



## Turnfurlong Infant School

### School Procedure for Educational Visits

#### **Aims and purposes of Educational Visits**

The school has a strong commitment to the added value of learning outside the classroom 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 to the following types of activities being arranged in support of the educational aims of the school:

- 'Out of hours' clubs
- Regular nearby visits
- Day visits for particular year groups

#### **Approval Procedure and Consent**

The Deputy Headteacher has agreed to be 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 to the Headteacher. All visit plans are logged and approved electronically on the Buckinghamshire County Council 'Evolve' system.

The Headteacher's report to the Personnel and Curriculum Committee will provide information about visits made by the children.

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 'out of hours' clubs 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 if an activity has to be cancelled.

The school has a separate policy for 'Charging for Educational visits'.

#### **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, mentoring and training.

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.

### **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.

### **Emergency Procedures**

The school will appoint a member of the Senior Leadership Team 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. In such circumstances the Headteacher will immediately contact Buckinghamshire County Council's Educational Visits Adviser.

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.

Any incidents and accidents occurring on a visit will be reported back through the systems and policies that exist for managing Health and Safety, Behaviour and Safeguarding in school.

### **Evaluation**

All visits will be evaluated by the Group Leader with the EVC.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.