



BEACONSFIELD HIGH SCHOOL

A remarkable Grammar School

EDUCATIONAL VISITS

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For review by: E&O/FGB



EDUCATIONAL VISITS

Introduction

Educational visits at Beaconsfield High School are a significant element of the education and development of students, contributing significantly to the development of cross-curricular skills and to personal and social education. This policy is designed to ensure that students stay safe and healthy whilst on school visits.

In developing this policy, the school has formally adopted, through its Board of Trustees, the Buckinghamshire 'Policy and Guidance for Educational Visits' together with various other publications and articles which give guidance on best practice for planning school visits.

Aims and purposes of educational 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 range of activities are outlined in the school prospectus and on the school website along with the criteria by which students are able to access them and the methods by which parents will be notified and asked for their consent.

The Board of Trustees 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, homework etc.)
- School sporting fixtures and team activities
- Regular nearby visits (village halls, libraries, shops, woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk.

The school will undertake to make the educational visits as inclusive as is appropriate and possible.

Approval Procedure and Consent

The Headteacher nominates a member of the Senior Leadership Team (SLT) to be the Educational Visits Co-ordinator (EVC). The Headteacher will act as EVC in absentia.

The Board of Trustees has delegated consideration of the overall educational visit programme and other offsite activities to the Education & Outcomes Committee.

The Headteacher has delegated authority to review and approve each specific educational visit in conjunction with the EVC.

Following initial approvals, the EVC has delegated authority to approve non- residential UK visit plans on EVOLVE, including risk assessments for the visits.

The EVC, with the Headteacher's authority, has the responsibility for ensuring that all information in relation to a visit is captured and recorded on the EVOLVE system, used as the vehicle to communicate all information in relation to school visits.

The SLT, Visit Leaders and support staff, Chair of Governors and the Educational Visit Governor has access to EVOLVE and can review the status of a visit at any time.

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 students. All payments for the visit will be made through the school's accounts. Payment is accepted as consent for the student to take part in the visit.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their daughter enters the school. Parents will be given the timetable for the activities that students are involved in and will be informed by email phone call, text or via their daughter if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a form, which consents to their daughter taking part. The school has a standard model form that will 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.

The school has a separate policy for 'Charging and Remissions' which apply to all educational visits.

Parents will be notified in the initial visit documentation of the circumstances when cancellation charges will be applicable in the event that a student is unable to take part in a visit. Wherever possible, the school will seek to mitigate these charges subject to an administration fee of £10.

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 students' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

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

The school does not allow additional people who are not students at the school or part of the agreed staff complement to accompany educational visits unless the Headteacher is satisfied that there is an educational benefit for the students. This includes family members.

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, members of the Leadership Team and the EVC might work in partnership to undertake planning and risk assessments.

Staff who incur approved expenses during the course of the trip will be reimbursed as per the school expenses policy.

Risk Assessments

A full risk assessment is required for all visits. All risk assessments must be visit specific and must cover the full itinerary. They should be reviewed and updated as necessary even for regular visits. All risk assessments must be captured on the EVOLVE system. There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. Students must not be made to undertake or continue with an activity if they are expressing serious concerns about their health, well being and overall safety.

All Group Leaders must have an up to date student information sheet with student medical issues and allergies highlighted with contact details and photographs incorporated into the document.

The expectations of students and parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour for Learning Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a student 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 two members of the Leadership Team as the emergency school contact for each visit. All major incidents should immediately be related to the lead contact, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all students 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.

The school subscribes to the Bucks Ed Visits service that includes the provision of 24-hour emergency support. Group Leaders will take with them a copy of the Buckinghamshire Emergency Procedure, which the school uses as its Serious Incident Procedure, emergency flowcharts, an incident form sheet and first aid notes.

All incidents and accidents occurring on a visit will be reported back through the school systems. The school will have emergency funding available to support the Group Leader in an emergency.

Evaluation

All visits will be evaluated by the Group Leader with the support of the Leadership team and the EVC. The evaluation must be recorded on the EVOLVE system.

The Headteacher and Leadership Team will agree any amendments required to future trips and to risk assessments. The EVCs will work with the Group Leader to update these risk assessments and ensure that they are dated as having been evaluated and/or modified as a result.

The Group Leader will work with the Finance team to present a financial account for the visit, which will be audited as part of the school's procedures.

The Educational Visit Governor and the Headteacher will review a sample of the visit evaluation reports and ensure that any wider learnings are translated into the update of this Policy and the visit programme.