

## **EDUCATIONAL VISITS POLICY**

### **Introduction**

This policy and its linked procedures are to be followed by all staff (including Pre-Prep/EYFS staff) involved in the organisation of educational visits away from the School site. The policy is posted on the website and is available in hard copy by request. The policy is based on National Guidance provided by the Outdoor Education Advisers' Panel (OEAP).

### **Rationale**

The School believes that learning beyond the classroom is an important component of the curriculum, giving pupils opportunities to develop their resourcefulness and initiative and to spend time together in an out-of-school environment. Some visits are directly related to the curriculum; some are designed to promote social awareness or to enhance physical skills, self-reliance and team-working; others will extend pupils' wider knowledge of the world: the common factor is that these visits should make a significant contribution to pupils' development and education.

A wide programme of visits are organised each year including day visits to historic sites, museums, galleries, theatres and places of environmental interest, weekend visits for boarding pupils and various residential visits throughout the age groups. Sports fixtures take place mainly after school during the week, whilst the Duke of Edinburgh's Award programme involves a range of outdoor activities, expeditions, volunteering and skills throughout the year. Overseas visits are organised to various destinations in continental Europe and beyond.

### **Related policies**

- *Health Care and First Aid Policy*
- *Risk Assessment Policy*
- *Health and Safety Policy*
- *Crisis Management Plan*
- *Alcohol, Tobacco and Misuse of Drugs Policy*
- *Behaviour Management Policy*

### **Objectives**

- that all educational visits will be planned and carried out in accordance with this policy and procedures
- that the aims of every visit will be clearly understood by all concerned in order for learning opportunities to be maximised
- that significant risks are identified and managed
- that the Visit Leader understands his/her role and has the necessary competence and experience to manage all aspects of the activity
- that, as far as possible, there are contingency plans in place for any changes of plan needed during a visit

### **Educational Visits Coordinator (EVC)**

The EVC supports the Headmistress and Deputy Head in the process of approving visits. Visit approval is required for all School visits. The EVC provides guidance to staff, maintains a close overview of planning processes with Visit Leaders, and monitors and keeps records of all visits. The EVC has responsibility for ensuring that all staff who wish to lead a School visit have received appropriate training. Risk assessments are carried out for all School visits.

## **Parents and Guardians**

Parents and guardians should be aware of the following:

- Their right to full information about the visit.
- The requirement for them to provide full information about their child for the purposes of a School visit.
- The requirement for School to receive parental consent for all School visits.
- The need for their child to have a proper understanding of the behavioural expectations and sanctions which are set out in the Behaviour Code for all residential visits. Where a pupil's behaviour breaches the Behaviour Code, the Visit Leader has the right to exclude the pupil temporarily or permanently and to arrange for the pupil to return home at the parents' expense.
- The need to provide School with a 24/7 home emergency contact number for all residential visits.
- The School asks parents to ensure that their child is aware of the need to follow the instructions given by members of staff, venue staff and/or qualified instructors.
- All School visits incur an additional charge to cover travel and entrance/ticket costs and these charges will be added to your end of term account. For more expensive visits, a deposit and termly instalments are arranged in advance of the visit taking place.
- The School has insurance that covers standard School visits. Should additional insurance be required, this will be outlined in the information sent to parents.

## **Information on visits and activities**

The School calendar lists the visits that are planned for the coming School year, parents and guardians are advised of all visits through communication from the organising staff and reminders are given in the weekly Newsletter.

Staff should refer to the School's *Educational Visits: Roles, Responsibilities and Procedures* for guidance on all aspects of Educational Visits.