

St Peter's Catholic Voluntary Academy Trust



Policy for Educational Visits

Rationale

The Governors and Staff of St Peter's School believe that off-site visits broaden and develop teaching and learning experiences that are not available in the classroom. Off-site visits and activities provide opportunities for the enhancement of learning across the core and foundation subjects at all levels within the curriculum. Also, off-site visits allow opportunities for Students to participate in activities that develop their knowledge, skills and understanding of: Personal, Social and Health Education; Citizenship; Health and Safety; and the Values for Our Society.

To support the work of Staff and Students the School has incorporated the Bournemouth Borough Council Education Directorate – "Off-site Visits Guidelines" and the (DfEE/DCSF)/DfE – "Health and Safety of Students in Educational Visits" guidance documents into its policy. Teachers planning and undertaking visits will have access to these documents and be able to use them to further develop their knowledge and understanding.

1.Aims

We aim to:

- Enhance the curriculum with practical experiences.
- Develop aspects of personal, social, spiritual and environmental awareness.
- Strengthen Staff and Student relationships through shared experiences.

2.Procedures

2.0 Teaching Staff will take responsibility for planning, leadership and participation in off-site visits. Organisation will take place in accordance with the school policy for off-site visits, using current advisory documents. (In particular, the Bournemouth Borough Council – "Off-site Visits Guidelines".)

2.1 The recognition of the costs of administration and supply cover need to be built into the overall costs of the off-site visit.

2.2 When planning and undertaking the visit specific procedural stages must be followed. An overview of these stages is shown in a "Procedures for Off-Site Visits". (See Appendix A)

2.3 Planning should start with the appropriate research and the collection of data to enable a proposal to be made to the Head Teacher and Governing Body plus the Local Authority in the case of Residential Visits, seeking approval in principle. There should be no financial commitment made on behalf of the school until approval is received.

2.4 The group leader must ensure that all Parents/Carers of the Students participating in off-site visits have signed the permission slip stating that they agree that their son or daughter will be bound by the Contract For Educational Off-site Visits.

3.Residential Visits:

3.0 To facilitate this process the 'Request for School Calendar Event' should be completed.

3.1 After approval in principle and a period of subsequent planning, as detailed in "Procedures for Off-Site Visits" Appendix A, the second stage Forms R1 and V1 must be

completed along with a Risk Assessment covering the whole time the students are off-site. These must then be submitted to the EVC 10 weeks before the visit. The EVC will submit the R1 and the V1 to the Head Teacher and Governors for approval.

3.2 Residential visits must be approved by the P.E. Advisor, Learning and achievement Business Unit, Bournemouth Education. For this purpose form V1 will be forwarded by the EVC to the Advisor at least 8 weeks before the proposed visit. On gaining LA approval and after the completion of further staged planning as detailed, final planning can be completed. The visit can now take place followed up with the completion of the post-visit evaluation form and financial statement.

4.Non-Residential Visits:

4.0 To facilitate this process the 'Request for School Calendar Event' should be completed

4.1 Shorter visits (within one day) must then be planned in entirety, culminating in the completion of the NR1 form. This must be submitted to the EVC along with the Risk Assessment 5 weeks before the visit. The EVC will submit the NR1 to the Head Teacher and the Governors. After "Final Approval" by the Head Teacher, the visit can now take place followed up with the completion of the post-visit evaluation form and financial statement.

5.Principles

5.0 In accordance with the school Equal Opportunities Policy, every effort will be made to ensure that all Students are included in all off-site activities for their age group. Students with special educational / medical needs will be planned for, supported and included as appropriate to the circumstances. The trip leader may request financial support for pupils who qualify for Pupil Premium direct from the PP Coordinator. In the case of 6th form Students, application may be made via the School Bursary Scheme for support.

6.Assessment and Recording

6.0 Post-visit evaluation will be undertaken by Staff and Students. A copy of the evaluation will be passed to the EVC for signing. This information will be kept by the EVC to inform future planning.

7.Financial Statement.

7.0 After completing the visit a Financial Statement, showing income against expenditure will be completed and passed to the EVC.

8.School Visits Record

8.0 A record of visits will be kept and maintained which is available to Staff. It is available from the EVC.

9.Development Plan

9.0 A plan for training will be established to ensure that Staff are able to administer appropriate first aid; and that appropriate knowledge, skills and leadership are developed.

10.Review

10.0 The Policy will be continuously monitored by the School Co-ordinator for outdoor activities, field trips and educational visits and it will be reviewed annually.

Updated: March 2015

Approved by Finance, Resources & Premises Committee: 11 March 2015

Ratified by Full Governing Body: 18 March 2015

Due for Review: March 2016