



Educational Visits Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

Background

The school has formally adopted, through its Governing Board the London Borough of Bromley Code of Practice – 2.32 (Health and Safety of Children/Young People on Education Visits'. We are aware that the up to date version of this document is on the LB Bromley EVOLVE website. Further school procedures have been agreed with the Governing Board to ensure that this policy is used by all those involved in education visits.

Aims and purposes of Educational Visits

Riverside school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned Educational visits. These trips are linked into topic work and are highly personalised to pupils needs. This is part of the schools required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life. Riverside School continues to develop a planned & progressive programme of visits.

Learning intentions are specified for pupils on all trips. The school arranges a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. These included weekly shopping, swimming and horse riding trips. Trips which link into topic work include visits to parks, museums and areas of natural interest.

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

Sports events off site:

Regular nearby visits (parks, libraries, shops, woodlands, places of worship)

Day visits for particular groups – such those pupils in secondary taking Animal Care visiting farms.

Horse riding

Residential visits, including Woodlodge (Independent living centre) and residential trips for pupils within the secondary department, this may include an overseas stay.

Approval Procedure and Consent (including use of EVOLVE)

The Headteacher has nominated Charlotte Downs and Clare Collett (Assistant Headteachers) as the Educational Visits Co-ordinators (EVC) and the Governing Board has approved this appointment. The EVC has attended the LA EVC training course (and updates) and is given sufficient time and resources to carry out the role. The Governing Board has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher and has nominated Judith Ellis to liaise, as necessary, on behalf of the governing body for the following visits:

For example, where:

- 1) The visit extends to 24 hours or involves an overnight stay
- 2) Travel outside the UK is involved
- 3) Adventure activities are involved

The Headteacher will keep the Governing Board aware of its Educational Visits events & programme via the normal Head to Governors reporting process.

The school will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents the school's EVC and appointed signatories must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date. Two weeks prior to the visit the visit leader will complete a Learning Outside the Classroom form, this will detail pupil learning intentions and the arrangements for the visit. This will be signed by the class teacher, AHT/phase leader and EVC.

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 regular weekly, 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 will be given the information for the activities that pupils are involved in and will be informed if an activity has to be cancelled.

For any visit lasting a day or more or involving significant travel, or adventurous activity parents will be asked to sign a letter, which consents to their son/daughter taking part. The school has a standard model letter, which should be used for this purpose. 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.

The school has separate policies for 'Charging and Remissions' and 'Equal Opportunities', which applies 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 pupils' 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 DBS screening is available for volunteer adults assisting with educational activities and visits.

The school does not normally 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 board is not satisfied that there is an educational benefit for the pupils.

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 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.

The ratio of staff to pupils on educational trips is measured upon the needs of the pupils, the type of visits and the duration of the visit. All pupils are allocated to specific members of staff when on trips. The form M risk assessment will identify any specific needs of individual pupils. The visit leader, phase leader and EVC will all need to be satisfied that the ratio on the trip is appropriate to ensure the trip is safe and purposeful. On all visits for pupils within the Early Years Foundation stage a first aider or member of staff trained in CPR must be present.

Remissions Policy

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09);
- the guarantee element of State Pension Credit; and
- Universal Credit

Where charges are made by the governing board for optional extras, parents may apply for a remission for the whole or part of the charges set out in the school's remissions policy.

The School may ask for Voluntary Contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would be unsafe and to a degree where the individual or others are in danger. This decision would be made by a member of the senior leadership team and in discussions with parents. Alternative arrangements within school will be provided for pupils during this time.

Equality

At Riverside School we provide appropriate learning outside the classroom opportunities to all pupils. Equality of access is given irrespective of:

- Disability
- Age

- Gender reassignment
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Sex (Gender)
- Sexual orientation

The Equality Act 2010 replaced all previous equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. The Equality Act 2010 provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by removing anomalies and inconsistencies that had developed over time in the existing legislation, and it extends the protection from discrimination in certain areas.

Emergency Procedures

The school will appoint a member of the leadership team 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 Visit 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 parents/guardians and next-of-kin, as appropriate.

The visit leader will take with them a copy of the school's Emergency Procedures for education visits.

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 Visit leader where required.

Evaluation

The Visit Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Board on request.

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

The Visit leader is responsible for preparing a budget for each trip to establish how costs will be met; all funds will managed through the school voluntary fund which will be audited as part of the schools' procedures.

School Self - Evaluation

The school will ensure it highlights the benefits of its Educational Visits in self-evaluation reports