



Burford School and Nursery

'Enjoy, Achieve, Succeed Together'

EDUCATIONAL VISITS POLICY

Date policy adopted by Governing Body: January 2025	Date of next review: January 2028
This policy will be subject to review every three years by the Governing Body or more frequently in the light of changes in legislation	

Statement of Intent

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 supports the learning of the children.

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
- School teams
- Regular nearby visits
- Day visits for particular year groups
- Residential visits
- Adventure activities, which might be classed as higher risk

The aim of our educational visits is to enhance a broad and enriched curriculum to the children. Normally, these activities will be available to all children within the specified group for which the activity has been organised.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Burford School:

1. Adopts the Local Authority's (LA) document: '**Bucks Requirements and Guidance**' in Evolve resources (All staff have access to this via EVOLVE.)
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and carry out visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit using the school visit form, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. They will also make a pre-trip visit to the venue and gain risk assessments for the site.

The Educational Visits Coordinator Administrator (EVC) will support visit leaders with the completion of documents required. The EVC Administrator is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head for approval. The EVC Administrator sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher/Educational Visits Coordinator has responsibility for authorising all visits, and for submitting all residential or adventurous activity visits to the LA for approval, via EVOLVE. This should be at least two weeks prior to the trip. The EVC will **mentor** and challenge colleagues over visits and learning outside the classroom (LOtC) activities. Before a visit is advertised to parents, the Headteacher/EVC must approve the initial plan ensuring the educational content.

The Governing Body's role is that of a 'critical friend'. The Head Teacher will inform governors on a termly basis of trips that have taken place and the educational value. Governors will be informed in advance of any proposed residential trips.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either residential, and/or involve an adventurous activity.

The school will ensure that DBS screening is available for volunteer adults assisting with educational visits. The school does not support additional people accompanying educational visits who are not pupils 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.

Types of Visit & Approval

There are three 'types' of visit:

- 1. Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day. (Enrichment)**
These follow the 'Local Learning Area' Operating Procedure (Appendix 1).
- 2. Other non-residential visits within the UK that do not involve an adventurous activity.**
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
- 3. Visits that are overseas, residential, or involve an adventurous activity.**
As above, but the Head authorises and then submits to the LA for approval.

For any visit lasting a day or more parents will be asked to sign a letter, which consents to their child taking part. The school has a standard model letter, which should be used for this purpose.

As part of the parents' 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.

No child will be excluded from a trip due to insufficient payment being received. (see Charging & Remissions Policy)

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and will include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school. The school will state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.

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 relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all children 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. A list of children and adults taking part in the visit should be carried by the Visit Leader.

The Visit Leader will take with them a copy of the Buckinghamshire Emergency Procedure and he/she should be familiar with its contents.

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

Evaluation

All visits will be evaluated by the Visit Leader. A short evaluation report will be recorded on EVOLVE.

The EVC will ensure that any risk assessments for the trip have been carried out and approved prior to the visit and dated as having been evaluated and/or modified as a result.

Appendix 1.

Local Area Visits at Burford School include all visits and activities with pupils that take place off the school site and also meet all the following criteria:

- Take place within the Local Learning Area or at one of the specific locations listed below;
- Do not involve adventure activities;

Our Local Area includes places that it is normally possible to walk to within 20 minutes from Burford School. Outside of this time bracket is Marlow Grammar School, which is included in our Local Area as the school is our Safe Place in cases of emergency.

Teachers will have planned suitable road crossing points, follow crossing procedures and will have shared risks and expectations with pupils before commencing the trip.