



**Policy Subject: EDUCATIONAL VISITS POLICY**

**Date: January 2019**

**Review Date: January 2022**

**Vision Statement**

**'St Dunstan's – a thriving Christian school, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.'**

For all members of our school family we celebrate:

- excellent achievement and progress in all that we do
- learning for life in all its fullness
- Christian values alive within our school
- being at the heart of our community

**Rationale**

At St Dunstan's 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 (LOtC) both enhance and support the curriculum, and can make a significant contribution to children's enjoyment of their learning and the outcomes they achieve. 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.

**Aims**

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. We aim to develop LOtC as an entitlement for all children, and offer all children a range of experiences that are frequent and progressive and that enable them to;

- Visit new places, broaden their horizons, undertake new activities and enjoy new challenges
- Develop their confidence, self-awareness, independence and skills
- Learn new ideas, facts or concepts, and relate classroom learning to the outside world

These experiences will be integrated to their learning in school and we believe will play a key part in increasing the children's motivation and willingness to learn, raising their aspirations and raising their attainment.

Children will have opportunities to reflect on these experiences and celebrate their achievements through their work in school, and through displays, presentations, web-site, 'Express' events and assemblies.

To achieve these aims we will;

- Plan the curriculum so that it includes progressive experiences for all children regardless of age or key stage
- Where possible include at least one opportunity for all pupils to participate in an off-site/ on-site visit during every term
- Aim to provide every child with the opportunity to experience a residential visit (staying away from home for at least one night) during their time in Key Stage 2
- Ensure that all experiences offered are high-quality, and where these are not led by our own qualified staff, we will make use of providers who have the necessary skills, training and confidence to ensure that experiences are of a similar standard
- Offer visits that are cross curricular (where possible) and have both educational and social aspects of learning embedded in them

### **Statement of support from the Governing Body**

Governors at the school are committed to ensuring that children experience a rich and stimulating curriculum that includes a comprehensive range of educational visits. Governors will ensure that systems and staffing lead to visits being worthwhile and of high quality, that are rigorously planned and effectively managed. We will also ensure that visits are inclusive in nature and that all children have access to the same level of opportunities.

### **Equal Opportunities**

We recognise that every child has the right to join in all activities provided by the school, including outings and 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.

### **Reference to and coherence with other school/setting policies**

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 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 Teacher's discretion.

A 'model visit risk assessment' is in use and this should be used as the starting point for risk assessment on all educational visits. For many visits this model will suffice, but visit leaders must 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.

### **Gaining Approval**

The Full Governing Body approves all visits, with the Chair endorsing the arrangements made for visits. Any arrangements for such delegation should be contained in the Committee Terms of Reference.

The school is required to inform and to seek approval from the LA for residential visits or those to London. Approval of all visits will be recorded.

### **Visit planning and record keeping**

The Evolve system is used in the school. This ensures that visit planning meets best practice, and that record keeping of visits is thorough.

All residential visits and trips to London must be entered into Evolve and submitted to the Head and Chair of Governors for approval. In normal circumstance visits should be submitted to the Head not later than six weeks before departure (any visits that will need submitting to the LA/ OEA should arrive not less than one month before departure).

### **Management issues**

- Staff knowledge and skills – many staff are experienced in organising, planning and leading visits and LOtC activities. All visits will be led by a suitably experienced member of staff, and more recently qualified staff will be given opportunities to work alongside colleagues to develop their skills and confidence. Where training needs arise, these should be brought to the attention of the EVC for inclusion in staff development planning
- Reviewing and monitoring procedures – all visits should be reviewed against the desired learning outcomes, and to record any concerns related to the visit planning or management (eg unforeseen eventualities)
- Funding– a voluntarily contribution is requested from all parents. Those unable to contribute speak to the Head Teacher/SBM. Some Pupil Premium funding may be used to support our PP children and enable them to participate fully.
- Resourcing – A whole-school plan is in place to ensure all children in all year groups benefit from the opportunity to participate in the broader curriculum experiences.
- The timetable – an annual timetable ensures all staff have sufficient time to plan and deliver LOtC – including where appropriate, carrying out a pre-visit.
- Use of parent and other volunteers – all parent and other volunteers in school must have an enhanced DBS and have attended a parent/ helper meeting at the start of each academic year.

### **Communication with parents and obtaining consent**

Parents and carers must always be informed before their child takes part in an off-site visit. Children should not be relied upon to communicate this information verbally. It is also necessary for parents and carers to give their consent to allow their children to participate in off-site visits. A system is in place to obtain annual consent from parents for their children to participate in local visits.

For all visits that include an overnight stay, distant or overseas destination or adventurous/ hazardous activity then a separate consent must be obtained.

Parents will always be informed six weeks before a residential visit takes place and a minimum of 4 weeks before a trip

When separate consent is not required, then parents will be reminded that they have already given consent to cover the planned visit, and they should advise the school if there is any change to this consent or any change to the medical information or parental contact details already held for their child.

The school uses ParentPay and accepts consent via accounts (eg when a payment is made) together with the school consent form.

### **Review, monitoring and evaluation**

Each LOtC is reviewed following each visit and evaluated against the learning outcomes outlined in the visit request form. Changes and amendments are then discussed with the SLT and appropriate changes made.