



# Educational Visits Policy

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Signed by:

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

## **1. Rationale**

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Micklands Primary School wholly complies with Reading Borough Council's Guidance for Off-Site Visits and Related Activities Policy document.

## **2. Aims**

Our aim is that all visits undertaken by the school should be:

- Safe
- Educational
- Enjoyable.

## **3. Links to other policies**

Equal opportunities, Health and safety, Special educational needs, Behaviour and Teaching and learning

## **4. Equality impact assessment**

This policy is designed to ensure that all individuals and groups receive equal access and opportunities to develop and learn. There is no discrimination arising from disability, ethnicity or gender.

## **5. Monitoring and review arrangements**

This policy will be monitored and evaluated by the Educational Visits Coordinator and Head Teacher every three years or when deemed necessary if earlier.

## **6. Planning educational visits**

The organisation of an educational visit is crucial to its success. With rigorous planning and organisation, a visit should provide a rich, learning experience for the pupils. Whether the visit is to a local park, museum or swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

## **7. Roles and responsibilities**

### **Governing body**

- The Governing Body will approve the Educational Visits policy and will ensure that it is reviewed annually.
- The Governing Body will approve residential visits.

### **Headteacher**

- The Headteacher will ensure a suitable Educational Visit Coordinator is appointed.
- The Headteacher will ensure suitable Visit Leaders are appointed.
- The Educational Visits Coordinator and Head teacher (or Deputy Headteacher) will sign off the Risk Assessment.

### **Educational Visits Coordinator**

- The Educational Visits Coordinator is responsible for ensuring visits comply with Reading Borough Council's Guidance for Off-Site Visits and Related Activities Policy document.
- The Educational Visits Coordinator will sign off Risk Assessments.
- The Educational Visits Coordinator will oversee arrangements for residential visits, and will ensure all approvals are received, including the approval of RBC via the EVOLVE system.

### **Visit Leader**

- There will be a named Visit Leader who has overall responsibility for the supervision of the visit, and will be appointed by the Head teacher. This will usually be a senior teacher.
- The Visit Leader is responsible for ensuring a pre-visit is carried out if necessary and that a Risk Assessment is completed and approved by the Educational Visits Coordinator (or Head teacher) at least two weeks in advance of the visit. The Risk Assessment will include the ratio of adult to child supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit.
- The Visit Leader is responsible for ensuring that the Insurance document, Emergency Card, mobile phone, first aid kit/s and any pupil medication are taken on the visit.

## **8. Other teachers and staff involved in a visit**

Teachers and staff on school-led visits act as employees of the LA and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head teacher and Governors if some of their time on the visit falls outside normal hours.

## **9. Parent helpers**

Parent helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit when they will be given a written list of the children in their group. All helpers should be Barred List checked. Those helpers who are not DBS checked will not be alone with the children and must be guided by school staff at all times.

## **10. Further information**

For more information regarding Educational Visits please see, the Educational Visits folder which is kept in the School Office and contains:

- Reading Borough Council's Guidance for Off-Site Visits and Related Activities Policy document;
- The Educational Visits Policy;

- Risk Assessment and other forms;
- Educational Visits Checklist;
- Emergency Card;
- Insurance document.