



School Policy on
Educational Visits & Journeys (EVJ)
and
Learning Outside of the Classroom (LOTC)

July 2015

School Policy on Educational Visits & Journeys and Learning Outside of the Classroom

Referred to as EVJ / LOTC herein

Definition:

Educational visits – an activity that takes place off the school premises

LOTC – is an activity that can take place either within the school environment or off-site

The school has formally adopted, through its Governing Body, the Bedford Borough 'Policy and Guidance for Educational Visits'. Further school procedures will be agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school maintains a broad and balanced curriculum and has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises which support the aims of the school such as

To provide opportunities within the wider curriculum for all pupils to experience a sense of awe and wonder.

This includes:

- To introduce pupils to a range of new experiences first hand
- To develop the curriculum through using the local environment and community
- To offer pupils exciting and stimulating experiences that enthuse them in their learning
- To develop self-esteem and social skills through providing a range of opportunities for pupils to excel
- For pupils to develop their social skills, independence and resilience through experiences
- To take part in the community as well as inviting them into our school.

- To provide rich opportunities that can engage all pupils effectively in understanding about sustainability and the environment
- To ensure visits outside of school, including a residential opportunity are built into our curriculum and enhance teaching and learning
- The use the school environmental and outdoor facilities as a planned resource within the curriculum e.g. 'habitats'. Whilst supporting other curriculum areas e.g. for sketching in art, as a stimulus for writing activities and our healthy schools initiatives e.g. gardening, sustainability initiatives

Our core offer

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

We offer the following entitlement to all our pupils:

Entitlement 1	We provide all pupils with a residential activity in year 4
Entitlement 2	All pupils experience at least two visits each year
Entitlement 3	Where possible topics taught will be supported by a visit or visitor
Entitlement 4	All pupils take part in environmental activities over the year
Entitlement 5	All pupils take part in international activities over the year
Entitlement 6	All pupils visit at least one community building during the year or will use a community resource e.g. park. Library, shop, swimming pool. Years R – 4
Entitlement 7	<p>All pupils will have opportunity to participate in at least two productions over the year. This might include</p> <ul style="list-style-type: none"> * Class assembly * Music assembly * Key stage productions * Talent show <p>In addition to this it is expected that pupils will contribute to assemblies, school website and through newsletters for pupils to share their experiences by.</p> <ul style="list-style-type: none"> * Providing feedback about trips and visits * Welcoming visiting speakers * Volunteering in assemblies * Providing feedback about events and sports matches etc <p>Pupils who play a musical instrument may have further opportunities to play during assemblies and/ or to accompany other events. - Years R-4</p>

Entitlement 8	Adventure Activities, which might be classed as higher risk - Years R- 4 (Outdoor learning days)
Entitlement 9	Out of hours Clubs (music, drama, art, science, sport etc) run by staff - Years 3 & 4
Entitlement 10	Out of hours Clubs (ballet, dance and tennis) run by external providers - Years R - 4

How we will deliver this

Approval Procedure and Consent

The Headteacher has nominated a teacher as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to Mrs Lawes & Mrs Whitehead and will nominate members of the Resource subcommittee as signatories, as necessary, on behalf of the governing body. (Charlotte Cornwall)

Before a visit is outlined to parents the headteacher and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date. All venues for trips must be visited prior to the trip taking place by the teacher.

All visits will be recorded on 'EVOLVE' the system monitored by University of Bedfordshire. EVOLVE is used to ensure that there is a level of robustness, particularly as the concept of safeguarding is prominent in school policy. Permission from the authority must be sought six weeks prior to any of the following activities taking place residential, farm, zoo or large groups (100+) visits.

Residential activities

All pupils in year 4 have the opportunity to experience a residential activity. In year 4 this is a two night stay. Facilities and resources provided by quality badge holders (Where possible). All adults accompanying a trip must have had the appropriate criminal records bureau check.

In order to prepare for the residential, the Educational Visits Coordinator liaises with the year 4 teachers. Parents are notified during the Autumn term the previous year about the proposed details for the trip and a parents' meeting is held. Parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. The residential trip is considered to be an entitlement and all pupils take part.

Other visits / activities

The range of activities are outlined above and in the school prospectus along with the criteria by which pupils are able to access them and the methods by

which parents will be notified and asked for their consent.

For any visit parents will be asked to sign a letter, which consents to their son/daughter taking part. As part of the parents' consent they will be fully informed of the activities and arrangements for the visit.

For out of hour's clubs and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the termly curriculum sheet which will outline the activities that pupils are involved in and will be informed by letter through their son/daughter if an activity has to be cancelled.

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 pupils. All payments for the visit will be made through the school's accounts.

The school has separate policies for 'Charging and Remissions', 'Inclusion' and 'Equal Opportunities' which applies to all educational visits.

Equal Opportunities

The Hills Academy is committed to working towards equality of opportunity for all children, regardless of age, ability, gender, race and social circumstances. All pupils are of equal value and have the same right to take part in the varied activities and opportunities wherever possible.

Inclusion

There is a commitment to inclusive practice. Inclusion is the responsibility of everyone in the school. The Equality Act 2010 provides an updated statutory framework to ensure that all people with protected characteristics are given equal opportunities. All children have the right to attend a mainstream school, unless their parents choose otherwise or if this is incompatible with 'efficient education for other children.' Alongside the act The Disability Equality Duty (DED), introduced into The Disability Discrimination Act in 2005, place new duties on schools not to treat disabled pupils less favourably than others and to make 'reasonable adjustments' to ensure that they are not disadvantaged. This may involve disabled pupils receiving more favourable provision.

Staffing

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 pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. A newly qualified teacher (NQT) should make a visit prior to any trip taking place. During the trip they will be accompanied by an experienced member of staff.

Where it is appropriate the school will ensure that CRB screening is available for volunteer adults assisting with educational activities and visits.

Volunteers assisting with swimming or toileting during visits must be CRB screened.

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.

Emergency Procedures

The school will appoint a member of the Senior Leadership Team (SLT) as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention (see the Grave Emergency Procedures policy).

The Group Leader will leave full details of all pupils 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.

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.

The expectations of Pupils and Parents

The school has developed a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct is part of the condition of booking by the parents, and includes the potential of withdrawal of a pupil prior

to and during the visit if such conduct would have led to a temporary exclusion from school. Should parents be required to collect their child for any reason (sickness, behaviour etc) they will be expected to attend within a specified timescale and meet all associated costs.

Monitoring

In order to monitor this entitlement teachers will:

- Monitor plans termly for trips, visits and visitors
- Monitor the uptake of cross-curricular opportunities
- Monitor the participation of pupils in productions and special events
- Pupil voice will be used to review activities

Evaluation

All visits will be evaluated by the Group Leader with the EVC. Risk assessments will be evaluated and/or modified as a result. A short evaluation report will be made available for the Governing Body if requested.

Administration

The administration staff are responsible for Evolve, producing a field file and presenting a financial account for the visit which will be audited as part of the schools' procedures.

Appendices

- * General risk assessment for coach journeys
- * General risk assessment for walking with a class
- * Contents list of field file

Linked policies

These include:

- * Grave incident policy
- * Curriculum policy
- * Healthy schools policy
- * PHSE policy

* Environmental policy

* First aid policy

* Charges and remissions policy

* Equal opportunities policy

* Sustainability policy

* Safeguarding policy

* Inclusion policy

* Behaviour policy