



Robertswood School

Educational Visits Policy

Robertswood School has formally adopted, through its Governing Body, the Buckinghamshire 'Policy and Guidance for Educational Visits'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

1 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. 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

- To provide a safe, caring and disciplined environment that engenders an enjoyment for learning across a broad and balanced curriculum.
- To develop a knowledge and understanding of themselves as individuals and their roles and responsibilities within the school, the village of Chalfont St Peter and the wider community.

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:

- After school clubs
- School teams
- Regular local visits
- Day visits for particular classes
- Residential visits which may include adventure activities

Out of hours clubs and school teams are open to all children within a specified age group.

2 Approval Procedure and Consent

The Headteacher has nominated a member of the admin staff as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body considers the approval of educational visits on the recommendation of the EVC and Headteacher.

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's accounts.

For after school 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 to be 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 has a standard model letter, which should be used for this purpose.

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' which apply to all educational visits.

3 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 pupils' 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. Any new member of the teaching staff, will be accompanied on their first visit by an experienced member of staff, to guide and show the routines expected on a trip. The group leader's hand book / paperwork (arranged by the EVC) should be read and signed by all staff before undertaking the visit. All staff must be DBS checked plus helpers if they are in charge of a group of children. A person of nineteen is deemed not old enough to be a leader.

Where it is appropriate the school will ensure that DBS 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 Group 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, 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.

4 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 condition of booking by the parents, and include 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 school. In such a case parents would not be reimbursed.

5 Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention. If a child has to be taken to hospital one responsible adult will need to accompany the child. If in a car an adult needs to be sitting in the back with the child.

The Group 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.

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 group Leader in an emergency.

6 Evaluation

All visits will be evaluated by the Group Leader and given to the EVC. A short evaluation report is 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 Bursar is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

Early Years

Children in Nursery will not be transported by coach.

The details of insurance and list of named drivers will be recorded on the forms associated with Reception class trips

Next review: November 2020