



FULMER INFANT SCHOOL

EDUCATIONAL VISITS POLICY

Introduction

Fulmer Infant School has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year, our 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 our school.

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

- Our-of-hours clubs (music, drama, art, science, sport etc.)
- School teams
- Regular nearby visits (village halls, libraries, shops, woodlands, places of worship, farm etc.)
- Day visits for particular year groups
- Country Dancing

Approval procedure and consent

The Headteacher is the nominated 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 the Curriculum Committee.

Before a visit is advertised to parents, the Headteacher and governors must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit, the contract will be made with our school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For our-of-hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters our school. Parents will be given the timetable for the activities that pupils are involved in and will be informed.

Our school has separate policies for Charging and Remissions, which applies to all educational visits.

Staffing

Our 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.

Where it is appropriate, our school will ensure that a DBS screening is available for volunteer adults assisting with educational activities and visits.

The appointed 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 expectations of Pupils and Parents

Our school has a clear code of conduct for school visits based on the Behaviour Policy. This code of conduct will be part of the condition of booking by the parents and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed-term exclusion from school.

Emergency Procedures

Our school will appoint a member of staff as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or those that might attract media attention.

The 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.

The Leader will take with them a copy of the Serious Incident Action Card.

Our school will have emergency funding available to support the Leader in an emergency.

Evaluation

All visits will be evaluated by the Leader with the EVC.

The EVC will ensure that any risk assessments for the trip are dated and evaluated and/or modified as a result of any incident.