



All Saints Benhilton C of E Primary School Educational Visits Policy

Mission Statement: Together, within God's love, we nurture and inspire today's minds for tomorrow's challenges

Rationale

At All Saints Benhilton Primary School we recognise the importance of educational visits as a means of enriching pupils' experiences and enhancing their learning. However, we are also aware of the safety needs of our pupils and understand that detailed planning and procedures are necessary to ensure that these visits remain valuable learning experiences and to minimise the possibility of any accidents.

All visits will have a clear educational focus and be linked to the pupils' curriculum. Teachers will visit the venue beforehand in order to have first-hand knowledge of the site and thereby minimise any risk. As with any other lessons, the work children are to undertake on the visit will be appropriately planned and any tasks to be carried out will enhance and focus the learning.

We aim to offer a broad range of educational visits and other activities that enrich the curriculum for our children, and complement the learning in school. We believe educational visits and other opportunities for learning outside of the classroom both enhance and support the curriculum, and can make a significant contribution to children's enjoyment of their learning and the outcomes they achieve, as well as increasing their independence and their ability to manage everyday situations. We aim to broaden the children's horizons and raise aspiration so that children believe they can achieve.

In years 4, 5 and 6, children will experience a residential visit. In Year 4 the children stay away for one night, giving them the opportunity to gain independence and confidence in staying away from home without their parents or family. In Year 5, a two night residential allows the children to consolidate the skills they learned in Year 4 in readiness for a 4 night visit in Year 6. Whatever or wherever the venue, our teachers will ensure that the educational benefits to the children are maximised and that the visits are well planned and executed. The specific aims and objectives for each individual visit will be included in the information provided to parents.

The school has adopted as its guidance the 'Educational Visits Guidance (2012)' provided by the Local Authority. This guidance describes the role and responsibility of the Governing Body, Head Teacher and Educational Visits Coordinator, and includes practical advice on the many aspects of planning and managing visits. The EV Coordinator (Headteacher) and the Deputy Headteacher have access to this information via the LB Sutton EV website. The National Guidance is also referred to.

This Policy should be used in conjunction with all the advice and guidance provided by LBS.

Assessing Risk

Teachers undertake a risk assessment visit before visiting any unknown venue. During this visit they will consider the risk assessment produced by the venue. A 'model visit risk assessment' (LBS) is in use and this is used as the starting point for risk assessment on all educational visits. For many visits this model will suffice, but visit leaders review the document and consider whether or not amendments or additions to the assessment need to be made when considering the nature of the visit and those children/ students that are to participate. Any amendments or additions must be recorded.

Any "High Risk" factors will be reported to the borough. The school does not undertake visits that are deemed to be "Hazardous Activities".

Equal Opportunities

We recognise that every child has the right to join in all activities provided by the school, including outings and visits. We will make every effort to ensure that all visits are suitable and appropriate for the needs of the children involved. We will make every effort to keep the costs associated with visits to a minimum to maximise participation. No child will be excluded from a visit on the grounds of non-payment.

The school 'Charging and Debt policy' gives details of charges and voluntary contributions that may be requested from parents/ carers. This policy also gives details of remissions of charges that may be made at the Head teachers' discretion.

Gaining Approval

The Full Governing Body are informed of visits, and approve the arrangements for residential visits prior to their taking place. The authority to approve day visits is delegated by the Governing Body to the Head teacher. The school informs and seeks approval from the LA for certain categories of visits (eg Residential visits). Approval of all visits will be recorded.

Staff knowledge and skills:

It is the responsibility of the Educational Visits Co-ordinator to ensure staff leading off site visits are adequately trained, informed and experienced.

Communication with parents and obtaining consent

When pupils join the school, parents sign a permission form for all local visits. However, parents and carers are always informed before their child takes part in any off-site visit and further consent is sought from parents and carers to allow their children to participate in off-site visits that involve travelling out of the immediate area.

Monitoring and Evaluation

Staff monitor and evaluate the quality and effectiveness of visits in terms of safety, educational value, value for money, enjoyment, etc. (see app A. monitoring and evaluation form)

Reviewed: September 2017

To be reviewed: November 2019

All Saints Benhilton
EV Monitoring and Evaluation Form

Appendix A

Place visited:	Date of visit:
Class:	Lead member of staff:
Purpose/aims of visit:	
Mode of travel:	
Was this suitable and appropriate? Yes / No (please comment)	
Did the visit meet it's aims and objectives? Yes / No (please comment)	
Did you feel safe at the venue? Yes / No (please comment)	
Did the children gain a lot from this visit? Yes / No (please comment)	
Were staff at the venue helpful? Yes / No (please comment)	
Would you return to this venue? Yes / No	

(please comment)

Would you recommend this visit to a colleague? Yes / No
(please comment)

Any other comments

Signed

date: