



# The Market Weighton School

## Educational Visits Policy

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Reviewed By	Name
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Version	1

### 1. Aims:

Educational visits provide valuable learning experiences for all students. Visits add value to the overall educational experience provided by the college and enhance many curriculum areas.

### 2. Purposes:

- To enrich learning inside and outside the college and the classroom
- To widen the students' social and cultural experiences
- To increase awareness of the community and environment
- To encourage personal development and independence
- To develop and promote teamwork skills
- To develop a sense of responsibility
- To learn new skills and have fun

Educational visits fall into several categories:

- Visits in school time which are an essential part of the curriculum such as
- Physical Education visits
- Visits in school time which enrich the basic curriculum and will require a request for further funding
- Residential Visits (with some outside of school time) for which there will be charges for transportation, room and board and activities

Visits of a broad range will be approved subject to them being safe, viable and manageable, given the regulations for charging/contributions and the constraints of cover for staff and the smooth running of the college.

### 3. Practice:

- All off site activities will strictly follow the guidelines laid out in the appendices of this document, which closely follow guidelines as set in the DfE publications of Educational Visits and related supplements. Staff are required to have familiarised themselves with these documents before planning a visit. These documents are fully explained in the "Visits Pack".
- An Educational Visits Coordinator (EVC) will be appointed by the Head to help ensure the smooth running of visits as recommended by the DfE.
- A calendar that includes main school visits is published annually. Parents will be notified in advance of any additional visits. For Residential Visits, parents will be invited to attend a meeting with key staff prior to the visit.
- On residential visits, at least one member of staff will be female and known to the girls as one of the school's teachers. The only exception is if all participants are male.
- New visits must be discussed by the EVC and Head prior to final approval.
- Professional Development related to Educational Visits will be offered at varying times throughout the college year. (First Aid, Risk Assessment etc). Teachers who run off-site visits will be expected to attend these sessions at some point or face the possibility of not having their visits approved.
- All staff forming part of an off-site visits team will be assessed prior to the visit as to their degree of experience, training and their competence to lead, manage and control students on an educational visit by the Head.

- All staff going on visits will have discussed emergency procedures and know what actions need to be taken by the party leader in the event of an emergency.

#### 4. Procedures:

There is a separate “Visits Pack” that needs to be followed and completed in the run up to organising a visit. This is available from the EVC. The ROVER forms a key part of the organisation of all visits. When considering organising a visit, the initial procedure is:

Visits should have clear educational aims. Visits should be planned with health and safety as the highest priority.

If you wish to organise a visit, you should follow this procedure.

1. Complete an ‘Educational Visits Proposal Form’ and submit via email to EVC.
2. On approval by the EVC of your visit, you will receive a EV confirmation form with next steps to follow.
3. Complete Rover documentation and appropriate parental letters

The Visits Officer will assist the EVC in overseeing the visits process.

The Governing Body will approve residential/overseas visits as appropriate.

**THE AIM IS TO HELP STAFF TO ORGANISE VISITS IN THE CONTEXT OF INCREASING AWARENESS OF HEALTH AND SAFETY REQUIREMENTS**

#### Roles and Responsibilities

1. The Headteacher is responsible for overseeing and approving the thorough preparation for all visits by suitable experienced and capable staff.
2. The Visit Leader is responsible for all aspects of preparation for a visit and the successful and safe completion of the visit.
3. The Educational Visits Coordinator (EVC) is responsible for ensuring that the Team Leader is guided on the requirements and recommendations for the organisation and carrying out of the visit.
4. The Educational Visits Coordinator (EVC) is responsible for overseeing the practical feasibility of organising the visit in terms of the impact on the college.
5. The Visits Coordinator (VO) will assist the EVC in carrying out his duties.
7. The Governing Body will consider the approval of residential and overseas visits.

The Headteacher reserves the right to cancel any visit if there are any safety concerns or if the carrying out of the visit would cause disruption to the smooth running of the college.

Attachments: EV Proposal Form and EV Confirmation Form.



## Educational Visit Proposal Form

Place to be visited:			
Overall Group Leader:			
Class(es):		Date:	
Times:		Mode of Travel:	
Staff Required:		No of pupils:	
Cost of visit:		Cost per pupil:	

<b>Educational purpose of the visit.</b>

<b>Intended impact:</b>

<b>What evidence will be collated to demonstrate impact:</b>

<b>Declaration</b>
By completing and submitting this form I confirm that I am familiar with the whereabouts and contents of the ERYC Code of Practice and Safety Guidelines for Educational Visits. I agree to refer to them and comply with them, along with school policy. A ROVER e-form will be required before full approval can be given.

Email completed forms to [jpoulston@tmws.co.uk](mailto:jpoulston@tmws.co.uk) for approval



## Educational Visit Approval Form

Your visit has been approved subject to completion of a ROVER e-form and associated risk assessments

Place to be visited:	
Date:	
Class(es):	
No of Pupils:	
Departure Time:	
Return Time:	
Travel Booked with:	
Confirmed Staff:	
Confirmed Overall Cost:	
Confirmed Cost Per Pupil:	

### Next Steps:

1. Complete your ROVER e-form ([www.eriding.net](http://www.eriding.net)) and submit for final approval. This must be completed and submitted for approval TWO weeks before your visit.
2. Inform Parents via letter, CMC can assist with a pro forma to guide you in writing the letter, please email CMC with your letter so that it can be photocopied. CMC will set up the online payments system where necessary.
3. Risk Assessments - Meet with your team to sign and check risk assessments, Every visit must include a specific risk assessment.
4. Meet with EVC - Arrange a meeting to check paperwork and risk assessments. This must be completed at least ONE week prior to your visit.
5. Itinerary - Please supply CMC a complete Itinerary for your trip. Email to [CMcCall@tmws.co.uk](mailto:CMcCall@tmws.co.uk) as soon as possible

### On the Day of the Visit

6. Collect Visit Pack From CMC, Collect School Mobile, Check is it charged and has credit. Collect First Aid Pack from Reception. Complete a Full Register and return one copy to reception.
7. On your return from the visit please ensure you let the EVC know of your return via reception of via text message/call for after-hours visits. Return School Mobile and First Aid Kit

## Following the Visit

8. Complete the Evaluation form below.

<b>Evaluation: (completed at the end of the unit of work that the visit it related to)</b>	
<b>Preparation and planning</b>	In hindsight are there any aspects of this you would do differently?
<b>Aims and objectives</b>	Any comments about the aims e.g. did the visit allow you to meet them, were they sufficiently focussed or too narrow?
<b>Staffing</b>	Any comments about staff ratios and levels of competence required
<b>Travel / Transport</b>	Suitability of arrangements, problems encountered. Please rate any commercial provider
<b>Venue</b>	Suitability / appropriateness. Issues encountered or things you might change next time
<b>Supervision</b>	Any thoughts on the way supervision was provided - anything you may do differently next time?
<b>First aid</b>	Suitability of arrangements, first aid administered
<b>Incidents or near accidents</b>	Record here anything you feel was a potential problem for other groups which you would be aware of were to run the same visit again