

Educational Visits Policy  
**Long Buckby Infant School**  
**Educational Visits Policy**

## **1 Rational**

Off-site activities play an important part in pupils' education and should be encouraged & supported. They include activities such as: day visits, walks around the local area and trips to the local park. Educational Visits and Outdoor Activities are an integral part of the children's education at Long Buckby Infant School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. Additionally, they give the children the opportunity to develop social skills which have a long-lasting beneficial effect.

All Off-Site activities must serve an educational purpose, which is clearly related to the curriculum. Safety must be a prime consideration & Group leaders must be aware of the degree of care expected of them.

## **2 Policy Statement**

Off-Site activities should be planned to fit into an organised programme at Long Buckby Infant School, allowing access to pupils of all ages, abilities and backgrounds. They should be executed with due regard to their legal context and good practice, following the LA framework (Northamptonshire County Council - Policy for the Management of Learning Outside the Classroom). It is essential that relevant sections are familiar to, and understood by, all those planning to be involved in any Off-Site activity.

## **3 Research**

Whenever possible, staff should have visited venues on previous activities or preliminary visits. Evaluations and planning from previous trips can also aid in research.

## **4 Planning**

This should be done ahead of a visit to ensure that there is no unreasonable risk to safety, quality or finance.

## **5 Group Leader**

The Group Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks;
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

## 6 Adult Volunteers

All adult volunteers, who are not teachers or Teaching Assistants at the school must:

- read through the risk assessment prior to the visit;
- briefed by the Group Leader and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader;
- not use person phones to take photographs, even of their own child.

## 7 Emergency Contacts

It is important that groups can be contacted or can make contact with the school. A member of staff not on the activity should act as contact for the group in the school. They should have available all relevant information. All voluntary helpers should give their emergency contact details prior to a trip taking place.

## 8 Risk Assessment

It is mandatory for staff to perform a formal risk assessment as part of the planning of any Off-Site activity and this should be agreed by the Educational Visits Co-ordinator and then signed and approved accordingly.

## 9 Approval & Monitoring

Long Buckby Infant School categorises school trips in line with LA categories A, B & C. The approval procedure for each is as follows:

Cat A: EVC Approval

Cat B: EVC & Headteacher Approval

Cat C: EVC/Headteacher/Governors and an Off-Site & Outdoor Advisory Service on behalf of the Education Department.

## 10 Evaluation

On return from an Off-Site activity any additional risk information will be recorded on the digital risk assessment forms. This is to assist in the planning of future trips of similar nature.

Sub Committee Reviewed (date) <i>22<sup>nd</sup> November 2016</i>	Signed (Headteacher) <i>Sarah Dugdale</i>
Full Governing Body Ratified (date) <i>6<sup>th</sup> December 2016</i>	Signed (Chair of Governors) <i>Cei Davies Linn</i>
Review Date	<i>November 2019</i>

Key	
EVC	Educational Visits Co-ordinator