



## **St Ann's School Educational Visits Policy**

### **Rationale**

Educational visits and activities organised away from the school site can provide some of the most enriching experiences of a young person's school life. If carefully planned and clearly focussed, they can be a very effective way of enhancing delivery of many areas of the school curriculum. These opportunities range from a trip to the local shops to a residential work experience trip. The purpose of this policy and accompanying information is to ensure that every trip made from school combines the safest possible environment for all students and the greatest possible educational benefit, both in terms of the curricular content and in terms of each student's personal and social development.

### **Aims of Policy**

- To promote the Health and Safety of all students and staff during any school journey, residential and off-site activities.
- To provide a framework for trips of all kinds to be planned, risk assessed and safely undertaken.
- To comply with local authority guidance and procedures.
- To set out a series of steps to be followed when planning a trip.
- To ensure that all trips are of the maximum benefit in helping to facilitate a broad and balanced curriculum for all of our young people.
- As a Unicef Rights Respecting School (Level 2) to promote Article 3, best interests of the child, Article 28, right to education and Article 31, leisure, play and culture, of the United Nations Convention on the Rights of the Child.

### **Objectives of Policy:**

- To promote students' ability to learn through a range of first- hand experiences, carefully matched to individual student's cognitive ability.
- To develop students' awareness, knowledge, skills and understanding of both their local and wider environments.
- To support links between areas of the curriculum and to generalise a range of skills learnt in the classroom.
- To provide opportunities for students to communicate with and interact with other members of the public and the wider community.
- To develop students' self- confidence and their confidence in encountering unfamiliar situations.
- To give students the opportunity to follow instructions, complete tasks, demonstrate self-discipline and responsibility, co-operate with others, share and show initiative and perseverance.

- To increase the students' level of independence and social skills through practical and residential experiences.
- To increase students' awareness of health and safety issues in practical situations.
- To develop a sense of identity through learning about the living and non-living world and their relationship within it.
- Where appropriate in terms of the young person's cognitive ability, students should be made aware of the educational reasons underlying the journey and the relevance of the activities to the curriculum.

### **Management**

- Teaching staff are responsible for the preliminary planning of all trips. All plans must be discussed with the Headteacher or a Deputy Headteacher at an early stage.
- The Educational Visits Co-ordinator (EVC) Katrina King is to check all risk assessments and where appropriate advise on the booking of transport.
- The Headteacher has overall responsibility for the suitability and safety of trips.
- Permission for Educational Visits will only be granted if the Headteacher and EVC are fully satisfied that the required planning is thorough, and that staff are competent, have the required support during the activity and can exercise a high degree of supervision at all times and in all circumstances.
- The Governing Body has ultimate responsibility for the safety of students and staff.

### **Equal Access and Outcome:**

- We will ensure that teachers identify and provide for students' special educational needs.
- We will provide all students with equal access and opportunity to participate in a wide range of activities.
- School minibuses, Ealing Community Transport buses or taxis will be provided for students as required.
- We will encourage students to learn through first-hand experience, particularly through practical activities in a variety of local and regional environments.

### **Implementation**

Teachers must be familiar with guidance in the local authority's

- Educational and Recreational Visits Handbook 'There and Back Again' 2013
- Categories of Educational Visits
- Code of Practice and Guidance notes on health and safety of pupils on educational visits
- **Compulsory forms** these are :
  - ❖ SV1 Part 1: APPLICATION FORM FOR THE APPROVAL OF AN EDUCATIONAL VISIT BY THE HEADTEACHER –**to be completed for every visit**
  - ❖ SV1 Part 2: CONFIRMATION FORM FROM HEADTEACHER TO GIVE THE GO-AHEAD FOR A VISIT –**to be completed for every visit**

- ❖ SV4: RISK ASSESSMENT FORM –**to be completed for every visit**
- ❖ SV7: PARENTAL CONSENT FORM –**to be completed for every visit**
- **Additional optional information** included as Appendices with this policy
- ❖ St Ann's Educational Visits Guidelines for staff (May 2015)
- ❖ Educational Visit Prompt Sheet for Group Leaders
- ❖ St Ann's model risk assessment

### **Links with Other Policies**

This policy should be read in conjunction with St Ann's Health and Safety Policy, Charging Policy, Child Protection Policy and the [Local Authority Educational and Recreational Visits handbook, 'There and Back Again' 2013.](#)

**Last reviewed : May 2017**

**Date of next review : May 2018**