



**THAMESVIEW SCHOOL**

**Thong Lane, Gravesend,  
Kent DA12 4LF**

**Educational Visits Policy**

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**EDUCATIONAL VISITS POLICY**

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*Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.*

The school has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at – [www.kelsi.org.uk](http://www.kelsi.org.uk)

### **1. Aims and Purposes of Educational Visits**

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school.

The Governors believe that students should have the opportunity to experience learning and personal development outside of the classroom.

The range of opportunities and activities are outlined in the school prospectus.

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

- Out of hours clubs (music, drama, art, science, sport, ICT, homework, etc.)
- School teams
- Regular nearby visits for example Cascades Leisure Centre, Shorne Country Park, libraries, shops, parks and woodlands, places of worship, farms.
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Organised activity centres
- Adventurous activities, which might be classed as higher risk will need specific Governors' approval.

## 2. Approval Procedure and Consent

A senior member of staff is nominated by the Headteacher as the Educational Visits Co-ordinator (EVC) 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 and EVC as signatories on behalf of the Governing Body.

The Deputy Headteacher and the EVC must approve the initial plan and all school internal documentation **MUST** be completed and approved by the Headteacher before a visit is advertised to parents.



Educational Visits Notification and Approval System

Visits that include adventurous activities and/ or a residential element will require approval by the Local Authority via the on-line Visit Notification and Approval system. 'e-Go' Usernames and Passwords will be managed by the EVC.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered (Notification) on the above system (e-Go)

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

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. The school has a standard model letter, which should be used for this purpose.

The school has separate policies for 'Charging and Remissions' and 'Equality' which apply to all educational visits.

## 3. Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' 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.

The school will ensure that Disclosure and Barring Service (DBS) screening is available for volunteer adults assisting with educational activities and visits.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils

The staff: pupil ratios will not exceed those as recommended by the Local Authority.

The appointed Visit 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.

#### **4. The Expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct could have led to a fixed term exclusion from school. Any costs associated with this will be borne by the parents. This must be made clear to parents in the initial letter sent to them about the trip.

#### **5. Emergency Procedures**

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of visit, including an itinerary, a list of all pupils and accompanying staff/adults on the visit with the emergency school contact. This should include the home contact details of parents/guardians and next-of-kin.

The Visit Leader will take with them a copy of the Visit Emergency Information sheet, along with the contact details of the appointed emergency school contact.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

#### **6. Evaluation**

All visits will be evaluated by the Visit Leader with the EVC. A short evaluation report will be made available for the Governing Body.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The Visit Leader is responsible for ensuring that the trip does not run at a loss and presenting a financial account for the visit which will be audited as part of the school's procedures.

**EDUCATIONAL VISITS POLICY**

This policy was agreed and adopted at a Governors' Meeting held on \_\_\_\_\_ *(date)*

Signed: \_\_\_\_\_ (Governor)

Signed: \_\_\_\_\_ (Headteacher)

The policy will be formally reviewed in \_\_\_\_\_ *(date)*