

Growing Together Federation

Bowerdean Nursery School
Henry Allen Nursery School
Mapledean Nursery School

Name of Policy: **EDUCATIONAL VISITS POLICY**

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

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises (Learning Outside the Classroom – LOtC).

Each year the school will arrange a number of activities that take place off the school site which support the curriculum.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims and ethos of the school.

Activities using the school grounds and immediate locality, ie visits to the library, shops, woodlands, place of worship, dance, forest school and Peterley Manor Farm to pick strawberries in the Summer Term.

Authorisation / Approval Procedure and Consent

The Headteacher is Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

The Visit Leader will liaise with the EVC on the visit proposal and the development of the plan - which identifies the significant issues and will include consideration of the costs and cover arrangements. There will be staff agreement for a visit before it is advertised to parents. The school uses Evolve visit form.

The Governing Body has delegated the consideration and authorisation of educational visits and other offsite activities to the Headteacher.

Parents will be asked to sign a general letter of consent for participation in visits in the local area when they start. Parents will be given the timetable for the activities that pupils are involved in and will be informed [by letter/phone call] if an activity has to be cancelled. When visits are further afield, a separate consent form letter will be sent out.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit.

The school has separate policies for 'Charging and Remissions' and 'Equality Policy' 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 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 EVC will be fully supported to enable fulfilment of the role through allowance of time and access to training.

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 if parental accompaniment is required and parent is unable to attend.

Emergency Procedures

The school secretary is 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 group Leader will take with them a copy of the Buckinghamshire Serious Incident Procedure.

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

Evaluation

All visits will be evaluated by the Visit Leader with the EVC. This will include a review of the plan which contains the significant issues for the visit.