



Church Valley Schools Federation Educational Visits Policy

Rationale

At Church Valley Schools Federation we believe off-site Educational Visits, including residential visits, are a vital part of providing a broad and balanced curriculum for all pupils in the school. Such visits enrich the curriculum and provide experiences not available within the confines of the school grounds.

Purposes, Aims and Objectives

Through a suitable programme of Educational Visits we aim to:

- Provide a range of Educational Visits to supplement and enrich the curriculum
- Stimulate in the pupils an interest in the world around them
- Make an impact not easily achieved through other means
- Raise achievement by boosting self-esteem and motivation
- Develop social skills and promote citizenship
- Develop understanding and tolerance
- Prepare pupils for the opportunities and responsibilities of later life

Types of Visit

There are three different categories off-site visits.

Category A – Low Risk Activities

These are lower risk activities or offsite visits and include:

- Visits to Libraries, Museums, exhibitions, theatres, zoos, NT properties
- Local Field Study visits to environments presenting no technical hazards or those judged to be low risk
- Journeys to local sports facilities
- Away sports fixtures
- Use of local playing fields/sports facilities away from the main site ie Wellow or Shoscombe sports fields, the Batch at Camerton etc

Category B – Medium Risk Activities

These are medium risk activities and cover any which pose potentially higher risk to the participants than Category A Activities. These include:

- Beach and coastal studies
- Camping in areas of basic facilities
- Cycling on or off roads or mountain biking in remote/hazardous areas
- Field study ventures in remote/hazardous areas
- Riding horses or pony-trekking



- Team building or problem solving exercises
- Orienteering in local parks or open woodland
- Use of swimming pools

Category C – High Risk Activities

These are higher risk activities and cover any that pose potentially higher risks to the participants than Category A or B activities.

All **residential ventures** are classed as Category C and must be notified to the LA Outdoor Education Adviser

Educational Visits Co-ordinator (EVC)

- All schools must have an EVC. This is the person responsible in the school for approving visits and ensuring the correct planning procedure has been followed.
- The EVC will not always be the Leader: this is the person who has overall responsibility for the whole group undertaking the visit or activity.
- The EVC at Church Valley Schools Federation is Susan Rodford

The role of the EVC is outlined by the DfES as follows:

- to liaise with the LEA and to ensure that the Headteacher and Governing Body are kept fully informed
- to ensure that only competent Leaders are appointed to lead ventures ;
- to assess the competence of leaders and other supervising adults, in line with LA guidance;
- to organise training, including induction for leaders and other supervising adults;
- to ensure that adults have DBS disclosures in place if appropriate;
- to ensure that parents are fully briefed and that informed consent has been given for their child to take part in the venture;
- to organise emergency arrangements;
- to keep records of individual ventures including post visit evaluation;
- to keep venture accident records, to monitor practice; and
- to review systems and ventures
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Planning a Visit

Before undertaking any Educational Visits all Leaders should discuss their proposal with the EVC and fill out a Visit Form on the council's Evolve website. This ensures that the following have been discussed and agreed upon:

- visit type (overseas, residential, adventurous activity, other)
- purpose of visit
- visit dates and times



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- destination and travel arrangements
- staffing and attendees
- emergency school contact details
- documentation
- special needs/requirements
- risk assessment
- Once this form has been completed, the EVC will then send the document for the Headteacher to inform the Local Authority.
- Once the EVC has agreed to the visit the parents shall be informed by standard letter of the full details of the visit including costs, supervision, clothing requirements.
- Other supervising adults should be briefed as to their roles on the visit.

Staffing Ratios

The recommended ratios for staffing educational visits are set out here.

1 adult to 5 pupils	Year R
1 adult to 6-8 pupils	Years 1 - 3
1 adult to 10-15 pupils	Years 4 to 6

Category A:

Locally based, daytime ,low risk

February 2017

Review Date: February 2019

Signed:

