

LOUDWATER COMBINED SCHOOL

Policy for Educational Visits, including arrangements for parents transporting children to nearby venues.

“Loudwater Combined School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Please refer to our Safeguarding Policy.”

The school has formally adopted, through its Governing Body, the Buckinghamshire ‘Guidance for Educational Visits and Related Activities with EVOVLE (2011)’. This policy should be read in conjunction with this document.

Aims and purposes of Educational Visits

Loudwater Combined School has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. To achieve this each class should experience a visit and visitor on a termly basis. This may change if there is particularly costly residential visit in a particular term, for example Y6 adventure activities in the summer term.

The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and 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:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School teams
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
- Day visits for particular year groups
- Residential Visits
- Adventure Activities, which might be classed as higher risk.

Approval Procedure and Consent

All staff are aware of the need to discuss proposed visits with the Headteacher prior to booking. All staff have received training to use the Evolve system to record and risk assess their visits. The headteacher acts as the 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 Curriculum and Admissions Committee. This Committee will be made aware of visits and visitors as this is an agenda item for each meeting. If a visit involves Adventure Activities and/or is residential Governors’ approval will be sought via this Committee and well and gaining LA approval through the Evolve system of logging visits.

Before a visit is advertised to parents the Headteacher must approve the initial plan. If the visit includes Residential or Adventure Activities approval will be sought as detailed above. The Committee may also approve the completed plan and risk assessments for the visit at a later date.

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 when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter or phone call if an activity has to be cancelled. For any visit involving a coach journey, and/or lasting a day or more parents will be asked to sign a letter, 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 also be asked to complete a medical needs form

The school has separate policies for Charging & Remissions and Equalities which apply 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.

Loudwater Combined School will ensure that DBS screening has been completed for volunteer adults assisting with educational activities and visits.

The school does not 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 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 expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's '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 have led to a temporary exclusion from school.

If this is the case no costs will be reimbursed and the cost of collecting the child from a distant location will rest with the parent(s)/carers.

Emergency Procedures

The school will appoint a member of the SMT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader must 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 must take with them a copy of the Buckinghamshire Serious Incident Action Card.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will make emergency funding available to support the Group Leader in an emergency.

Evaluation

All visits will be evaluated by the Group Leader with the EVC.

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

The Administrative Assistant is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

Reviewed October 2015