

The International
school & community college

Unlocking Potential

Educational Visits Policy

Reviewed: March 2011
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Educational Visits Policy

Learning Beyond the Classroom (Trips and Visits)

Introduction

ISCCEB acknowledges the value of educational trips and actively encourages them to take place. Experiences gained outside the classroom offer opportunities to enrich learning, increase motivation and raise levels of achievement. Visiting new environments broadens young people's knowledge and develops an understanding of others needs.

Whilst we encourage all staff to be involved in the planning and supervision of school trips it is essential that all the correct procedures relating to policy and practice are carried to ensure a high level of safety and supervision at all times. Central to all trips and visits is the importance of the risk assessment process.

Purpose of an Educational Experience Beyond the Classroom

All trips and visits must aim to have an outcome that contains at least one of the following:

1. Evidence that students have learnt something as a result of the experience and have therefore made progress and achieved.
2. Evidence that students have gained in confidence as a result of the experience and are therefore more able to live a safe, healthy and fulfilling life.
3. Evidence that students are becoming more responsible citizen as a result of the experience and are therefore able to make a more positive contribution to society.

Guidance

In all aspects of Learning Beyond the Classroom the school follows the Policy and Guidance Booklet produced by Birmingham Local Authority titled *Learning Beyond the Classroom*. This is available for all staff at ISCCEB in the staff handbook on Sharepoint and includes guidance on what processes should be followed, including appropriate forms (eg *OSV 2005 (Section 10)*)

The Educational Visits Coordinator (EVC) for ISCCEB is Mike Hall (Assistant Headteacher).

Trips and Visits

This policy conforms with the Policy and Guidelines for Educational Visits provided by Birmingham City Council.

Please consult the Assistant Head Teacher designated Educational Visits Co-ordinator (EVC) about all proposed visits before making arrangements.

Well planned Educational Visits can make a valuable contribution to the life of a school. Students of all ages and abilities can gain benefits from the great range of visits carried out. All visits must be accessible to all students (The Special Education Needs and Disability Act 2001).

A visit can be:

- a walk around a local shopping centre;
- residential field study courses;
- theatre trips;
- a day at a theme park;
- Outward Bound overseas adventure activity;
- a Duke of Edinburgh expedition;
- an overseas visit;
- and many more...

The visit should enhance the quality of the students' normal learning experience and it must be managed carefully to ensure that it is both valuable and safe. It is essential that organisers and participants do not think of any visit as a "trip" or thinly disguised holiday. In particular if the visit is an integral part of the curriculum of a course of study then the participants must understand that work is a priority.

Staff need to:

- attend training in organising a school visit (essential for Party Leader);
- be clear about the objectives of the visit;
- identify which areas of National Curriculum or exam course that the visit will fulfil;
- meet the requirements of Safeguarding Children.

Students need to:

- understand the objectives of the visit;
- know what is expected of them;
- do preparatory work to make visit more meaningful;
- complete follow up work/projects.

The planning of an educational visit is a lengthy and complex procedure. There are statutory regulations to be met and high standards of safety and student work are not achieved without a rigorous approach to the planning of all aspects of the visit

Educational visits planning overview

When planning any visit, follow these steps:

1 Initial Planning

- 1.1 What is the purpose of the visit? There should be clear educational grounds for the visit.
- 1.2 Who will be the participants?
- 1.3 What supervision will be needed (to include staff and volunteers)?
Have you considered the risks involved and checked with the LEA and school requirements?
- 1.4 Have you checked the calendar?
Have you considered the cover requirements and the impact on the school?
Have you checked with teachers whose lessons might be affected?

- 1.5 What will be the method of transport?
If you are using the school minibus, have you checked the minibus regulations?
- 1.6 **Has a risk assessment taken place?**
- 1.7 Have you obtained preliminary costings?
Have you checked the charging policy guidelines?

2. Gaining Approval

- 2.1 Once you have answered the above questions seek approval from the Assistant Head Teacher (EVC).
- 2.2 Complete School proforma and checklist 1,2 and 3 as required (from EVC).
- 2.3 Prepare letter for parents; this **must** be approved by the Assistant Head Teacher.
- 2.4 Obtain written parental consent, emergency contact number and relevant medical details for each student.

3. Preparation

- 3.1 Hold a meeting with students; a meeting with parents **must** be held if the visit is abroad or residential.
- 3.2 Confirm bookings and plan the journey.
- 3.3 Make arrangements to collect money; open a fund with the office; the Assistant Head Teacher may be able to arrange cover during registration so that money can be collected in.
- 3.4 Plan the programme during the visit.
- 3.5 Work with the students to prepare them for the visit.
- 3.6 Prepare support materials (if appropriate).
- 3.7 Carry out risk assessments and prepare supervisors; ensure that all supervisors are fully briefed.

4. Before you go

- 4.1 Make a list of student and staff contacts and medical information; lodge a copy of this with the Assistant Head(EVC) and reception(attendance officer).
- 4.2 Provide an emergency contact number for all members of staff on the visit.
- 4.3 Ensure all documentation is complete; check that you have informed LEA of an overseas visit and/or the use of an independent provider for any residential.
- 4.4 Organise final briefing packs, resources, medical packs.
- 4.4 Make sure that you have **two** emergency contact back at base and organise an emergency contingency plans.
- 4.5 Detail risk assessment to all accompanying staff and volunteers
- 4.6 Collect a school mobile telephone, if required, from the appropriate person.
- 4.7 Ensure all health and safety issues are covered.

Educational visit planning process

1 Year

- Identify curriculum need/assessment opportunity;
- Choose suitable location(s);
- Preliminary visit to location:
 - Complete Risk Assessment (see appendix 1);
 - Plan activities/worksheets;
- Draw up a budget form;
- Complete forms to seek approval from Assistant Head Teacher (EVC)

2 Months

- Complete LA forms if necessary – see *Learning Beyond the Classroom*
- Independent Providers Questionnaire
- Book coaches, seats, accommodation, etc.

1 Month

- Draft letter to parents - to be approved by Assistant Head Teacher(EVC)
- Make arrangements to:
 - obtain written parental consent
 - complete health information forms
 - complete contact list
 - collect money – including details of individual amounts collected, receipt number issued
 - Preparatory work with students & staff
 - Check & check equipment, worksheets
 - Consider allocation of staff to coach, mini-bus

**Appendix 1
RISK ASSESSMENT pro forma**

Date

Location

Activity

Detail

Risk Assessment

Hazard	Low	Medium	High	Control Measure

Staff on duty/involved

Assessment completed by

Date of assessment