

Growing Together Federation

Bowerdean Nursery School

Henry Allen Nursery School

Mapledean Nursery School

Educational Visits Policy

Introduction

The school has adopted, through its Governing Body, the Buckinghamshire 'Guidance for Educational Visits and Related Activities with Evolve'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and Purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises (Learning Outside the Classroom – LOfC).

Each year the school will arrange a number of activities that take place off the school site which support the curriculum.

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

Activities make use of the school grounds and immediate locality, including visits to the library, shops, woodlands, places of worship, dance, forest school and other sites of interest.

Authorisation, Approval Procedure and Consent

The Headteacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

The Visit Leader will liaise with the EVC on the visit proposal and the development of the plan, which identifies the significant issues and includes consideration of costs and staffing cover. All visits require staff agreement before being advertised to parents. The school uses the Evolve visit form.

The Governing Body has delegated the consideration and authorisation of educational visits and other off-site activities to the Headteacher.

Parents will be asked to sign a general consent letter for participation in local visits when their child starts school. Parents will be provided with timetables and notified if activities are cancelled. Visits further afield will require separate written consent.

As part of the consent process, parents will be fully informed of the activities and arrangements. Separate policies on Charging and Remissions and Equality apply to all educational visits.

Staffing

The school recognises the key role of accompanying staff in ensuring high standards of learning, challenge and safety during educational visits.

Staff are encouraged and supported to develop their skills through induction, training and experience. Staff selection is a priority during visit approval.

Where appropriate, DBS checks will be arranged for volunteers assisting with visits.

The Visit Leader will be supported with planning, risk assessments, staff briefings, exploratory visits, training and evaluation. The EVC will also be supported through appropriate training and time allocation.

Expectations of Pupils and Parents

The school's code of conduct for educational visits is based on the Behaviour Policy. This forms part of the conditions of booking and may include withdrawal from a visit if parental support is required and unavailable.

Emergency Procedures

The school secretary will act as the emergency contact for all visits. Any serious incident, especially those involving injury or media attention, must be reported immediately.

The Visit Leader will leave full details of pupils and accompanying adults with the emergency contact, including parental and next-of-kin details.

A copy of the Buckinghamshire Serious Incident Procedure will be carried by the Group Leader. All incidents and accidents must be reported through school systems.

Evaluation

All educational visits will be evaluated by the Visit Leader in conjunction with the EVC. This will include reviewing planning documentation and identifying any significant issues.