

Prudhoe West First School



Educational Visits Policy

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The school has formally adopted, through its Governing Body, Northumberland's "Safe Management of Educational Off-Site Visits". Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to. Namely, electronic risk assessment forms that are to be completed by the teacher proposing the visit and countersigned by the EVC. These are held in an online secure location (EVOLVE).

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.

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.

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 both in terms of building social skills and positive self attitude and to support the curriculum in a way that brings learning alive and stimulates interest from the pupils. 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:

- Out of Schools clubs (music, drama, art, science, sport, choir etc)
- School teams
- Regular nearby visits (village halls, libraries, shops, woodlands, places of worship, farms, Prudhoe Waterworld, castle and Tyne riverside)
- Day visits for particular year groups (Beamish, seaside, St. James Park, museums)
- Residential visits
- Adventurous Activities, which might be classed as higher risk.

Participation

Out of school clubs and teams are normally open to all pupils within the age range of the club involved.

Regular nearby, visits are arranged by the class teacher, participation in these visits is at the discretion of the class teacher. (See the Expectations of Pupils and Parents section)

Day visits are normally open to all class members and are arranged by invitation. Residential visits are usually only open to Year 4 pupils.

Approval Procedure and Consent

The Headteacher has nominated Mrs Michelle Brewster (Deputy Head) as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

Category 1 visits

The responsibility for the arrangement and risk assessment rests with the EVC, Headteacher and class teacher concerned.

Category 2 visits

Before the visit is advertised to parents the Headteacher, the EVC and Governors must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

The Governing Body has delegated the consideration and approval of educational visits and other off-site activities to the Teaching & Learning Committee and has nominated one as a signatory, as necessary, on behalf of the Governing Body.

External contractors

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.

Permissions

For out of hour's clubs, school teams and nearby 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/phone call/through their son/daughter) if an activity has been cancelled.

For any visit lasting a day or more parents will be asked to sign a letter, which consents to their son/daughter taking part. The school will append letters of this sort to the weekly newsletter.

As part of the parent's 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 intern and organisation of the visit.

The school has a separate policy for 'Charging and Remissions', 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 pupil's 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 CRB screening is available for volunteer adults assisting with educational activities and visits.

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.

The appointed Party Leader (usually the class teacher) will be fully supported in the tasks required to arrange the visit by the EVC. 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 the EVC might work in partnership to undertaking planning and risk assessment.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include the potential of withdrawal of a pupil prior to or during the visit if such conduct, in the opinion of the group leader could endanger either him/her self or others participating in the event. In this eventuality the group leader has the power to restrict freedom of the child, organise for the safe return of the child to school (including calling parents to collect their child), and considering the invitation of the child for future trips.

Emergency Procedures

The school emergency contact for each visit will be the EVC and the Head teacher. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Party 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 Party Leader will take with them a copy of the Northumberland Emergency Incident Procedure.

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

The school will have emergency funding available to support the Party Leader in an emergency.

Evaluation

The Party Leader with the EVC will evaluate all visits. 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.

The Office Manager is responsible for presenting a financial account for the visit, which will be audited as part of the school's procedures.

Established	November 2008
Reviewed	November 2016
Next Review	November 2017

VOLUNTEER DRIVERS FORM

To: The Headteacher Prudhoe West First School

I confirm that I am willing to use my vehicle for transporting pupils on school visits. I accept responsibility for maintaining appropriate insurance cover (Social, Domestic and Pleasure). I have a current valid driving licence and will ensure that my vehicle is roadworthy in all respects.

Signed:.....

Address:
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.....
.....

Date:

The LEA and the school reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance and Driving Licence