



# Policy on Educational Visits

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## **Aims and purposes of Educational Visits**

The School has a strong commitment to the added value of learning beyond the School day and beyond the School premises.

Many of our pupils benefit far more by learning in an outdoor environment, both on and off School and College premises.

We believe all pupils can and have the right to generalise learned skills to access their community, other locations, facilities and activities.

As pupils get older they will work more on their independent living skills as part of Preparing for Adulthood and will be supported in the community e.g. to go food and clothes shopping, visit the post office, take part in practical activities including attending a leisure centre or local park.

At College, this may extend to potential voluntary placements or work placements as part of the introduction to the world of work.

Each year the School will arrange a number of activities that take place off the School and College sites, which support the aims of the School. The range of activities will be outlined in the School prospectus along with the criteria by which pupils are able to access them and the methods by which parents/carers will be notified and asked for their consent.

We aim to provide access to:

- Regular nearby visits (village halls, libraries, shops, woodlands)
- Day visits (places of worship, farms, and historical sites)
- Adventure activities, which might be classed as higher risk.

## **Approval Procedure and Consent**

The Unit Head, Head of School or Head of Further Education will be deemed to be the Educational Visits Co-ordinator (EVC) for relevant visits. Before a visit and before notifying parents/carers, the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

For nearby visits parents/carers will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the School or College. These are re-issued at the start of every academic year. Parents/carers will be given the timetable for the activities that pupils are involved in and will be informed by email letter or phone call if an activity has to be cancelled.

For any visit lasting half or a full day parents/carers will be asked to sign a letter, which consents to their son/daughter taking part. The School has a standard model letter, which should be used to add the specific details. For parents/carers of pupils at College over the age of 16, a letter detailing the trip will be sent home, with pupils consenting to the trip independently.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. Parents may be asked for an additional voluntary contribution towards costs.

If parents would find it difficult to pay the requested amount, either in full or part, they should contact the School Principal explaining the amount that they are willing or able to pay.

## **Staffing**

The School is designed to support pupils on visits with the role of accompanying staff following the outline for all educational undertakings within the School. Continuing with the high staff ratio and ensures the highest standards of learning, challenge and safety.

All staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments.

Where it is necessary to have volunteer adults supporting staff on trips, all adults will have DBS screening prior to taking part, see school Volunteer Policy.

The appointed EVC 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 staff, accessing training courses, reviewing and evaluating the visit or identifying time when the EVC and other senior staff members might work in partnership to undertake planning and risk assessments.

All trips or visits will have to be planned in conjunction with the individual pupil's behaviour plan, which includes a risk assessment for school and community learning. Where any pupils have an Independent Health Plan ("IHP"), a copy of this will also be available to the EVC.

Pupil's access to community visits will follow stringent checks and over learning of appropriate skills.

## **Emergency Procedures**

The emergency School contact for each visit will be designated as part of the risk assessment. All major incidents should immediately be relayed to this person, especially those involving injury.

The EVC will leave copies of all planning, full details of all pupils and accompanying adults on the visit with the emergency School contact, including the home contact details of parents/guardians and next-of-kin, and IHP as appropriate.

The School will have emergency funding available to support the EVC in an emergency.

Staff should take Travel First Aid Kits with them in each car when on trips. Please refer to the First Aid Policy.

## **Evaluation**

All visits will be evaluated by the EVC. An evaluation report will be made for each pupil.

The EVC will ensure that any risk assessments on the trip are filed appropriately so the information can be accessed and used in behaviour and other planning for each pupil.