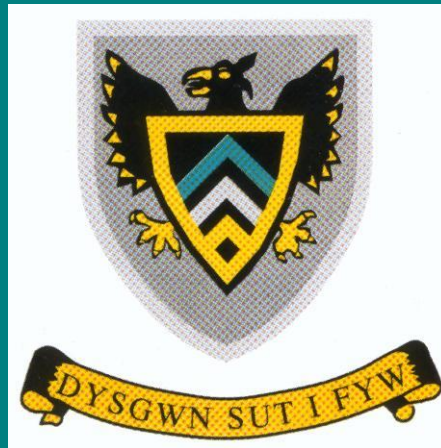


YSGOL GYFUN  
BRYNTIRION  
COMPREHENSIVE  
SCHOOL

# EDUCATIONAL VISITS POLICY



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Educational visits offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning, and raise levels of achievement in many aspects of their life and education.

Learning out of the classroom is a strong theme that runs through all stages of education in Wales. Bridgend's educational establishments and services for children and young people have a strong and continuing commitment to offering an exciting and enjoyable range of educational visits for its young people.

To prepare children for active, independent lives and to build their resilience, it is important that children are progressively exposed to carefully managed risks without being exposed to significant dangers. Educational visits can range in scope from a short local excursion to a local park or museum, to cultural or historical venues, and encompass a wide variety of outdoor and adventurous activities.

These invaluable educational experiences enhance the curriculum, help develop good working relationships between staff and young people, give opportunities to experience challenging new activities, and help young people to develop important life skills.

This document sets out the planning and approval procedures which will help staff plan and deliver high quality, safe off site visits. By adopting these nationally agreed procedures, staff will be following best practice and in doing so will be supported by the local authority should an accident occur.

## **1. INTRODUCTION**

### **Aims**

The aim of this policy is to sustain and promote a broad range of off-site Educational Visits from this school, whilst ensuring safe practice and competent supervision. Learning outside the classroom and residential experiences can play a significant role in the educational development of children. The school fully supports this vision and recognises that the benefits for children engaged on educational visits include:

- Raising achievement through organised, powerful experiences and opportunities.
- Participating in challenging physical activity and encouraging healthy lifestyle.
- Raising self-esteem, confidence and independence.
- Appreciating landscape diversity through exploring natural environments.
- Experiencing a range of built environments, extending their cultural awareness and widening horizons.
- Being involved in teamwork and problem-solving through residential experiences.
- Engaging pupils or young people and making learning 'real' and relevant.

Participation in these activities not only encourages healthy lifestyles, it develops the personal attributes and social skills that are vital for achievement, social inclusion, responsible citizenship, enterprise and employability and it helps children and young people to manage risk.

### **Background Information**

#### **Definition of an Educational Visit:**

Any organised, off-site visit involving pupils or young people that requires the permission and approval from the Educational Visits Co-ordinator (EVC) and the parents / carers of the pupils attending. A visit may take place at any time of the year.

#### **Key points for all visits:**

- All educational visits must have clearly stated aims and objectives.
- All educational visits must have an approved competent visit leader who is a Bryntirion Comprehensive School employee.

- Approval for an educational visit and for the designated competent visit leader is made by the Educational Visits Coordinator (EVC).
- All visits must provide evidence of a prepared written risk assessment.
- Visit leaders must carry copies of all supporting documentation on the visit e.g. emergency contacts, itinerary, names and group detail.
- EVC's must retain and record all supporting documentation centrally.
- Parents must be fully informed of all arrangements.

## **2. Employers policies and OEAP National Guidance**

Bryntirion Comprehensive School has adopted the OEAP National Guidance and has published its own policy for offsite educational visits. The link to the National Guidance is <http://oeapng.info> If there is any conflict between the guidance and the schools own policy, the schools own policy should be followed and clarification sought from the Educational Visits Coordinator.

## **3. Inclusion and Entitlement**

Educational visits are an integral part of the curriculum. All pupils are entitled to participate irrespective of social background, culture, race, gender, differences in ability or disability.

The school will make provision, with well planned reasonable adjustments made to support pupils, enabling them where possible to participate effectively in all educational visits.

## **4. Clarification of roles**

Headteacher / Deputy Headteachers

- Must be consulted on any educational visit being organised and kept informed of any arrangements, as necessary.
- Ensures that the Educational Visits Co-ordinator (EVC) is aware of his/her duties and that a clear line of responsibility is established.
- Ensures the Educational Visits Co-ordinator (EVC) is competent and trained.

Educational Visits Co-ordinator

- Promotes educational visits from the school and takes a lead in policy development, monitoring, INSET and other training for Educational Visits.
- Approves all visits and notifies the LA for categories of 'Adventurous Activities' and 'Overseas Visits'.
- Approval of the educational visits will include approving the competency of the visit leader and all accompanying staff.
- Ensure the visit leader is a Bryntirion Comprehensive School employee.
- Ensure all relevant documentation has been completed prior to the

commencement of the visit.

- Ensures that all the procedures outlined in the schools policy are followed.
- Supports and advises colleagues in planning visits.
- Ensures that appropriate risk assessments are completed and appropriate control measures are in place to reduce risk to an acceptable level.
- Ensures that accident and emergency procedures are in place and understood by all staff.
- Ensure all records are held centrally at the school.
- Ensure an annual review of any generic risk assessment and an annual 'fit for purpose' review of the schools policy for educational visits.

#### Visit Leader, Teaching and Support Staff

- The visit leader must ensure there are clear educational aims for the visit, be specifically competent and approved as the visit leader by the Headteacher / Deputy Headteacher / EVC.
- Have a thorough up to date knowledge of the school educational visits policy.
- Understand the importance of the 'check-out and check-in' briefings.
- All staff included on a visit must have a clear understanding of the accident / emergency procedures.
- The visit leader must carry an emergency contact list of everyone going on the visit in addition to the emergency base contacts. This list must include: names, addresses and telephone numbers of each child and adult in attendance; any special medical requirements and special dietary requirements.
- Ensure parents are kept informed of visit arrangements details and itinerary.
- Plan the visit carefully and carry out risk assessments prior to the visit. Ensure that these details are given to the EVC prior to the visit.
- Collate and check parental consent forms for all pupils. A clear risk assessment must be made for any pupil with special medical or behavioural needs. **On no account must a pupil attend if consent has not been given by the appropriate parent / guardian.**
- It is the visit leader's and support staff's responsibility to ensure children are suitably briefed at all stages of the visit. All group members must be clear of rules and behaviour code.
- The visit leader has responsibility for the whole group and must ensure that the following documentation is taken on all visits: all relevant pupil medical and consent information, itinerary, risk assessment, emergency contact numbers and emergency procedures.
- It is the visit leader's responsibility to ensure adequate first aid has been

considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as appropriate.

## **5. Procedural Requirements**

Any staff wanting to take pupils on an educational visit need to discuss the rationale and itinerary with the EVC and complete an educational visit request form. If the visit is approved, the educational visits pack must be completed. This contains documents relating to the aims, planning, risk assessment and evaluation of the visit. Consent must be obtained for every member of the visit and 'checking out' and 'checking in' procedures must be followed.

## **6. Behaviour**

On all educational visits, all students must agree to abide by this Code of Conduct in advance.

Students will:

- Follow the instructions of staff and supervising adults without delay.
- Take responsibility for their actions and do nothing to endanger themselves or others.
- Report all accidents or damage to the visit leader or a member of staff.
- Wear school uniform or other suitable clothing as directed by the visit leader.
- Show respect and act with courtesy towards others, including the general public.

Students will not:

- Smoke, consume alcohol or take illegal substances.
- Use inappropriate language.
- Leave their group and go off on their own.
- Take part in any activity that is not authorised by the visit leader or by the adult in charge of them.

When using transport all students will:

- Stay seated and face forwards.
- Wear seat belts where provided.
- Follow instructions for the safe embarkation and disembarkation from the transport.
- Ensure that bags are safely stored and do not block emergency exits.
- Not eat or drink on the transport without the permission of the visit leader.
- Clear any litter at the end of the journey.

When a student is on an educational visit, the student is representing the school and themselves. Therefore, they must do nothing that will bring the school or themselves into disrepute. Where a student fails to comply with the code of conduct and presents a serious risk to themselves and others, parents will be contacted and may be asked to collect the student. Any costs

incurred would normally be the responsibility of the parent(s).