



Educational Visits Policy

Approved by the Directors: November 2023

School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Educational Visits

St Bede's Inter Church School has formally adopted, through its Board of Directors, the Cambs County Council 'Guidance for Educational Visits' as outlined on EVOLVE. Further procedures have been agreed with the Board of Directors to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

St Bede's Inter-Church School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide opportunities for a broad and balanced range of learning outside the classroom for all its students.

Each year the 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. The range of activities for which the Board of Directors has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc.)
- School sports teams
- Regular local visits (places of worship and other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

Approval Procedure

The Board of Directors has delegated the consideration and approval of Educational visits and activities to the Headteacher or Deputy, as the Educational Visits Co-ordinators (EVC). The Board of Directors has approved this appointment and the EVC has received training by the Local Authority.

Before a visit is advertised to parents and carers the Headteacher will approve the initial plan. The Headteacher 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.

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

1 of 1

Type 2 = Overseas, Residential or Adventurous visits - to be recorded on

Evolve and approved gained from the Headteacher

Type 1 = Local regular day visits

to be recorded on Evolve and approval gained from Headteacher

Staffing

The 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. Less experienced members of staff work alongside more experienced colleagues on visits. The selection of staff for educational 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 school values and recognises the contribution of volunteer adults and parent and carer helpers assisting with educational activities and visits. Any volunteer will be approved by the Headteacher and Visit Leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is conducted for volunteers.

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.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time

Risk Assessment

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.

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 students. All payments for the visit will be made through the school accounts.

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 and carers will not be required for students to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a student's education at school. However, parents and carers will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a response form, which will be used for this purpose.

As part of the parent and carer consent they will be fully informed of the activities and arrangements for the visit. For most residential visits parents and carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. This is a requirement of all overseas residential visits.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

The expectations of Students and Parents and Carers

The 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 and carers. Students, 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 students should be sent home early and parents and carers will be expected to cover any costs of the journey home early.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils

Emergency Procedures

The school appoints a member of the Senior Leadership Team as the emergency 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 will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents and carers and next of kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Charging for Activities and Visits

The school may invite, but not require, parents and carers to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and students will not be treated any differently according to whether or not their parents and carers have made a contribution.

The level of contribution will be calculated for each activity and may include an element to cover the supply cover and the cost of travel for accompanying teachers. Some activities may not take place if parents and carers are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges stating how much they are prepared to contribute etc.

Oversubscribed Activities and Trips

The school will endeavour to accommodate all students wishing to take part in the visits. If however the activity is oversubscribed the following criteria will be adhered to:

First priority will be given to students of low income families. Application forms should have been received by the agreed deadline. Students who have not taken part in a residential activity before will be given priority. Students' conduct will also be taken into account. After these criteria are exhausted, then names will be on a 'taken out of a hat' basis.

The Impact of Extraordinary Circumstances on Trips and Visits

It is possible that extraordinary circumstances may impact on the running of trips and visits. The COVID-19 pandemic led to travel restrictions, which meant some trips needed to be cancelled.

Whenever extraordinary circumstances are likely to impact upon trips and visits, parents will be advised at the earliest opportunity by the school. The school will consult with the travel operator, insurance company and local authority to determine whether the trip or visit can still take place or if changes will be required to the itinerary. The financial burden of cancellations will be determined, and parents advised as soon as information is available. Where trips are scheduled during term time and are linked to the curriculum, only voluntary financial contributions are requested from families and refunds will be offered. If a trip is arranged during holiday time and

is not directly linked to the curriculum, such as a ski trip in February half-term, parents will only receive a refund when the travel operator or insurance company offer payments.

Adapted from a model policy from The Key October 2023