

## The Swan School Policy – Educational Visits

Aims	<ul style="list-style-type: none"> <li>To promote the value of off-site visits, trips and residential experiences as part of a comprehensive, exciting and creative curriculum.</li> <li>To ensure that students and staff safe and healthy whilst on educational visits by analysing potential risks and acting to neutralise or minimise them.</li> <li>To address the fact that some students have very little experience outside their own immediate community</li> </ul> <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> <li>Developing links with educational, industrial, commercial and community establishments that are prepared to offer on-site visits.</li> <li>Encouraging students to broaden their horizons by reducing economic, social and aspirational barriers that might prevent their participation</li> <li>Ensuring all staff follow the procedures by completing required risk analyses, procuring parental consent, taking a register regularly, adhering to the student/staff ratio and all other duties set out in the full procedural document</li> <li>Evaluating educational visits to ensure learning outcomes are achieved</li> </ul>
Targets/ Outcomes	<ul style="list-style-type: none"> <li>All students will have an educational visit every year, with an aspirational intention for KS3 students to have at least one visit per term.</li> </ul>
Definition:	<ul style="list-style-type: none"> <li><u>Educational visits</u> are activities where student(s) are taken off-site by school staff for educational purposes. They involve a risk assessment and additional planning due to the distance from school, the type of activity, the location, or the need for staff with specialist skills.</li> <li>It does not include students on off-site training (eg college, work-experience or placement), or '<u>routine visits</u>' that involve no more than an everyday level of risk, such as slips and trips, and are covered by the school's current policies and procedures. These are considered as lessons in a different classroom.</li> </ul>
<b>Roles and Responsibilities:</b>	
Students will:	<ul style="list-style-type: none"> <li>Ensure completed permission forms and any payment have been submitted by the deadline.</li> <li>Comply with all instructions given by any member of staff accompanying the group.</li> <li>Will be acquainted with emergency procedures and know where to meet in case of separation.</li> </ul>
Parents and carers will:	<ul style="list-style-type: none"> <li>Complete consent letters and payments on time including contact details and medical information</li> <li>Provide adequate clothing, food and pocket money for their child(ren)</li> <li>Ensure their child(ren) arrives on time to meet transport and collect them at the end of the trip</li> </ul>
All staff will:	<ul style="list-style-type: none"> <li>Read and sign all the required risk assessments and be acquainted with emergency procedures, contact information, and health and safety policy.</li> <li>Maintain vigilance over all students throughout the duration of the trip/journey</li> <li>Support the trip leader and comply with their instructions</li> </ul>
In addition the trip leader(s) will:	<ul style="list-style-type: none"> <li>Complete Educational Visits Form and required documentation including, risk assessment, parental consent letter, insurance documents completed/posted/faxed and putting students' names in bulletin</li> <li>Ensure all students with SEND have adequate supervision and their additional risks and needs have been identified (and may require individual risk assessments)</li> <li>Ensure that a first aid kit is carried on every trip/journey</li> <li>Communicate with the school (and where possible, parent/carers) in the event of any change of plan or emergency.</li> <li>Complete Educational Visit Evaluation form within one week of return</li> </ul>
SLT will:	<ul style="list-style-type: none"> <li>Support staff in preparing for trips and journeys by providing training and organisational structures.</li> <li>Ensure that trip leaders have appropriate levels of skill and expertise.</li> <li>Provide emergency contact details for trip leaders.</li> <li>Adhere to current legislation and HSE guidelines with regards to trips and visits</li> </ul>
<b>Related Docs:</b>	Educational Visits Form and Documentation, Charging and Remissions policy, Code of Conduct, Behaviour Policy, Risk Assessments, <a href="#">OEAP Educational Visits Guidance</a> .

<b>Monitoring Date:</b>	<b>Monitored By:</b>	<b>Full Review Due:</b>	<b>Review By:</b>