



Educational Visits Policy

Educational visits and visitors coming into school form a very important part of the school curriculum. Children are given opportunities to enrich their learning, increase their motivation and have a better understanding of concepts taught. It is because our staff believe in the benefits to the children, that they give the time and commitment to plan and deliver these opportunities for the children.

Educational Visits and Visitors will:-

- Enhance the learning of all our children when visits and visitors are planned into the curriculum.
- Give the Year 6 children an opportunity to go on a residential visit.

Roles and Responsibilities

The Chief Executive Officer has overall responsibility for all the school's educational visits. This responsibility is delegated to the Headteacher/Head of School in the Trust schools.

The EVC oversees the planning and organisation of the school's visit, including recommendations regarding the approval of visits and provides advice and guidance to staff and Headteacher. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years. The EVC role has admin support – this role involves assisting with booking visits, sending out parent letters, organising packed lunches etc.

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- other experts with specialist/local knowledge (e.g. National Park ranger)

Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the Trust's insurance (RPA – Risk Protection Agency).

Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

The Visit Leader

The Visit Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher.

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care.

Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately to a DSL.

Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the members of staff to have an appropriate and current first aid qualification.

Overviews, model letters, consent forms and risk assessment pro-formas can be found and accessed on the school system in the educational visits folder.

An outline of the procedures and steps for organising an educational visit can be seen in Procedure for Educational Visits. All paper work (risk assessments, checklists etc) must be completed electronically and stored in the relevant year group folder in the educational visits folder on the school computer system. **These forms must then be copied and given to the Educational Visits Co-ordinator (EVC) and then passed to the Headteacher for approval two weeks before the visit.**

Any queries relating to any aspect of education visits should be referred to the EVC.

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Excelsior MAT