



Foxes Piece School Policy Statement

Educational Visits

(To be read in conjunction with Guidance for Educational Visits, Charging and Remissions and Health and Safety Policies)

January 2024

**Approved at the Teaching, Learning and Pastoral
Committee**

To be reviewed January 2026

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. 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.

The Governing Body has given its approval for the following types of activities being arranged in support of the educational aims of the school:

- Out of hours extra-curricular clubs
- School sports team events
- Day visits
- Residential Visits for Year 6
- Adventure Activities, which might be classed as higher risk.
- Evening/weekend events

These activities are made available to pupils in the school by invitation, by class or year group or through club membership.

Approval Procedure and Consent

The Headteacher is the Educational Visits Co-ordinator (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 Teaching, Learning and Pastoral Committee. The Visit Leader will liaise with the EVC on the visit proposal and the development of the plan – which identifies the significant issues and will include consideration of the costs and cover arrangements. There will be initial agreement for a visit before it is advertised to parents.

At Foxes Piece Evolve forms will be completed and submitted to the Headteacher in a timely manner. The appropriate Risk Assessment must be signed and agreed by all accompanying adults prior to the visit taking place. In addition, an Event Specific Plan and itinerary will be completed and attached to the document.

For out of hours clubs, school teams and nearby visits, parents will be asked to give consent for participation in each specific activity. As part of the parents' 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 separate policies for 'Charging and Remissions' and 'Equal Opportunities' which apply to all Educational Visits. Parents will have the opportunity to use children's Pupil Premium Grant to fund the costs if you are entitled.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. See staffing arrangements and ratios to ensure adequate supervision (Evolve Resources).

The school will ensure that DBS screening is undertaken for volunteer adults who regularly assist within school and who could, therefore, assist with Educational Activities and Visits.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This may 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 EVC might work in partnership to undertake planning and Risk Assessments and creation of Event Specific Plans.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' "Behaviour Policy". This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if pupils cannot comply with our school rules and behaviour expectation. **Pupils will be supervised at all times during a school trip/visit.**

Medical

A member of accompanying staff will hold an Emergency First Aid Certificate. A mobile First Aid box will be taken on each journey and any treatment given recorded accurately. This record will be transferred to the First Aid log on return to school.

Any Party Leader taking a pupil who has a Health Care Plan must have a copy of the Plan with them (for reference) and any accompanying documentation. The necessary medication/other requirements must also be taken. Children who have inhalers must have them before they leave the site.

Emergency Procedures

The school will appoint a member of the SLT and a second reserve contact as the emergency school contact for each visit. All major incidents should follow the school's emergency plan which will involve notification of the emergency contact.

The Party Leader of residential trips will take with them the Schools Serious Incident procedure on a visit and report back through the school systems, to County Health and Safety Team on the appropriate forms.

Reviewed January 2024
Next review January 2026