



The  
Beaconsfield  
School

A Specialist Arts College

## EDUCATIONAL VISITS POLICY

Due to Covid-19, educational visits are currently not likely to proceed as in prior years. The Beaconsfield School will follow official guidelines as to the safety of educational visits and only conduct such when it is safe to do so.

Produced by:	Mrs C. Gianneri
Approved by Leadership Team on:	November 2020
Approved by Finance/Premises Committee on:	Virtually November 2020
Approved by Full Governing Body:  Chair: Mrs B. Zeun  Date: 04.11.2020	Signature: _____ B Zeun _____
Next Review Date:	October 2021

ALL POLICIES CAN BE VIEWED ON P DRIVE OR A COPY CAN BE REQUESTED BY EMAILING [office@beaconsfield.school](mailto:office@beaconsfield.school).

## 1.0 Introduction

1.1 The school has formally adopted, through its Governing Body, the Buckinghamshire 'Policy and Guidance for Educational Visits'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to. **This policy should be read in conjunction with the school's Charging and Remissions Policy for Educational Activities.**

## 2.0 Aims and purposes of Educational Visits

2.1 The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

2.2 Each year the 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 the school – to promote academic achievement, lifelong learning and good citizenship within a caring community. Examples of the range of activities are outlined in the school prospectus along with the criteria by which students are able to access them and the methods by which parents will be notified and asked for their consent.

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

- School teams.
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms).
- Day visits for particular year groups.
- Residential Visits.
- Overseas visits.
- Adventure Activities, which might be classed as higher risk.

2.4 The above activities are available to every student. Day visits and nearby visits will be relevant to the subject's programme of study. Parents will be informed of the activities by a letter, emailed or distributed via students, requesting their consent and either a payment or contribution. Where there are limited places on a trip, places are allocated through a ballot of all students who applied before the closing date.

## 3.0 Approval Procedure and Consent

3.1 The Headteacher is the Educational Visits Co-ordinator (EVC), with Mrs Thomas as the Trips Administrator, 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 Headteacher.

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

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

- For school matches 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.
- A list of planned events and fixtures is found on the school website. However, events and fixtures may be amended or cancelled at short notice. If this is the case students will be given the opportunity to contact home.
- For any visit or event that involves time off school, or travel beyond our normal fixtures with local or Buckinghamshire schools, parents will be informed by letter and will be asked to sign a consent form where appropriate.

- 3.4 As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits 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.
- 3.5 The school has separate policies for 'Charging and Remissions' which applies to all educational visits. Students who attract Pupil Premium Funding may, at the discretion of the school, have part of this funding used to pay for trips if the visit is educational or motivational.
- 3.6 Any student with an outstanding debt to the school will not be allowed to access enrichment trips and visits.
- 3.7 The school reserves the right to remove a student's place on a trip, before the trip commences, if their behaviour is contradictory to the school's behaviour policy.

#### **4.0 Staffing**

- 4.1 The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.
- 4.2 Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' 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.
- 4.3 The school does not normally support additional people accompanying educational visits, this may include family members.
- 4.4 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.

#### **5.0 The Expectations of Students and Parents**

- 5.1 The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents and include the potential withdrawal of a student prior to and during the visit if such conduct would have led to a temporary exclusion from school. The implications for parents would include either collecting the student from the visit and/or paying the associated costs for sending the student home. This will be explained to the parent and be part of the signed agreement for the visits.

#### **6.0 Emergency Procedures**

- 6.1 The school will appoint a member of the 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.
- 6.2 The Group Leader will leave full details of all students and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/carers and next-of-kin, as appropriate.

6.3 The Group Leader will take with them a copy of the Buckinghamshire Grave Emergency Procedure. All incidents and accidents occurring on a visit will be reported back through the school systems.

6.4 The school will have emergency funding available to support the Group Leader in an emergency. Group Leaders will be informed of the funding in advance.

## **7.0 Evaluation**

7.1 The Group Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body.

7.2 The Trips Administrator will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

7.3 The Group Leader is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.