



All Saints Carshalton, Church of England Primary School

Policy for Educational Visits

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Next Review – Spring 2019

Rationale

At All Saints Carshalton, we aim to offer a broad range of educational visits and other activities that enrich the curriculum for our children, and complement what they learn in school. We believe educational visits and other opportunities for learning outside of the classroom both enhance and support the curriculum and can make a significant contribution to children's enjoyment of their learning and the outcomes they achieve as well as increasing their independence and their ability to manage everyday situations.

We recognise the importance of educational visits as a means of enriching pupils' experiences and enhancing their learning. We aim to broaden the children's horizons and raise aspiration so that children believe they can achieve. However, we are also aware of the safety needs of our pupils and understand that detailed planning and procedures are necessary to ensure that these visits remain valuable learning experiences and to minimise the possibility of any accidents.

All visits will have a clear educational focus and be linked to the pupils' curriculum. Teachers will visit the venue beforehand in order to have first-hand knowledge of the site and thereby minimise any risk. As with any other lessons, the work children are to undertake on the visit will be appropriately planned and any tasks to be carried out will enhance and focus the learning. The specific aims and objectives for each individual visit are included in the information provided to parents.

In Year 6, children will experience a residential visit. This visit will give them the opportunity to experience staying away from home without their parents for 4 nights. Whatever or wherever the venue, our teachers will ensure that the educational benefits to the children are maximised and that the visits are well planned and executed

The school has adopted as its guidance the 'Educational Visits Guidance (2012)' provided by the Local Authority. This guidance describes the role and responsibility of the Governing Body, Head Teacher and Educational Visits Coordinator, and includes practical advice on the many aspects of planning and managing visits. The EV Coordinator (Head Teacher) and the Office Staff have access to this information via the LB Sutton EV website. This Policy should be used in conjunction with all the advice and guidance provided by LBS.

Assessing Risk

Teachers undertake a risk assessment visit before visiting any unknown venue. During this visit they will consider the risk assessment produced by the venue. A 'model visit risk assessment' (LBS) is in use and this is used as the starting point for risk assessment on all educational visits. For many visits this model will suffice, but visit leaders review the document and consider whether or not amendments or additions to the assessment need to be made when considering the nature of the visit and those children/ students that are to participate. Any amendments or additions must be recorded. Any 'High Risk' factors will be reported to the borough. The school does not undertake visits that are deemed to be 'Hazardous Activities.'

Equal Opportunities

We recognise that every child has the right to join in all activities provided by the school, including educational visits. We will make every effort to ensure that all visits are suitable and appropriate for the needs of the children concerned regardless of their ability or needs. We will make every effort to keep the costs associated with visits to a minimum to maximise participation. No child will be excluded from a visit on the grounds of non-payment.

The school 'Charging Policy' gives details of charges and voluntary contributions that may be requested from parents/carers. This policy also gives details of remissions of charges that may be made at the Head teachers' discretion.

Gaining Approval

The Full Governing Body is informed of visits, and approves the arrangements for residential visits prior to their taking place.

The authority to approve day visits is delegated by the Governing Body to the Head teacher and they are recorded in the termly Head teacher report.

The school informs and seeks approval from the LA for certain categories of visits (e.g. residential visits). Approval of all visits will be recorded via the EVOLVE software.

Staff Knowledge and Skills

It is the responsibility of the Head teacher to ensure staff leading off site visits are adequately trained, informed and experienced.

Communication with Parents and Obtaining Consent

When pupils join the school, parents sign a permission form for local visits. However, parents and carers are always informed before their child takes part in any off-site visit and further consent is sought from parents and carers to allow their children to participate in off-site visits that involve travelling beyond walking distance.

Monitoring and Evaluation

Staff monitor and evaluate the quality and effectiveness of visits in terms of safety, educational value, value for money, enjoyment, etc. (see appendix A monitoring and evaluation form).

Educational Visit Evaluation Form

Appendix A

Visit Details

School / Group								
Group leader								
Number in group	Male		Female		Staff		Age range of students	
Venue							Dates	
Purpose(s) of Visit								
Providers / commercial organisations used								

Please comment on any relevant areas

Preparation and planning	In hindsight are there any aspects of this you would do differently?
Aims and objectives	Any comments about the aims e.g. did the visit allow you to meet them, were they sufficiently focussed or too narrow?
Staffing	Any comments about staff ratios and levels of competence required
Travel / Transport	Suitability of arrangements, problems encountered. Please rate any commercial provider
Venue	Suitability / appropriateness. Issues encountered or things you might change next time
Supervision	Any thoughts on the way supervision was provided - anything you may do differently next time?

First aid	Suitability of arrangements, first aid administered
Incidents or near accidents	Record here anything you feel was a potential problem for other groups which you would be aware of were you to run the same visit again

Quality of contractors

How would you rate the contractor? Please tick:	Very good, will use again	<input type="checkbox"/>
	Good but minor issues need addressing	<input type="checkbox"/>
	Would only use again if significant issues were resolved	<input type="checkbox"/>
	Will never use again	<input type="checkbox"/>
Positive comments		
Negative comments		

Any additional comments

Completed by _____ Date _____

As part of the school's role in monitoring educational visits, please complete and return this evaluation to the Head Teacher for all residential or Day visits