

Conifers Primary School Educational Visits Policy

Educational Visits Coordinator Mr I Lyon

Overview/Rationale

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment.

Educational Visits and Learning Outside the Classroom (LOTC) is embedded into our Creative Curriculum through carefully planned topics in each year group. At Conifers we are a Thrive School and we value the importance of nurturing each child's emotional development and LOTC is one of the ways this happens. Education visits are expected to happen in every year group at least once a term.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

Key Principles

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the **DCC Policy of Safety and Guidance - Offsite Events and Adventurous Activities**. The governing body will include

in its role the support of school policy and procedures for educational visits including the reporting of visits

- The Educational Visits Coordinator will be responsible for the approval of all visits, and will seek advice from the Headteacher when required.
- The Educational Visits Coordinator will receive full training and will update this when required.
- There will be a named and approved Event Leader and Deputy (Class teachers) on all educational visits. This Event leader will be specifically competent for the role as detailed in the **DCC Policy of Safety and Guidance - Offsite Events and Adventurous Activities**. If in any doubt confirmation will be sought from the Outdoor Education Adviser.
- Working with the EVC as necessary, the Event Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit (See Conifers LOTC Procedure). The Event Leader will assume full responsibility during the visit, including on-going risk assessment.
- The Event Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed
- The EC will organise details of any residential visits at home or abroad or day visits involving activities of a hazardous nature. The EVC will submit these to the LA for assessment/monitoring through use of FORM 5 at least 1 month before the departure date.
- On residential visits all staff are in loco parentis and they have responsibilities for the safety of the children and have a duty of care. Therefore, all staff must refrain from consuming alcohol to ensure this duty of care is upheld.

Parents and carers

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.
- When required Event Leaders will ask parents and carers to assist with trips. If the parent is in charge of a small group, they must have completed a DBS check.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.
- Pupils should be given the opportunity to celebrate their achievements during their education visits and LOTC. This can be in the form of a parents evening or an assembly.

Links

Equality Objectives Policy

Special Educational Needs Policy

Thrive Policy

Creative Curriculum Policy

<http://www.conifers.dorset.sch.uk/policies>

<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Articles linked:

- **Article 12** : You have the right to give your opinion, and for adults to listen and take it seriously.
- **Article 13**: You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.
- **Article 17**: You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need.
- **Article 28** : You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.
- **Article 29**: Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

DCC Policy of Safety and Guidance - Offsite Events and Adventurous Activities

Access at www.dorsetforyou.com/schoolsafety

Outdoor Education Advisors Panel

<http://oeapng.info/>

Adopted date:	October 2021
Signature of Headteacher:	Mr A Johnson
Signature of Governing body:	Ms D Woods
Next review date	October 2022