

The governing body adopts the County Council handbook "Educational Visits, Regulations and Guidance" as school policy for the management of educational visits, with the following specific interpretations in those areas where the County handbook permits discretion at school level.

#### Aims and purposes of Offsite 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.

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 (music, drama, art, science, sport, etc)

School teams

Regular nearby visits (libraries, shops, woodlands, place of worship, farms)

Day visits for particular year groups

Residential visits/Adventure Activities, which might be classed as higher risk.

The criteria by which these activities are made available to pupils in the school varies according to class and year group. All pupils have the opportunity to attend clubs at some point. School teams usually include children from Year 2 to year 4. Each class has the opportunity to attend day visits, although for Nursery this is usually a local visit. Only year 4 pupils currently attend the 2 day residential trip.

#### Approval Procedure and Consent

Mrs HM Corbell is nominated as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents/carers the Head teacher and governors must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

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, school teams and nearby visits parents/carers will be asked to sign a general letter of consent for participation in these activities when the child enters the school. Parents/carers will be given the timetable/information for the activities that pupils are involved in and will be informed by letter/phone call/through the child if an activity has to be cancelled.

For any visit lasting a day or more parents/carers will be asked to sign a letter, which consents to the child taking part.

As part of the parent/carers' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents/carers 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' and 'Diversity (*Equal opportunities*)', which applies to all Offsite 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 learning in a variety of environments through induction and training. The selection of staff for Offsite visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that CRB screening is available for volunteer adults assisting with offsite activities and visits.

The school does not support additional people accompanying offsite visits who are not 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/young people.

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/or 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/Young People and Parents/Carers

The school code of conduct for school visits is based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers, and include the potential of withdrawal of a child, 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 Management 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.

The Group Leader will leave full details of all pupils/young people 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.

For schools, the group Leader will take with them a copy of Suffolk Emergency Procedure as outlined in the Educational Visits Guidance.

All incidents and accidents occurring on a visit will be reported back through the school systems.

## Evaluation

All visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be made 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 Group Leader is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.