

# Educational Visits Policy

## Ellesmere Port Catholic High School



<b>Approved by:</b>	<b>Mr J Coucill, Chair of Governors</b> 
<b>Lead of Review:</b>	<b>Mr C Jones, Business Manager</b>
<b>Last reviewed on:</b>	<b>November 2019</b>
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## **Introduction**

This policy covers all educational visits that occur outside the school premises. Activities can range from local visits during lesson time through to adventurous activities, residential courses and foreign travel.

## **Purpose**

Our aim at Ellesmere Port Catholic High School is to provide the best possible education for all our students. It is the aim of the school to place a high value on diversity, treating every member of the school community as an individual. In doing this, we aim to raise the achievement of all the children in the school.

Educational Visits and Outdoor and Adventurous Activities are an integral part of the student's education at Ellesmere Port Catholic High School. They offer opportunities to enrich the curriculum, enabling students to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

## **What was consulted?**

The policy has been informed by Cheshire West and Chester Health & Safety Guidance note for Educational Visits and Overnight stays (Appendix B).

## **Relationship to other school policies and documents**

The policy relates to the school's Charging Policy.

## **Roles and responsibilities of Headteacher, staff and governors**

The **governors** are responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of students on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include students with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Headteacher on an annual basis.

The **Headteacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;

- being aware of the need for best value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Visit Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit. See also the school's Critical Incident Procedures.
- ensuring that Governors are made aware of any overnight visits, adventurous activities or visits to cities.

**The Educational Visits Co-ordinator will:**

- ensure educational visits meet the employer's and school's requirements;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise training and induction;
- ensure parents are informed and have given consent;
- Ensure emergency arrangements are in place and understood by the Visit Leader;
- Organise and action any emergency arrangements beyond those of the Visit Leader where requested;
- keep records of visits, accidents or incident reports;
- review systems and monitor practice

**Visit Leaders** responsible for organising/administering the activity will:

- ensure the procedures for organising educational visits are followed including obtaining permissions, ensuring correct costings, completing relevant forms and sending letters home (Appendix A Educational Visits Procedures)
- ensure risk assessments are carried out for all visits considering health and safety, child protection, financial risks, conduct and behaviour of students.
- ensure emergency arrangements are in place and understood by all staff attending.
- define the roles of those staff attending and ensure effective supervision.
- advise Heads of Year and relevant staff of activities taking place.
- liaise with Heads of Year regarding requests from parents who may struggle financially.

**Heads of Year** are responsible for:

- liaising with parents and members of the finance team with regard to arrangements to pay requests.
- ensure that where student's do not meet high expectations of attendance, punctuality, attitude to learning and choices outside of lessons leading up to a visit that that they will be removed from the visit.
- ensure that students are aware of high standards of behaviour required whilst on educational visits.

**Parents** are responsible for:

- completing all necessary consent and medical forms as required.
- ensuring that payments are made by the required deadlines as specified on any payment schedules.
- any charges due to their child dropping out or removal of their child from a visit due to bad behaviour, either prior to or during the visit.
- ensuring that their child is aware of expected standards of behaviour whilst on a visit and signs a 'Code of Conduct'.

**Students** are responsible for:

- ensuring their own behaviour meets the expected standard whilst on the visit.
- ensuring they follow the requests of the Visit Leader and all other staff, be that school or venue, on the visit.