

**Educational Visits Policy**

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**Purpose**

• To use educational visits, residential trips, and other off-site activities to:

• give opportunities for all students to enrich their cultural, environmental, linguistic, historical, scientific, technological, spiritual, and sporting experience and to raise awareness of diversity and promote community cohesion

• encourage students to be open to new experiences and to develop a spirit of

enquiry and a sense of wonder about the wider world

• encourage students to explore and appreciate the local, national and international community.

• To ensure the safety and wellbeing of students and staff during all off-site activities.

• To ensure that the range of trips and visits offers opportunities for all students to participate and that the inclusive principles of the school's equality policy are implemented in a proactive way

• To ensure that there is an appropriate balance between the benefits of off-site activities and educational visits and the need to protect the continuity of teaching and learning within the normal timetable.

• To improve opportunities for all students by offering subsidised places on school trips to eligible

students.

**Principles**

The Governors and Staff of LPW Independent School believe that educational visits, residential trips, and other off-site activities make an important contribution to the curriculum. The safety of students and staff is paramount and for this and other reasons, meticulous planning and organisation are essential. To ensure that that there is appropriate overall coordination, inclusivity, regard to the impact on in-school teaching and learning, and costing of the cover implications, all proposed activities should be submitted to the Senior Leadership Team for approval before publication to staff and students and before detailed planning is undertaken. The procedures for planning school trips seek to ensure that pupils and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare. The procedures should be followed at all times by all concerned.

**Roles and Responsibilities**

**The Governing Body** must:

• ensure that arrangements are in place and that Bristol City Council regulations and guidance are being translated into working systems.

• ensure that the Governing Body has its own systems in place to support this process: a named governor rather than a group; a signatory for the approval system; dedicated discussion and review time at meetings.

• have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

* Review the risk assessments for trips off site and non-residential trips

**The Headteacher/manager** must:

• ensure that the management of visits and ventures meets the regulations and guidance offered by Bristol City Council, Department for Education and others, as well as conforming to the establishment's own health and safety policy.

• ensure that the Governing Body is kept appropriately informed and accreditation or verification of providers has been checked.

• ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

All off-site activities and educational visits will need the approval of a member of the SLT.

**The Educational Visits Coordinator** must:

• liaise with the Outdoor Education Adviser where appropriate

• be involved in educational visit management in order to ensure that Bristol City Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out

• be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers

• to provide information on the training of leaders and volunteers, and to provide support for staff and volunteers new to the visit

• ensure DBS clearance has been received by the Personnel Officer for all staff and volunteers.

• to ensure that liaison with parents and obtaining consent are effective

• ensure that the establishment has robust emergency procedures in place and knows how to liaise with the Bristol City Council team should an emergency occur

• ensure that the establishment complies with Bristol City Council requirements for reporting incidents and accidents (including 'near misses')

• support the head of establishment in the management of and evaluation of educational visits:  
• use and apply suitable record keeping practices for both children and young people and leaders off­site

• learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change

• monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

• ensure that any use of pupil information complies with the Data Protection & E-Safety Policy.

**The Visit Leader** must:

• be approved to carry out the visit, suitably competent and knowledgeable about the establishment and LEA's policies and procedures

• plan and prepare for the visit and assess the risks with the Educational Visits Co-ordinator (EVC)

• define the roles and responsibilities of other staff and children/young people and ensure effective supervision of what they do

• obtain the Head Teacher/manager's approval for the visit, when appropriate

• have enough information on the children/young people taking part in order to risk assess their suitability for the visit or specific activity

• consider stopping the visit if the risk to the health and safety of the children/young people is unacceptable and have in place procedures for such an eventuality

• ensure the leaders have details of the establishment base contact and that they are available to support if needed.

• ensure the leaders and others have details of the children/young people's special educational or medical needs which will be necessary for them to carry out their tasks effectively

• ensure that any use of pupil information complies with the Data Protection & E-Safety Policy

• ensure that staffing ratios are adequate and specific to the needs of the learners.

**Parents must** :

• provide the EVC with emergency contact number(s)

• sign the consent form

• give the EVC information about their child/young person's emotional, physiological and physical health which might be relevant to the visit

• agree the arrangements for sending a child/young person home early and who will meet the cost

• meet payment in full for any trips their child goes on.

**The children/young people** must:

• not take any unnecessary risks

• follow the instructions of the leader and other supervisors including those at the venue of the visit

• dress and behave appropriately and responsibly

• if abroad, be sensitive to local codes and customs

• look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

**Emergency Procedures**

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The School has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment’s emergency response capacity, or where it involves serious injury or fatality, or where it is likely to attract media attention, then assistance will be sought from the School.

**Food**

No nuts should be included in packed lunches. Fizzy drinks are not permitted.

Food should not be shared with other children due to health and safety and allergies.

**Mobile Phones & Social Network**

Under no circumstances should any adult use their personal mobile phone to take photographs or make phone calls.

No photos should be posted on social media such as ‘Facebook’, ‘Twitter’ and ‘Instagram’ or instant messaging services such as ‘WhatsApp’. (Only the lead teacher and class teachers will have their work phones switched on to communicate with the School or incase of any emergency).

Any information about a child should only be passed onto the child’s parent or guardian through the class teacher or Headteacher.

If you need to make an emergency call, please speak to the Lead teacher who will support you in any way possible.

With regard to residential trips, students are allowed to use their mobile phones but this will be limited to ‘free’ time and phones will be locked away during any activities.

**Refund Policy**

All enquiries regarding refunds should be directed to the Educational Visits Coordinator. The EVC will hold a

Reserve List for each trip, and attempt to fill the places from it.

If it is possible to fill the student's place on the trip, parents will be refunded their payments in full, including the deposit, minus any administrative fees demanded by the tour operator (such as name change charges).

If the place cannot be filled from the Reserve List, then the following table of refunds will take effect.

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| **Time period** | **Refund amount** |
| After parents have paid the deposit payment, but before the deadline for the deposit payment | Full refund |
| At any time, between deposit payment deadline and departure date, at the request of the school (for behaviour issues, or other concerns) | Full refund |
| Between the deposit deadline and 14 weeks before departure, at parental request | Deposit will not be refunded.50% of additional payments will be refunded to parents. |
| Between 14 and 4 weeks of departure, at the parent's request | Deposit will not be refunded.25% refund of additional payments will be refunded to parents. |
| Within 4 weeks of departure, at parental request | No refunds |

If it is possible for the tour operator to refund the school for the student's place (without putting up the cost of the trip to the remaining students),the school will pass this refund on to parents, minus any administrative fees charged by the tour operator.

**Monitoring and Evaluation**

Group leaders will be asked to provide feedback following visits and a more detailed report will be requested from Group leaders who have taken either an overseas visit or a trip that hasn't be made before. The Governor's Strategic Organisation Committee will review this policy by evaluating the effectiveness of the arrangements for off-site activities and educational visits trips and the outcomes for students.