



Sir Peter Hall School

Educational Visits Policy

Approved	April 2022	Signed: <i>T. J. Coulson</i>
Reviewed	March 2023	Chair, Local Governing Body

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. It will seek to provide a broad and balanced range of learning opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities to which the Local Governing Body has given its approval includes:

- Enrichment activities
- Sporting Activities
- Regular local visits (e.g. swimming)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

Approval Procedure

The Local Governing Body has delegated the consideration and approval of offsite visits and activities to The Educational Visits Co-ordinator – the Headteacher – Catharine Wensley. The Head teacher will nominate an additional member of staff to help manage the co-ordination of Educational visits in September 2022.

Before a visit is advertised to parents the Headteacher will approve the initial plan. The Headteacher will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system, which supports robust risk-management of school trips and visits.

The School has agreed a policy for categorising its visits in line with national guidance i.e.:

- Level 3** These visits must be approved via Evolve and the Local Authority's on-line approval gained. These are overseas, residential or adventurous visits
- Level 2** Day visits approved at school level on Evolve by the Headteacher.
- Level 1** Local regular day visits. In the first year of operation, these visits will be approved in the same way as Level 2 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.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults, for example governors, assisting with offsite activities and visits. Any volunteer will be approved by

both the Headteacher and visit leader. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed visit 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 Headteacher might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment

The visit leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. They will be guided by the Evolve process and the risk assessments will be checked by the Headteacher in the first year of operation. Good practice precautions and safety measures will be taken and this will be recorded in the risk assessment. The particular needs of individual children, including their SEMH needs, will be considered in risk assessments.

External Activity Providers

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 accounts.

The visit leader will make appropriate checks before committing the school to the contract. This will include seeking assurances and receiving details in writing about health and safety, insurance and any accreditation and licensing.

Equality considerations in decision-making

Sir Peter Hall School ensures it has due regard to equality considerations whenever significant decisions are made. The school always considers the impact of significant decisions on particular groups. For example, when a school trip or activity is being planned, the school considers whether the trip:

- cuts across any religious holidays;
- is accessible to participants with disabilities;
- has equivalent facilities for boys, girls and our transgender and non-binary students;
- can be accessed by all students, including the disadvantaged.

Sir Peter Hall School keeps a written record (known as an Equality Impact Assessment) to show we have actively considered our equality duties and asked ourselves relevant questions. This is recorded at the same time as the risk assessment when planning school trips and activities. The record is completed by the member of staff organising the activity and is stored electronically with the completed risk assessment.

Parental Consent

Written consent from parents will not be required for pupils to take part in the majority of offsite activities organised by the school as most of these activities take place during school hours and parents will have signed a local visits form as part of the school's admission procedures. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard proforma, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents 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 policies and guidance for Charging and Remissions, use of Pupil Premium, Behaviour and Inclusion, which apply to all visits.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils whose behaviour is such that the visit leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The visit leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of this early journey home.

Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury, Safeguarding, serious breaches of the Behaviour Policy and anything that might attract media attention.

The visit leader will leave full details with the school of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Local Authority Support

The school may be supported in its arrangements for offsite visits by the local authority. Where necessary the school will seek advice from the Adviser for Outdoor Learning. The school will make full use of the Local Authority offer and funding for appropriate additional activities for young people with Special Educational Needs and will encourage families and our pupils to engage with the enrichment opportunities which are part of the Local SEND Offer.

Charging Policy for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Other Relevant School Policies:

- Charging and Remission Policy
- Guidance on use of Pupil Premium to support visits included is in Evolve resources.
- Equalities Information and Objectives
- Behaviour Policy

Review

This policy will be reviewed in line with the school's policy review programme.

