

# Shoeburyness High School

A member of Southend East Community Academy Trust



# EDUCATIONAL VISITS POLICY

**Status** : Recommended

**Last approved revision** : November 2017

**Next revision due** : November 2019

**Reviewed and monitor by** : Educational Visits Co-Ordinator (HW)

**Agreed by** : Local Governing Body

**Signed by Chair of  
Governing Body** :

## **1. AIM**

The school aims to enhance the opportunities offered to all our students by enabling them to extend their skills and experience through participation in school excursions. These may be residential or day visits. They will broadly support the curriculum through field courses or local short visits or more extended trips to museums, galleries, theatre or lectures.

## **2. OBJECTIVES**

- 2.1 That all students have an opportunity to take part in one school visit per year and one extended visit during their time at the school. This objective will be fulfilled in the context of health and safety standards which may mean that a small group of pupils disqualify themselves through untrustworthy behaviour. All students will be encouraged to participate in some form of school visit each year.
- 2.2 All visits will ensure the highest standards of safety consistent with the school health and safety policy, Department for Education (DfE) and Southend Borough guidelines.
- 2.3 All visits are financially managed in line with the school financial regulations, school charging policy and school visits guidance.
- 2.4 The school wishes to maintain (in the context of the above objective) a balance between experienced staff leading visits and providing suitable training for all staff to develop experience to lead a visit.
- 2.5 Trips and visits should abide by the set school procedures. The school visit procedure pack is regularly reviewed and updated to reflect changes in practice and the current legislation and guidance of school visits.

## **3. REVIEW**

- 3.1 The school Educational Visits Co-ordinator (EVC) is responsible for school visits administration and will maintain a log of all school visits taking place. Updated training sessions by the Local Authority will be attended by the EVC on a regular basis.

- 3.2 It is the responsibility of the EVC to ensure that the above policy and any guidance over detailed procedures is adhered to, reviewed and updated as necessary.

#### **4. PRACTICE**

- 4.1 There is a considerable amount of administration associated with any school visit and additional approval or authorisation is required from governors and the local authority. This stems from DfE requirements and is there to protect leaders and other staff as much as the students. Given this, it is important to start the procedure at the earliest possible time. The borough council require up to 2 months' notice, so all preliminary discussion and paperwork has to be done before their permission can be sought. For these purposes it is not unreasonable to start planning a visit three months before the visit date. As is noted later, short notice may well be sufficient reason for a worthwhile visit being disallowed.
- 4.2 The first part of the formal application procedure for a visit is for the leader to meet with their CPDL. Following this the leader must start a visit submission using the on-line Evolve system. Access details and guidance are given in Educational Visits folder on the I drive. At any stage in this process clarification can be sought by discussion with EVC.
- 4.3 Prior to any visit taking place this formal application has to be electronically submitted to the EVC, showing the educational aims of the activity, a risk assessment for the variety of activities undertaken within the visit, financial and cover implications and a draft of the parental letter. Senior management, governors and Southend Borough Council view these applications for their approval. For some types of visit this approval may be delegated to the EVC.
- 4.4 Visits that are either abroad (ABTA/ATOL protected), residential or involve higher risk activities involve greater preparation and are required to have prior governors' and local authority approval. Child safeguarding issues must be highlighted within the risk assessment and discussed with the Senior Leadership Team and Governors. During the visit the party leader will have the contact details of a senior member of staff/departmental leader in case of emergencies.
- 4.5 No visit will be allowed without an application form and the necessary paperwork being satisfactorily completed. No

student can take part without providing a signed Parental Consent Form in advance of departure. Only in extreme cases can the trip leader obtain verbal permission from the parent by telephone.

- 4.6 Due to the high level of risk involved, it is currently considered inappropriate for any pupil to be involved in a school exchange. Where this type of activity might be considered valuable it is essential for the leader to raise the matter with the EVC at the earliest stage, who will arrange a meeting with the appropriate governors and Headteacher before any further planning can take place.
- 4.7 All finance, covering travel, charges and insurance, must be dealt with by the Finance Office. The expertise and guidance of the EVC and relevant office staff must be sought at an early stage of planning and certainly before costing is finalised. No visit can subsidise another activity or vice versa. At the completion of the visit the leader has the responsibility to finalise the account and present it to the EVC. The school has no designated budget to support the cost of school visits, but there may be funds available, from time to time, to provide some support for needy cases. Where any financial assistance may be considered appropriate for suitable cases, the EVC must be consulted and, if approved, the leader will pass over full responsibility for this process to the EVC. Family financial constraints is not an acceptable reason for refusing a place on a visit the majority of which takes place during normal school hours. Insurance cover is needed for all school trips, although external companies do have additional cover as part of the package.
- 4.8 Students with an EHCP or medical health care plan will be encouraged to attend visits, however, careful consideration will be given to their needs.
- 4.9 A necessary part of the application procedure is for the leader to prepare a list of likely participants and then, themselves, consult with colleagues whose lessons would be missed. Final approval cannot be given until this has stage has been completed.
- 4.10 If arbitration is necessary that is through the EVC.
- 4.11 Individual students may not be allowed to go on a visit if their behaviour has been unsatisfactory, they are behind with coursework, or some other similar reason.

- 4.12 Where possible, visits or sporting events must, after outline approval, be put on the school calendar. Short notice, especially when it could be avoided, may be a factor for a visit is not being approved.
- 4.13 Evening visits, where appropriate, would be preferable to school time visits.
- 4.14 Examination preparation and external tests will take priority over school trips and staff should consult with the EVC before choosing a date.
- 4.15 The Physical Education Department will complete a generic health and safety risk assessment due to the number of fixtures etc they have during a typical school year.