

	<p style="text-align: center;">The <b>TILIAN PARTNERSHIP</b> <i>Inspire to achieve</i></p>	<p><b>Policy Document</b> Agreed: May 24 Review: 2 years Date: May 26</p>
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## Educational Visits Policy

This policy should be read in conjunction with the National guidance for the management of outdoor learning, off-site visits and learning outside the classroom [www.oeapng.info](http://www.oeapng.info).

### Aims and purposes of Educational Visits

Our partnership has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom (LOT) opportunities for all its pupils.

Each year the Tilian Partnership will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the Tilian Partnership. The range of activities for which the Trust Board has given its approval includes:

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

### Definition of Education Visits

Educational Visits are activities that are organised to support pupil's understanding of an area of the curriculum. These activities are important in providing an increased understanding of their learning. Because educational visits are part of the curriculum a voluntary contribution can be requested from parents/carers. If the contributions together with any additional funds from other sources (eg PTA) do not cover the cost of the trip, then the trip will be cancelled (as indicated in [Charging for School Activities](#) 2018, DFE). Non payment by a child will not prevent a child from attending.

Occasionally the school may organise optional activities (eg a Leavers' Trip to Ten Pin Bowling). These school trips can be fully charged to parents and non payment could mean that a child is not able to attend.

### Approval Procedure

The Trust Board has delegated the consideration and approval of Educational visits and activities to the Educational Visits Co-ordinator (EVC) and the Head of the school. The CEO can also authorise visits on behalf of the school if requested. The EVC has received training in this role.

Before a visit is advertised to parents the EVC will approve the initial plan. The EVC will also approve the completed plan and risk assessments for the visit before departure.

This will be undertaken using EVOLVE ([www.suffolkvisits.org.uk](http://www.suffolkvisits.org.uk)) as the planning and approval system.

The School has agreed a policy for categorising its visits i.e.:

**Type 1** = Day visits: The visit leader will use Evolve to record & approve type 1 visits. Approval must be gained from the EVC/Head (or CEO).

**Type 2** = Overseas, Residential or Adventurous visits: All type 2 visits to be recorded on Evolve and approval gained from the EVC, the Head (or the CEO). The LA are also required to approve these 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.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to 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 helpers assisting with Educational activities and visits. Any volunteer will be approved by both the Head and Visit Leader. They will be carefully briefed on the scope of their responsibility.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making travel expenses 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.

## **Staffing ratios**

The governing body determines the following minimum staff/pupil ratios for “Type 1” visits as:

- School years 1 - 3, 1:6
- School years 4 - 6, 1:10/15
- School years 7 onwards, 1:15/20

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits. Ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies.

It will depend upon:

- Staffing requirements
- Activity characteristics
- Group characteristics
- Environmental conditions
- Distance from support mechanisms in place at the home base

Staffing ratios must be approved by the EVC.

### **Risk Assessments**

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.

### **Safeguarding**

Safeguarding is the prime concern of any educational visit. Risk Assessments form the key part of safeguarding and the use of EVOLVE for recording all activities is a good preventative measure.

Safeguarding disclosures and incidents can happen away from school as much as in school and therefore the school's safeguarding procedure must be followed. Copies of the Safeguarding Record of Concern sheets must be taken on each visit (as explained in the All Visits 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 pupils. 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 will not be required for pupils 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 child's education at school. However, parents 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.

As part of the parent 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 policies for Charging and Remissions, Behaviour, Staff Code of Conduct and Code of Conduct for Volunteers, which apply to all visits.

### **The expectations of Pupils and Parents**

The Tilian Partnership has a clear code of conduct for school visits based on the 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, 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 pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

### **Emergency Procedures**

The school will appoint 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 pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents 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 to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents 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.