



## **BLAYDON WEST PRIMARY SCHOOL** **EDUCATIONAL VISITS POLICY**

### **DEFINITION**

An educational visit is any planned off-site activity undertaken by any pupils and accompanied by members of the school teaching and associate staff and other designated adults.

### **RATIONALE**

Safely managed educational visits with a clear purpose are an important part of our broad and balanced curriculum. We view them as an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. We believe they can be the catalyst for improved academic performance and can make a significant contribution to pupils' personal and emotional development and also their spiritual, moral, social and cultural development.

### **AIMS**

- To ensure all pupils can access and benefit from educational visits
- To ensure all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part
- To enable the school to identify appropriate functions, roles and responsibilities, training needs and support and monitoring for Governors, the Head Teacher, staff and pupils involved
- To meet DfES Guidelines (1998) "Health and Safety for Pupils on Educational Visits" and the supplementary advice published (2002)
- To ensure, where appropriate, further advice is sought from the LA and other technically competent personnel

### **GUIDELINES**

- Governors will be informed of visits but delegate approval of lower risk routine visits to the Head Teacher
- The named Educational Visits Co-ordinator (EVC) will attend all relevant LA training and ensure staff and governors are updated as appropriate.
- All visits should be lined to the school aims and have clear educational objectives

- All visits should be planned and approved by the EVC well in advance of the visit
- After Head Teacher approval, all higher risk visits will be submitted for Governor approval
- The EVC and relevant staff will ensure appropriate risk assessments are undertaken and recorded
- There will be a named group leader on all visits
- The group leader will ensure sufficient appropriately experienced staff are fully briefed throughout the visit. Any additional helpers will need to be CRB cleared if they are to take responsibility for groups on their own, otherwise they must remain with a member of staff at all times  
Pupil/adult ratios need to be carefully considered. The younger the pupils the more adults are needed (approximately 1:4 for the Foundation Stage, 1:6 for Key Stage 1 and 1:10 for Key Stage 2)
- Group leaders will follow school procedures to ensure emergency procedures and systems for recording accidents and near misses are in place
- Group leaders will, where possible, make exploratory visits or seek information from other sources if using a venue for the first time
- Parents will be given sufficient written and other information about visits to enable them to make informed decisions
- Parents will be required to give written consent for all visits and confirm medical and contact details for residential visits
- For high-risk residential visits a parents' meeting will be arranged
- Expectations of behaviour and codes of conduct will be explained to parents including the need to meet the cost and make arrangements for collecting children in certain circumstances
- Pupils will be briefed about aims, expectations and codes of conduct on all visits. Ongoing briefings are also an important part of health and safety
- Where possible pupils should be involved with planning and developing codes of conduct and in managing risk through responsibility for their own attitudes and behaviour

Agreed date: November 2015

Implementation date: November 2015

Review date: November 2017