/additions in the future.

Visit leaders must complete the appropriate EVOLVE online and school requested documentation prior to a visit, taking into account the agreed categorised level of the trip.

Procedures for staff to follow when organising an educational visit are outlined in the documents -

Roles and Responsibilities P1 - Appendix 1

Flowchart P2 - Appendix 2

Visit leader Checklist P2 - Appendix 3

Residential procedures for organising offsite visits - R1 - Appendix 15

Following these documents ensures trips are communicated to curriculum Leaders and SLT. Resulting in them being well managed and led appropriately.

Recording and Assessment

All forms must be completed, as outlined in the visit leaders' checklist P3 (Appendix 3), before, during and following an educational visit. This will help to ensure the visit is well planned, well managed, reviewed, monitored and evaluated.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher. The Head teacher has nominated S.White, A.Barley, W.Forster as the Educational Visits Co-ordinators (EVC's) with J. West as the EVC Administrator. The Governing Body has approved these appointments. The EVC's have received training by the Local Authority.

The governing body has delegated responsibility to a governor on the School Improvement and Standards committee to oversee and monitor educational visits. This governor will have 'view only' access to EVOLVE to monitor forthcoming visits. The governor and an EVC will meet each term to discuss and review educational visits. A report will be created for the governing body each term.

Before a visit is advertised to parents a member of SLT will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. www.norfolkvisits.org.uk

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at school level on Evolve by EVC/ Head.

Level 1 Local regular day visits: Evolve will be used and approved by EVC/Head as with level 2 (We only intend to use these forms for residential purposes and Simon White continues to oversee these).

Staffing

Sidestrand Hall School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for off site visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

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/or 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 Management

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 (Form F7).

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 (form F9). All payments for the visit will be made through the school accounts to take advantage of VAT reclaims.

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.

Parental Consents

Written consent from parents/carers will be requested for all visits. The school has standard forms, which will be used for this purpose (form F6a/F6b). Only permission on a hard copy can be accepted. If the parental consent form has not been returned within 3 days of the trip commencing the child will not be included on the trip unless in exceptional circumstance with text or email consent having been gained from parents; (this must be in agreement with SLT). For most visits consent forms are retained by the school for a maximum of 10 working days following a visit unless an incident occurs in which case they are retained on pupils' individual files until the age of 25. For residential visits consents are kept for 6 years from the date of the visit.

Telephone permission will not be accepted.

Parent/Carers will be fully informed of the activities and arrangements for the visit by use of information letters (form F5) and consent forms (F6a/b). Use of staff private vehicles should be avoided however if they are used consent will be obtained from parents.

Sidestrand Hall School has policies for Charging and Remissions, Behaviour and Inclusion, which apply to all visits.

The expectations of Pupils and Parents/Carers

Sidestrand Hall School has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety or for that of others can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents/carers will be expected to cover any costs of that journey. Groups and staffing will be discussed with Amanda Barley or Paul Harrod prior to the trip and when all consent has been received.

Emergency Procedures

Sidestrand Hall School will appoint the Headteacher and/or another member of the Senior Leadership Team as the emergency contact for each visit (EPOC). All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. During Boarding offsite activities the Residential management team will act as the Emergency Point of Contact.

The EPOC will have access to the group information form (F4), during the school day and Scholarpack will be used to access up to date emergency contact details. During an overnight residential trip (Category 3), the EPOC will take this form home with them for reference. Scholarpack will still be used as it can be accessed offsite.

All incidents and accidents occurring on a visit will be reported on form F10 and via the CPOMS, OSHENS or Scholarpack system once back in school.

THE SCHOOLS SAFEGUARDING PROCEDURES APPLY DURING ALL SCHOOL VISITS AND ANY SAFEGUARDING ISSUES MUST BE REPORTED AS PER THE SCHOOLS POLICY AND PROCEDURES.

Review by the Local Authority

Sidestrand Hall School is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

Charging for Activities and Visits

Sidestrand Hall School may invite, but not require, parents/carers to make voluntary contributions for school activities in order to enhance what is otherwise provided. Pupils will not be treated any differently according to whether or not their parents/carers have made a contribution.

The level of contribution will be calculated for each activity in line with DFE regulations regarding charging for school trips. Activities may not take place if insufficient voluntary contributions are made.

Other school policies that this policy relates to are:

- Finance Policy Appendix 3 'Charging and remissions Policy'
- Pupil Premium Policy
- Behaviour Policy
- Driving for work Policy 'Carrying children in buses, minibuses, coaches and taxis G620'
- e-Safety and Data Security Policy
- Safeguarding Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

Generic Risk Assessments:

- Mini bus
- Transport
- Transport with covid
- Emergencies
- First Aid

- Supervision
- Weather

Appendices and Forms related to Trips and visits

Appendix number	Document Reference number	Document/Form description
1	P1	Roles and Responsibilities
2	P2	Flowchart
3	P3	Visit Leader checklist
4	F1	SLT approval form
5	F2	Lunch request form
6	F3	Transport request form
7	F4	Group information form
8	F5	Parent information letter (sample)
9	F6 a	Parental consent form (level 1 and 2 visits)
10	F6 b	Parental consent form (level 3 visit)
11	F7	Risk assessment form
12	F8	Balance Sheet
13	F9	Provider contract (if applicable)
14	F10	Incident Report Form
15	R1	Residential procedures for organising off site visits

