



SIR WILLIAM BORLASE'S  
GRAMMAR SCHOOL

# Educational Visits Policy

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## 1. 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 Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- 1.1. Out of hours clubs (music, drama, art, science, sport, homework etc).
- 1.2. School teams.
- 1.3. Regular nearby visits (village halls, libraries, shops, woodlands, etc).
- 1.4. Day visits for particular year groups.
- 1.5. Residential visits.
- 1.6. Overseas visits.
- 1.7. Adventurous activities, which might be classed as higher risk.

## 2. Approval Procedure and Consent

The Headteacher has nominated an Educational Visits Co-ordinator (EVC) and the Local Governing Body has approved this appointment. The Local Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher.

Before a visit is advertised to parents, the EVC and the Deputy Headteacher must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date using Evolve. 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 will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed through their son/daughter if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter or make a payment through ParentPay, which consents to their son/daughter taking part.

The school has separate policies for **Charging and Remissions** and **Equality** which apply to all educational visits.

## 3. 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 pupils' 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 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 Local Governing Body is not satisfied that there is an educational benefit for the pupils.

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 and EVC might work in partnership to undertake planning and risk assessments.

#### **4. The Expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school's **Behaviour Policy**. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. The implication for parents is that they will collect the child and bear any associated costs as part of a signed agreement prior to the trip.

#### **5. Emergency Procedures**

The school will appoint a member of the SLT 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 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 Group Leaders will take with them a copy of the Buckinghamshire Grave Emergency Procedure.

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.

#### **6. Evaluation**

All visits will be evaluated by the Group Leader. 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 school's procedures and evaluating the visit on the Evolve system.

