



# EDUCATIONAL VISITS POLICY

Date of Policy/Reviews	Author(s)	Approved by Gov. Body	Signed	Date for Review
Mar 2017	Dave Whiting	Community	Mar 2017	Mar 2020
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# Educational Visits Policy

## Learning outside the Classroom

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

Rosehill Methodist Primary Academy has formally adopted, through its Governing Body, the Tameside Guidance for the Safe Practice of Offsite Visits/Educational Visits. Further academy procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Tameside Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at – [www.tameside.gov.uk](http://www.tameside.gov.uk)

## Aims and purposes of Educational Visits

The academy has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the school day and beyond the academy premises.

Each year the academy will arrange a number of educational visits and activities that take place off the academy premises and on some occasions out of school hours, which support the aims of the academy;

- Develop confident, secure and happy children.
- Provide a fresh, vibrant and active curriculum that models and inspires enthusiastic lifelong learners.
- Track the progress and attainment of all pupils; celebrate and value their successes.
- Foster love and compassion for each other and the wider community.
- Nurture trust, promote self-discipline and respect within a safe environment

The Governing Body and Head Teacher has given its approval to the following types of activities being arranged in support of the educational aims of the academy:

- Out of hours clubs (Sports organised by sports coach. Also running club and yoga club.)
- Sports competitions.
- Regular local visits in and around the local area
- Day visits for particular year groups
- Residential visits Year 5/6 to PGL and a residential visit for year 3 to Robinwood.

## **Approval Procedure and Consent**

The Headteacher has nominated the Assistant Head as per DCSF Guidance as the Educational Visits Co-Coordinator (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 Progress committee and has nominated the Headteacher as signatories, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents the Headteacher, and the EVC must approve the initial plan.

Visits that include adventurous activities and/ or a residential element will require approval by the Academy Trust.

Where external contractors are involved in organising all or part of the visit the contract will be made with the academy on behalf of the pupils. All payments for the visit will be made through parent pay and the Academy's accounts.

For local visits, parents will be asked to sign a general letter of consent for participation in these activities at the start of every school year.

For out of hour clubs, school teams and day trips parents will be asked to sign consent for the activity through parent pay. Parents will be informed if an activity has to be cancelled.

For any overnight/extended visits parents will be asked to sign a consent form and a separate medical consent form. The parents will also be asked to sign a fitness to travel on the day of departure. The academy has a standard model letters, which should be used for this purpose.

## **Staffing**

The academy 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 including that of educational visits.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils.

The staff: pupil ratios will not exceed those as recommended by the Local Authority. As a guide for Key Stage 1 a ratio of 1-6 should be adopted and for Key Stage 2 a ratio of 1-10 / 1-15 depending on activity should be adopted.

The academy does not support additional people accompanying educational visits who are not pupils at the academy or part of the agreed staff complement

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 and completing risk assessments.

At least one First Aid trained member of staff to be included on all out of school visits. Asthma inhalers and any other medication required for a child must be carried by a staff member. If a child has a Health Care plan, then this must also be taken.

### **Prior to the Visit**

A Proposed Educational Visit form must be completed and given to the EVC before the visit takes place. A Risk assessments must be completed and given to the office on the day of departure. These risk assessments must include travel arrangements and details of place of visit. On many occasions Risk Assessments should be sort from the place of visit and attached to the schools risk assessment.

### **The Expectations of Pupils and Parents**

The academy has a clear code of conduct for school visits based on the academy's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from the academy.

### **Emergency Procedures**

On residential trips the Group Leader will leave full details of all pupils and accompanying adults on the visit with the Head Teacher and Deputy, including the home contact details of parents/guardians and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the academy systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.