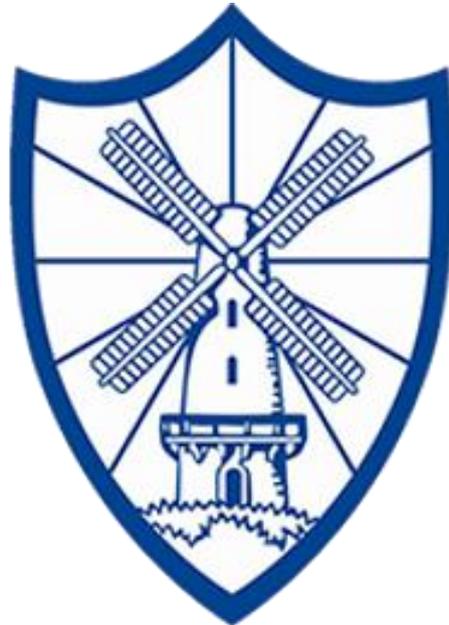




# Meopham Community Academy



*Enjoy, Learn, Aspire*

## Educational Visits Policy

<b>This policy was reviewed by:</b> Sarah Dean, Educational Visits Co-ordinator
<b>Date:</b> May 2018
<b>Approved by Governors:</b> May 2018
<b>Next Review Date:</b> May 2020

## **Introduction**

The policy is intended to help school leaders and their staff to plan an off-site visit.

It is not permissible for any visit to proceed unless:

- the correct procedure has been followed as outlined in this policy;
- the correct risk assessments are in place and have been shared by those leading the visit and the EVC/Headteacher;
- the details of the visit have been recorded on a Going Off-Site for non-adventurous or day visits (GOF);
- the Headteacher/ Educational Visits Co-ordinator (EVC) has given permission for the visit to take place; and
- the leader takes the appropriate paperwork and record with them on the visit.

## **Aims**

Meopham Community Academy recognises the significant value of off-site learning. Educational visits offer fantastic opportunities for both pupils and staff and they are most successful when they have been well planned. The benefits are:

- Enjoyment
- Providing experiences which enrich learning and stimulate future learning & progress
- Raise achievement by boosting self-esteem and motivation
- Develop key skills
- Providing direct curriculum-linked activities to improve learning, skills and understanding
- Develop social education and citizenship
- Promote health and fitness

*“Learning outside the classroom contributed significantly to raising standards and improving pupils’ personal, social and emotional development.”*

Ofsted – Learning Outside of the Classroom report

<http://www.lotc.org.uk/wp-content/uploads/2010/12/Ofsted-Report-Oct-2008.pdf>

## **Document storage and retention**

All visit information should be kept for a minimum of six years however, if there have been any problems on a visit (such as an accident) this should be kept forever, plus the visit leader must fill in the academy accident book on the return as a health and safety requirement.

GOF forms are used for the authorisation of educational visits. No visit should go ahead unless the GOF form is completed and signed. The system is in place to safeguard all parties and ensures that the correct procedure is followed.

## **Roles**

There are distinct roles which need to be clear throughout the process of arranging and participating in an educational visit.

### Governors

Governors must give final approval of all residential visits, visits involving outdoor and adventurous activities, visits involving water associated risk and visits outside the UK.

### Headteacher

- Must authorise all educational visits which take place including those which are residential and/or involving outdoor and adventurous activity. No visit may proceed without the authorisation of the Headteacher/EVC.
- Decide whether the academy will have a named member of staff acting as the EVC. In the absence of an EVC the Headteacher takes this role by default.

### Educational visits co-ordinator (EVC)

- Advise staff on the process of arranging educational visits.
- Authorise visits.

### Visit leader

- Complete the visit planning, GOF forms and risk assessment process.
- Ensure that the visit complies with the requirements of this policy.
- Only proceed with the visits following authorisation from the EVC.
- Ensure that all adults assisting with the visit are briefed and provided with relevant safety and safeguarding information.
- Has overall responsibility for the visit.
- Review the visit to advise the EVC of learning points for future visits.

### Volunteers

The academy values and recognises the contribution of volunteer adults and parent helpers assisting with off-site activities and visits. They will be carefully briefed on the scope of their responsibility adhering to the school's Safeguarding and Volunteer Policies and will not be left alone with children unless they have a valid DBS check.

## Categories of visit

There are two categories of visit:

Category	Description	Authorisation	Notice period
<b>Category A</b>	- Planned day visits	Authorised by the EVC	Authorisation must be granted at least 15 school days before the date of the visit
	- Visits in the locality	Authorised by the EVC	As deemed by the EVC
<b>Category B</b>	- Overnight stays - Visits outside the UK - Involving outdoor and adventurous activities. - Involving water associated risk.	Authorised by the Governors.	Authorisation must be granted at least 30 school days before the date of the visit

## Approval Procedure

- Before any visit can go ahead the first step is to obtain a preliminary permission from the Headteacher/EVC.
- Make arrangements for the visit, including travel. Calculate costs to check that the visit is viable.
- Undertake risk assessments.
- For residential and/or those involving visits to a pre-planned activity centre, use Kent Outdoor Education as a means of seeking verification that the centre has all the necessary controls and checks in place.
- For residential visits or adventurous visits (including to the beach) use the GOF1 form
- Complete GOF forms and Risk Assessments and receive authorisation from the EVC/Headteacher. Keep a copy of this form for the group leader.

- Draft letter to parents/carers. The letter should be checked by the Business Manager before being distributed to parents/carers. Decide whether a separate permission slip is required or whether the visit is within the scope of the standard permission slip which should be in place for every pupil in the academy (for example, walks in the local area). If this is the case, parents/carers will be informed of the visit by Parentmail.
- Ensure medical details and details of other needs (e.g. dietary) have been obtained from parents/carers and, where appropriate, shared with provider staff. Ensure any medicine required (e.g. inhalers) is taken on the visit.
- Ensure an appropriate ratio of adults to children.
- Notify the academy kitchen if there will be an impact on meals.
- Ensure that pupils have a clear understanding of expectations.
- Complete individual risk assessments for identified pupils ensuring 1:1 support is provided where the need is identified with support from the AEN co-ordinator or Behaviour Mentors.
- Evaluate the visit and activities to ensure quality and safety