

Educational Visits Policy

Llanishen High School

This document contains the specific policy and associated information relating to Educational Visits an Llanishen High School.

Responsible Staff Member : Mr R Wilson
Approved by Governing Body : 20 March 2018
Date of next review : Spring 2021



EDUCATIONAL VISITS POLICY

Section 1 : INTRODUCTION

1.1 Educational visits play an important part in the life of Llanishen High School. They can be vital in providing first-hand experience of the content of the curriculum, and frequently enrich students' more general educational experience.

1.2 Educational visits fall into three main categories:

- visits that link directly to the curriculum such as Geography field trips and foreign exchanges;
- visits that link indirectly, such as sporting tours and Duke of Edinburgh award activities; and
- visits with social integration as the main aim, such as year group reward trips.

1.3 Visits should be designed to ensure as far as possible that all students have access to the educational opportunities they offer. Visits that are essential for curriculum development, including assessment/coursework are offered to all students on that particular course. This ensures that no one is excluded from the group being offered the visits. Other supplementary visits that enrich the experience of students are also offered to all of the appropriate group.

1.4 Visits which are not curriculum related such as sporting tours, outdoor pursuits or group social trips must be offered to all students in the target groups though the school may need to specify particular requirements in terms of skills, maturity or sporting ability etc. Approval is not given for curriculum visits which inappropriately draw distinctions between students; inappropriately impact adversely on students with protected characteristics under the Equalities Act 2010 or do not comply with the school's equality policy; or would have a negative impact on the education of students who remain in school

1.5 An 'Overview of Residential Visits' sheet is available on the school website, to enable parents to see and plan for any potential visit that would interest their child in the course of their school career. This outline gives an indication of timings, costs and locations.

Section 2 : Guidance

2.1 The organisation of educational visits is subject to clear legal guidance that is adhered to at all times.

2.2 The City and County of Cardiff, Schools and Lifelong Learning Service, publish planning and approval procedures for Educational Visits. These procedures are implemented by means of the LHS 'trip pack' system for local and routine visits, or the local authority's

2.3 on-line 'EVOLVE' system for all residential and adventurous visits.

2.3 Reference is also made to the Welsh Government document 'All Wales Guidance for Educational Visits'.

Section 3 : Roles

The Educational Visits Adviser (EVAd), currently Andy Meek, is based at County Hall, Cardiff Bay.

The Educational Visits Coordinator (EVC), for LHS is currently Rob Wilson.

The Educational Visits Administrator (EVA), for LHS is currently Claire Wright.

Section 4 : Organisation

4.1 Any member of staff considering arranging a visit for Llanishen High School students initially enlists the support of the EVA. This ensures the visit is feasible as regards teaching cover and other events and that its purpose is educationally sound. If approved by the Headteacher, or the designated member of the Senior Leadership Team (Mr R Wilson), the planning, financial and risk assessment procedures are carried out.

4.2 For local and routine visits a detailed LHS 'trip pack' is completed by the lead organiser and administered by the EVA.

4.3 For residential and adventurous visits the detailed pre-trip procedures are completed using the EVOLVE system, thus ensuring all facets of the proposed trip are taken into account. The EVA, and subsequently the EVC, then scrutinise the visit online and if satisfied approve the visit and inform the local authority EVAd.

4.4 As an additional safeguard, prior to any visit, the Evad or the EVC can raise any particular concern or alert the visit leader to any specific issue or threat that might affect the visit.

Section 5 : Responsibilities

5.1 **The Visit Leader:** to comply with the 'trip pack' or the EVOLVE procedures, including obtaining permissions,; communicating with students, appropriate staff, parents and accompanying adults; ensuring that adults are Disclosure and Barring Service (DBS) cleared; arranging finance; overseeing supervision, safety and conduct, - all within the prescribed time guidelines. An evaluation of the visit is required from the trip organiser post- visit. This is made available to the appropriate line manager.

5.2 **The Students:** to follow the agreed code of conduct, act responsibly and follow all reasonable instruction from accompanying adults.

5.3 **The Parents:** to understand the nature of the visit, sign all relevant permissions and provide emergency contact details, dietary and medical information.

Section 6 : Charging

6.1 Any charges for visits are made in accordance with the LHS Charging and Remissions Policy. This follows the Welsh Government 'Guidance for Governing Bodies on Charging for School Activities'. The school's Business Manager expects the organising staff leader to seek the best value for money for the visit based on costs for transport, accommodation and meals.

6.2 The key elements of the Charging and Remissions policy are that:

- A charge may be made for the costs of board and lodging for residential visits.
- Voluntary contributions will be sought from parents for non-compulsory visits which supplement the normal school curriculum.
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.
- All non-compulsory visits require a balanced budget that includes the cost of any supply teaching where appropriate.
- The Governing Body may remit in full or part the costs of board and lodgings in certain hardship circumstances.

6.3 An overview of all proposed residential visits for each year group is published each year and placed on to the school website. Staff publicise individual visits well in advance. These actions help parents and guardians to plan and budget.

Section 7 : Procedure For Unseen Events

7.1 The overwhelming majority of visits outside the classroom are life enhancing and take place with great success. Should incidents occur, the Visit Leader must ensure the emergency contact (this named person is stated in the trip pack/EVOLVE documents) is informed immediately. The EVC must also be contacted to advise on procedure. The visit leader will then follow the incident best practice guidelines (as laid out in the trip packs). Where appropriate, the Head Teacher, Chair of Governors and Local Authority media office are to be informed. Contacts with the media will be handled by those individuals and any approaches from the media must be referred to them.

Section 8 : Related policies

Charging and remissions

Child protection

Health and Safety

Equality

Pupil behaviour

Equality Impact assessment

An equality impact assessment has been carried out for this policy and as necessary changes made to mitigate any identified negative differential impact on individuals having one of the protected characteristics contained in the Equality Act 2010