



NEWMARKET ACADEMY

## EDUCATIONAL VISITS POLICY

<b>Policy Title</b>	<b>Newmarket Academy Educational Visits Policy</b>
<b>Policy Created / Amended</b>	<b>September 2019</b>
<b>Policy Ratified</b>	<b>At the LGB meeting of 26<sup>th</sup> September 2019</b>
<b>Policy Review Date</b>	<b>October 2021</b>

## Educational Visits

Newmarket Academy has formally adopted, through its Governing Body, the Suffolk 'Guidance for Educational Visits'. [www.oeapng.info](http://www.oeapng.info) and as outlined on EVOLVE [Suffolkvisits.org.uk](http://Suffolkvisits.org.uk) Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### Aims and purposes of Educational Visits

Newmarket Academy has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its students.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities for which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

### Approval Procedure

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Head of School. The Head of School has nominated Adrian Weston as the Educational Visits Co-ordinator (EVC). The Governing Body has approved this appointment and the EVC has received training by the Local Authority.

Before a visit is advertised to parents/carers the Head of School and EVC will approve the initial plan. The Head of School/EVC will also approve the completed plan and risk assessments for the visit before departure.

This will be undertaken using EVOLVE as the planning and approval system.

The School has agreed a policy for categorising its visits in line with SCC guidance i.e.:

**Type 2** = Overseas, Residential or Adventurous visits -

to be recorded on Evolve and approved gained from the EVC and Head of School

**Type 1** = Local regular day visits

to be recorded on Evolve and approval gained from EVC and Head of School (excepting class visits within the duration of timetabled lessons)

## **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent/carer helpers assisting with educational activities and visits. Any volunteer will be approved by both the Head of School and Visit Leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted. Guidelines from the Appropriate Professional Behaviour policy and guidance state:

‘Alcohol consumption – staff colleagues must not drink alcohol whilst in the company of students; or drink alcohol when responsible for students. Remember that no student is allowed to drink alcohol whilst in the care of the school. Staff must not offer to buy students an alcoholic drink, or let students buy them a drink. For avoidance of doubt, this means that students are not allowed to drink alcohol on trips – it must be clear that staff will actively prevent this happening. Staff colleagues must read the trip guidelines on drinking regarding both staff and students.’

Any item which is not included in the package of the trip e.g. drinks in the evening / extra tea, coffee, cake, buying additional food for staff if the package food is not liked, is to be paid for by the member of staff and not to be taken from school funds.

## **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

## **External Activity Providers**

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the students. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

## **Parental Consents**

Written consent from parents/carers will not be required for students to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents/carers will be able to be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent/carer consent they will be fully informed of the activities and arrangements for the visit. For most residential visits parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. This is a requirement of all overseas residential visits.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

## **The expectations of Students and Parents/Carers**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers. Students, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such students should be sent home early and parents/carers will be expected to cover any costs of the journey home early.

## **Emergency Procedures**

The school will appoint a member of the Senior Leadership Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents/carers and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

## **Charging for Activities and Visits**

The school may invite, but not require, parents/carers to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and students will not be treated any differently according to whether or not their parents/carers have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents/carers are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges stating how much they are prepared to contribute etc.