



Barndale House School Educational Visits Policy

Date of Policy Implementation: 8th November 2018

Date of next Review: 1 year from implementation

This policy document was produced in consultation between representatives of the school and Governing Body

Barndale House School has formally adopted, through its Governing Body, Northumberland's Safe Management of Educational Off-Site Visits. Additional further school procedures have been agreed with the Governing Body to ensure that this policy is adhered through the appointment of a Governor responsible for Health and Safety, risk assessments and NCC Evolve (Educational Visits Online).

Aims and Purposes of Educational Visits

Barndale House School/Residential Provision has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

The school arranges a number of activities each year that take place off the school site and/or out of school hours that support the aims of the school, to enhance the curriculum increase educational and social opportunities. The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access. Parents are informed of any forthcoming visits by letter and the termly newsletter.

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

Out of school clubs (sports clubs, youth clubs, dance, art etc).

School sports team's events and competitions.

Regular nearby visits (library, shops, woodlands and gardens, theatre, beach, farms etc.)

Day visits for particular year groups in support of the time tabled curriculum activities.

Adventure activities classed as higher risk (canoeing, rock climbing, horse riding and skiing).

These activities are made available to pupils in school through class groups, year groups, school teams, residential provision and invitation.

Approval Procedure and Consent

The Headteacher has nominated a Educational Visits Co-Ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of the educational visits and other off-site activities to the Headteacher and Health and Safety Governor and Residential Governor as signatories on behalf of the Governing Body.

Before parents are informed of the visit the Headteacher, the EVC and Governors will approve regularly timetabled visits as part of ongoing opportunities at Barndale.

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

For out of hours clubs, school teams and nearby visits parents are asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given a timetable for the activities that pupils are involved in when the visit is arranged and will be informed (by letter/phone call/through their son/daughter) if an activity has been cancelled.

For any visit lasting for a day or more parents will be asked to sign a letter that consents to their son/daughter taking part. The school has a standard letter to be used for this purpose. As part of the parent's consent they will be fully informed of the activities and arrangement for the visit. For all residential visits parents will be fully briefed on the activities and arrangements.

The school has a separate policy for 'Charging and Remissions' which applies to all educational visits.

Staffing

Barndale School recognises the key role of accompany 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 pupil's learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

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

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the pupils.

The appointed party 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 evaluation the visit or identifying time when the leader and the EVC might work in partnership to undertake planning and risk assessment.

The Expectations of Pupils and Parents

Barndale School has a clear code of conduct for school visits based on the schools' Behaviour Policy. The code of conduct will be part of the conditions of booking by the parents, and will include the potential withdrawal of a pupil prior to or during the visit if the safety and wellbeing of the pupil and others is compromised by the medical, behavioural condition of individual pupils. (Parents will be fully informed of costs and programme of visits).

Emergency Procedures

The school will appoint the Headteacher/Deputy Headteacher as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The party 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 party leader will taken with them a copy of the Northumberland Emergency Incident Procedure.

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 party leader in an emergency.

Evaluation

The party leader with the EVC will evaluate all visits. The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and modified as a result of the visits. Governors are informed of visits made during the previous term and modified risk assessments are carried out.

The party leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.