

Buckinghamshire County Council Education Department

**MILLBROOK COMBINED SCHOOL  
AND NURSERY**



**EDUCATIONAL VISITS POLICY**

Reviewed Autumn 2008

# Millbrook Combined School and Nursery

## Policy on Educational Visits

The school has formally adopted, through its Governing Body, the Buckinghamshire 'Policy and Guidance for Educational Visits'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### 1.0 Aims and purposes of Educational Visits

1.1 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. 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:

1.2 Local Visits, including:

- offsite sports fixtures
- traffic surveys within walking distance of the school
- local project work using leisure facilities, libraries, shops, woodlands and places of worship within walking distance of the school

1.3 Day Visits for particular year groups, including:

- theatre trips
- visits to outdoor environmental centres
- visits to museums or places of interest

1.4 Residential Visits

1.5 Adventurous Activities, which might be classed as higher risk.

1.6 We endeavour to ensure that all pupils have access to some or all of the activities identified above. This may be through their year group, class, by invitation, or by open access. Parents will be informed of the criteria that apply to individual visits.

### 2.0 Approval Procedure and Consent

2.1 The Head teacher has nominated the Deputy Head teacher 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 *to the Head teacher and the EVC. This process will be supported by a named Governor from the Curriculum Committee.*

2.2 Before a visit is advertised to parents the head teacher, *supported by the named Governor* must approve the initial plan. The completed plan and risk assessments for the visit will be approved by the EVC at a later date *in consultation with the Head teacher and named Governor.*

- 2.3 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.
- 2.4 For out of hours clubs, school teams and local 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 telephone call if an activity has to be cancelled.
- 2.5 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.
- 2.6 The school has separate policies for 'Charging and Remissions' and 'Diversity' which applies to all educational visits.
- 2.7 All visits out of school will be approved by the Head Teacher through the Evolve website. A copy of the visit form will be given to the EVC and office prior to the trip taking place. A pupil list of those attending will also be given to the school office, as a record of who is off site.

### 3.0 **Staffing**

- 3.1 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.
- 3.2 Where it is appropriate the school will ensure that CRB screening is available for volunteer adults assisting with educational activities and visits.
- 3.3 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.
- 3.4 The appointed Group 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.

### 4.0 **Levels of Supervision required on School Visits**

- 4.1 The selection of teachers and adults accompanying pupils on an educational visit is one of the most important factors that ensure safety. Applying a simple formula to determine staff numbers is not a substitute for a thorough risk assessment. When approving visits, the Head teacher, named Governor and EVC will consider the age, gender, experience and level of maturity of pupils involved and the nature of the planned activities to decide the level of supervision required.

- 4.2 The table below sets out the **minimum** staffing ratios for local, distant and residential visits. These ratios have been identified using the Guidance set out in the DfES publication (HASPEV) Health and Safety of pupils on Educational Visits (1998) and Buckinghamshire County Council’s Policy and Guidance on Educational Visits. It must be stressed that this is intended to act as a guide and staffing of visits must be approved by the Head teacher subject to risk assessments being completed.

<b>Age of pupils</b>	<b>Nursery and Reception</b>	<b>Years 1 and 2</b>	<b>Years 3 and 4</b>	<b>Years 5 and 6</b>
<b>Local Visits</b>	1 adult for every 6 pupils	1 adult for every 6-10 pupils	1 adult for every 10-15 pupils	1 adult for every 10-15 pupils
<b>Distant Visits</b>	1 teacher and 1 adult for every 6 -12 pupils	1 adult for every 6-10 pupils	1 adult for every 10-15 pupils	1 adult for every 10-15 pupils
<b>Residential Visits</b>	Not appropriate	Not appropriate	2 teachers for every 10 - 15 children	2 teachers for every 10 - 15 children

#### 4.0 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 have led to a temporary exclusion from school. [The school should state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.]

#### 5.0 Emergency Procedures

- 5.1 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.
- 5.2 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 parents/guardians and next-of-kin, as appropriate.
- 5.3 The Group Leader will take with them a copy of the Buckinghamshire Grave Emergency Procedure.
- 5.4 All incidents and accidents occurring on a visit will be recorded and then reported back through the school systems.
- 5.5 The school will have emergency funding available to support the Group Leader in an emergency.

## **6.0 Evaluation**

- 6.1 All visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be made available for the Governing Body. The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.
- 6.2 The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

**Reviewed November '08 (N. Voice)**