

Educational Visits Policy

Aims and purposes of Educational Visits

The school has formally adopted, through its Board of Trustees, the Norfolk County Council 'Guidance for Educational Visits & School Journeys' Further school procedures have been agreed with the Board of Trustees to ensure that this policy is adhered to.

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned Educational visits.

Trustees	Quality of Education
Staff	JDA
Review Due	Summer 2024
Ratified by Trustees	Summer 2021

This is part of the schools required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

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 Board of Trustees has given its approval to the following types of activities being arranged within a planned and progressive programme in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework etc)
- School teams away fixtures
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
- Day visits for particular groups of students
- Residential visits
- Overseas visits
- Adventure Activities

The Headteacher has nominated a Senior Teacher as the Educational Visits Co-ordinator (EVC) and the Board of Trustees has approved this appointment. This person will have attended the LA EVC training course (and updates) and will be given sufficient time and resources to carry out the role.

The Headteacher will keep the Board of Trustees aware of its Educational Visits events & programme via the normal Head to Trustees reporting process.

Approval Procedure and Consent

Before a visit is advertised to parents the visit leader must complete the Trips and Visits Proposal Form and Pre-Visit Costing Form and submit for approval by the Headteacher and EVC.

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 using WisePay.

For regular out of hours clubs, staff will keep a register of who is on site after school hours. Parents will be asked to sign a general letter of consent for participation in activities and teams that take place off-site. A timetable for the activities will be made available via the school's website. For any clubs that get cancelled, parents/carers will be notified via the school's social media and through the students.

For any other visit, including those with overnight stays, involving significant travel, or adventurous activity, parents will be asked to sign a letter, which consents to their child taking part. The visit leader must have this letter approved through the school's quality assurance process. All of these visits must also gain final approval through the Evolve process where a SAGED approach is used by the visit leader to assess risk. They must also be evaluated through the Evolve process on return to school.

As part of the parents' consent, they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents may 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 reserves the right to remove a student from a visit if there are child protection issues that the Senior Designated Professional and trip supervisory staff deem a risk, or if a student's behaviour at school would present a possible risk to the safety of all attendees or staff.

The school has separate policies for 'Charging and Remissions' and 'Diversity (*Equal opportunities*)', which applies to all educational visits.

Staffing / Key Personnel

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 normally support additional people accompanying educational visits who are not students at the school or part of the agreed staff complement. This may include family members accompanying visits if the trustees are not satisfied that there is an educational benefit for the students.

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. The group leader will also be aware of the medical needs of all students and have specific plans in place for those whose medical needs may cause concern.

The group leader must complete all required documentation required for submitting an Evolve form including a pupil list and any contextual information (including pupil premium and SEND).

For all visits the cost of the trip should include all of the costs of supply to cover for absent colleagues as this forms a part of the true cost to the school for running the trip. Specific circumstances relating to size of department can be discussed with the Business Manager at the initial costing phase. The trip leader is responsible for organising transport to and from any educational visit making sure there is suitable first aid in place.

Remissions Policy

Where a student is eligible to receive pupil premium funding and parents or guardians request support, the school will remit up to 50% of the costs of educational trips. The school will also subsidise the cost of any residential trip for those in receipt of pupil premium once per annum.

The trip leader should complete the required documentation where the details of pupil premium students are recorded in order to evaluate the effectiveness of this provision.

The school may ask for voluntary contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those students whose parents have not contributed.

However, if not enough voluntary contributions are received the visit may have to be cancelled.

The expectations of Students 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/carers 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 or could put at risk all other attendees.

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 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 Group Leader will take with them a copy of the NCC Emergency Procedure and complete all the necessary risk assessments by submitting them to Evolve within the designated time frame.

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.

Staff to student ratios may vary due to the age of the group and nature of the activity and due to other factors, such as additional needs or behaviour concerns. Guidance should be sought from the EVC if there are any concerns but as a guide the following ratios (adults to children) can be used. 1:15/20 for UK based trips and 1:10 for residential, or overseas trips.

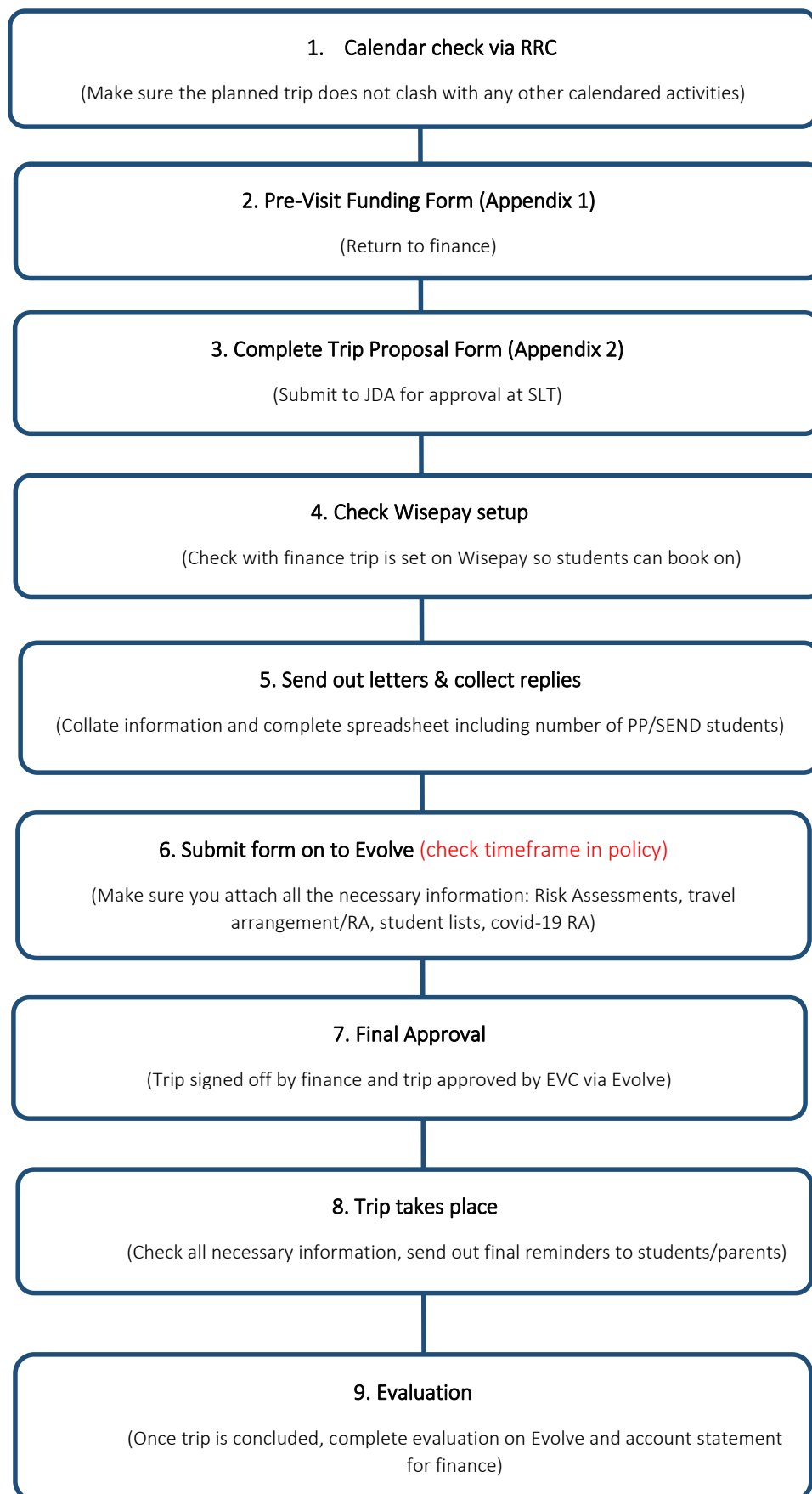
Evaluation

The Group Leader will evaluate all trips through the Evolve system, which can be made available to the Board of Trustees on request.

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 (with administrative assistance) is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.

THS Trips & Visits Flow Chart



Appendix 1 – TAVERHAM HIGH SCHOOL FUND PRE -VISIT COSTING FORM

This form must be complete and returned to finance to make sure the trip can run before completing to trip proposal form (appendix 2) and sending out letters.

Trip or visit to: _____

Date of visit: _____

Member of staff responsible _____

Please supply documentation e.g. letter to parents/quotations for transport etc

INCOME		EXPENDITURE	
Pupil Contribution	£	Travel Minibus Coach Train	£
		Entrance Fee	£
		Refreshments	£
Other – please specify	£	Other – please specify	£
		WisePay charges (10p per transaction plus 0.01%per pound)	£
		Supply	£
TOTAL INCOME	£	TOTAL EXPENDITURE	£

No Pupils taking part X Cost per Pupil = Cost of visit
.....
£

Signature _____ Date _____

Received by Finance _____

PLEASE ENSURE THAT DEPOSITS ARE RECEIVED FROM PUPILS BEFORE THE TRIP DEPOSIT IS DUE TO BE PAID.

Costing authorised by Business Manager _____

Appendix 1 - Taverham High School: Trips and Visits Proposal Form

All trips and visit proposals must be submitted to James Day which will then be brought to a Monday morning SLT for discussion and provisional approval. Trips will only be full approved when the deposit/s required from the company/ies has been collected from the students. Please complete the table below. All areas must be completed before submitting the proposal.

Name of the Person Organising the trip/visit	
Name of the trip leader, (if a different colleague)	
Date and Times of the trip/Visit.	
Purpose and educational value of the trip	
Venue	
Year group/s involved	
Number of students involved	
Number of PP students involved (Proposed)	
Number of SEND students involved (Proposed)	
Total cost of the trip per student	
Break down of the cost of the trip. (N.b. a copy of any quotes for the trip/visit <u>must</u> be attached with this form)	
Outline of payment plan – including dates for payments students are paying over a period of time. This must include deposit and payment amounts	Date deposit due to provider/s: Date deposit due from students (<i>this amount must cover deposit paid to the provider and be due 1 week prior to date above</i>): Date payment due from students: Date final amount due to provider/s:

	Date final amount due from students (<i>this amount must cover final payment to the provider and be due 1 week prior to date above</i>):
Cover implications and proposed staffing for the trip. (please attach cover implications and duty)	
First Aider	Name:
Detailed itinerary of the visit/trip. (Essential for residential, overseas and adventurous activities)	
Named Emergency contact person (SLT)	Name:
Draft letter for the trip (Please attach)	

Approved:	Date:
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Please note:

- *Residential and Adventure Trip Proposals should be approved with at least 12 months notice. All other trips should be submitted with a minimum of 6 months. (It is recognised there may be occasions when this is not feasible.)*
- *When calculating the cost of the trip a 5% contingency fund should be factored in. Once all payments for the trip/visit have been met any excess funds will be distributed back to the students involved on the trip/visit.*
- *If the trip alters in any way e.g. the addition of a year group or another subject's involvement the proposal must be resubmitted with the alterations highlighted to the EVC*
- *Once trips and visits have been approved the EVC will inform the trip organiser. The trip organiser should liaise with the EVC to ensure EVOLVE is completed and approved in the required timescale.*
- *It is the trip leader's responsibility to ensure all booking forms and information has been provided to Kier 28 days in advance of the trip/visit running. (Forms are available from Mel Egleton). The booking form should be returned to Mel Egleton.*
- *Taverham High School will have a cap on how much each trip/visit can access for disadvantaged and KS5 bursary student; £300. Bursary support for a trip can only be accessed once- students repeating a trip will need to be self funded.*