



**Carleton Rode &
Forncett St. Peter
CEVA
Primary Federation**



Carleton Rode and Forncett C.E.V.A. Primary Schools' ethos is founded on the belief that we should love our neighbour as we love ourselves and show this by treating others as we would like to be treated.

Educational Visits Policy

Formally adopted by the Governing Board of:	Carleton Rode & Forncett St. Peter CEVA Primary Federation
On:	23rd January 2020
Chair of Governors:	Kirsty Byrne
Review due:	January 2021
Signed by Chair of Governors	Date
Signed by Executive Head	Date

We believe that every child should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These, often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They stay with us into adulthood and affect our behaviour, lifestyle and work. They influence our values and the decisions we make. They allow us to transfer learning experienced outside to the classroom and vice versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn.

These experiences can take place in the school grounds; local nature reserves and wild places; city farms and parks; streetscapes; field study centres; farms and the countryside; remote wild and adventurous places; heritage and cultural sites; zoos and botanic gardens; places of worship; museums, theatres, galleries and music venues; and on cultural, language and fieldwork visits abroad.

The federation has formally adopted, through its Governing Board, the Norfolk 'Guidance for Offsite Visits'. www.oeapeg.info and as outlined on EVOLVE www.norfolkvisits.org.uk. Further procedures have been agreed with the Governing Board to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

The federation has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom (LOtC) opportunities for all its children, whilst ensuring robust safeguarding measures are in place.

Each year, each school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the federation. The range of activities to which the Governing Board has given its approval includes:

- Out of hours clubs (singing, drama, art, science, sports, etc.)
- School sports teams (Cluster festivals and competitions, county competitions)
- Regular local visits (places of worship, swimming, other local amenities or other local schools)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

Approval Procedure

The Governing Board has delegated the consideration and approval of offsite visits and activities to the Executive Headteacher who has nominated Jon Wheater as the Educational Visits Co-ordinator (EVC) and the Governing Board has approved this appointment. Both Executive Headteacher and EVC have received training from the LA.

Before a visit is advertised to parents/carers the Executive Headteacher and EVC will approve the initial plan. The Executive Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure.

This will be undertaken using EVOLVE as the planning and approval system.
www.norfolkvisits.org.uk

The federation has agreed a policy for categorizing its visits in line with NCC guidance i.e.:

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at school level on Evolve by EVC & Executive Headteacher.

Level 1 Local regular day visits – for these, this establishment has posted a list of its Level 1 visits in the document library of Evolve & will use in-house systems to record & approve them. It confirms that a set of standard operating procedures or generic risk assessments exist for these visits. (To be posted in the Evolve Document Library).

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

Level 1 = Local & regular visits that you have generic risk assessments & standard operating procedures for, e.g. weekly swimming.

Staffing

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

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the federation to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The federation values and recognises the contribution of volunteer adults and parent/carer helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Executive Headteacher and Visit Leader and is entered on the voluntary helpers list kept by the federation. They will be carefully briefed on the scope of their responsibility including safeguarding. Where it is necessary, for safeguarding purposes, the federation will ensure that DBS screening is undertaken for volunteers.

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/or 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.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. This is shared with all relevant parties to ensure all risk has been managed.

External Activity Providers

Where external contractors are involved in organizing all or part of the visit, the contract will be made with the school on behalf of the children. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the federation to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the federation will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

Parental/Carers Consents

Written consent from parents/carers will not be required for children to take part in the majority of off-site activities organized by either school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents/carers will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The federation has a standard form, which will be used for this purpose.

As part of the parent/carer consent they will be fully informed of the activities and arrangements for the visit. For all residential visit's parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging & Remissions, Behaviour & Anti-Bullying and SEND/Inclusion, which applies to all visits.

The expectations of Children and Parents/Carers

The federation has a clear code of conduct for school visits based on each school's behaviour & anti-bullying policy. This code of conduct will be part of the condition of booking by the parents/carers. Children, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such children should be sent home early and parents/carers will be expected to cover any costs of the early journey home.

Inclusion

The federation understands that some children, such as those who have SEN, disabilities, medical conditions, are Looked After or identify themselves as LGBT may well need additional support when taking part in educational visits in order to feel and to be safe and secure. A full risk assessment is undertaken to ensure these children are safely managed and included.

Emergency Procedures

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

The Visit Leader will leave full details of all children and accompanying adults on the visit with the emergency contact, including the home contact details of parents/carers and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal federation procedures for reporting and investigating accidents.

Review by the Local Authority

The federation is supported in its arrangements for offsite visits by the County Council. Where necessary the federation will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA & the federation agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

Charging for Activities and Visits

Each school may invite, but not require, parents/carers to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and children will not be treated any differently according to whether or not their parents/carers have done so.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by children from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents/carers are reluctant to support it

The federation will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The federation has a Charging & Remission Policy which states how much they are prepared to contribute, etc.