



The Market Weighton School

Educational Visits Policy

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Version	2

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 on the "Evolve System".
- 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:

A visit must be proposed, organized and managed using the Evolve System.

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' and submit via evolve to EVC.
2. On approval by the EVC of your visit, you will receive confirmation via evolve. At this point the proposal form will automatically include new sections which must be completed.
3. Complete Evolve documentation, book coaches/tickets and appropriate parental letters.

Note that on the day of the visit a register must be completed on the Evolve System via mobile phone or ipad.

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.

