

This Policy has been adopted and approved by Gippeswyk Community Educational Trust and has been adapted for use by Copleston High School.

<b>EDUCATIONAL VISITS POLICY</b>	
Approved by GCET/Adapted by Copleston High School	1.9.2017
Reviewed/Amended	April 2021
Ratified by Copleston LGB	30.6.21
Date of next Review	Summer Term 2022
Responsible Officer	Head of MAT Standards – Mr D East
Policy Number	CS10

Copleston High School has formally adopted, through its Governing Body, the Suffolk 'Guidance for Educational Visits' [www.oeapng.info](http://www.oeapng.info)

### **Aims and purposes of Educational Visits**

Copleston has a long tradition of providing opportunities for students to gain learning experiences outside of the classroom and beyond the school premises. Where possible, we seek to provide a broad and balanced range of learning for all students.

Each year we arrange a number of activities that take place away from Copleston, and out of hours, which support the aims of the school. Typical activities offered and approved by the Governing Body include:

- Out of hours clubs
- Range of school sports teams
- Regular local visits (e.g. theatres, museums, places of worship)
- Day visits
- Residential visits
- Overseas visits
- Adventurous activities

### **Approval procedures**

1. The Governing Body has delegated the consideration and approval of educational visits and activities to the Principal. The Principal has nominated Mr East and Mrs Cazez as the Educational Visits Co-ordinators (EVC) and the EVCs have received training from the LA.

2. Before a visit is advertised to parents/carers, the Head of Standards across the MAT (Mr East) and/or EVC (Mrs Cazey) will approve the completed plan and risk assessments for the visit before departure.
3. The Governing Body approves the delegation of obtaining the consent of parents/carers for visits along with associated safety measures to the EVCs named above. Written consent will be requested for all activities using a standard form.
4. The Governing Body recognises visits categorised as Type 1 - local regular day visits and agrees the maximum staff : pupil ratio as 1:20. All Type 1 trips are to be recorded centrally and approval gained from an EVC.
5. The Governing Body recognises visits categorised as Type 2 – overseas, adventurous or residential visits and agrees the maximum staff : pupil ratio as 1:10. All trips are to be recorded and approval gained from an EVC.
6. The school shall approve in advance, on an annual basis, educational visits in the following categories – climbing wall, Sixth Form Vocational visits, Main School Work Experience visits and sports fixtures within Suffolk and out of Suffolk for the Basketball Academy.
7. The Governing Body will be notified of all Type 2 trips through the Principal’s Report which is submitted at full Governing Body meetings.

### **Staffing**

- The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.
- Staff are encouraged and supported to develop their abilities in organising and managing visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.
- The school values and recognises the contribution of volunteer adults and parent/carer helpers assisting with educational visits and activities.
- Any volunteer must be approved by the Principal or Head of Standards across the MAT following the successful completion of a DBS Check.
- The appointed visit leader will be fully supported in the tasks required to arrange the visit, and will be issued with an information pack in advance of the visit. This pack must be taken on the school visit.
- Staff will not be under the influence of alcohol or drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

### **Risk Assessment**

- The visit leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken, and any incidents/injuries/accidents will be fully reported to the Site Manager upon return to school.

- The school will seek assurances about health and safety and any accreditation and licensing before committing to the visit. Checks of external providers will be conducted accordingly.

### **Expectations of students and parents/carers**

Students on an educational visit will follow the code of conduct set out for the school, as seen in the Behaviour Policy. Students whose behaviour is such that the visit leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The visit leader will consider whether such students should be sent home early and parents/carers will be expected to cover any costs of the journey home early. A statement in support of this can be found on the Parental Consent Form.

### **Emergency Procedures**

The EVCs will act as emergency contacts for each visit. Any problems or incidents during the visit must be relayed to the emergency contact, especially those involving injury or that might attract media attention.

The EVC and trip leader will have in their possession, at all times, full details of all students and accompanying adults, including the home contact details of parents/carers and next of kin, as appropriate.

All incidents and accidents occurring during a visit will be reported to the site manager on return and recorded following normal school procedures for reporting and investigating accidents.

### **Charging for Activities and Visits**

When a trip is directly linked to the curriculum, and it would be beneficial for all students to attend, the school will require parents/carers to make voluntary contributions for this activity.

For activities that lie outside of the prescribed curriculum, parents/carers will be expected to pay the required amount for the activity. In the event of hardship, the school will consider each case individually and work with parents/carers to consider applications to recognised hardship funds to support an activity for a worthy student.

All trip leaders will work to the school's policy on Remission of Charges.

David East  
Head of Standards across the MAT