

LANGLEY AND BEAUFORT SCHOOLS' EDUCATIONAL VISITS PROCEDURE
(One day or extended)

1. The Purpose of the Visit

Educational visits offer valuable first-hand experience to pupils and require careful planning so that they relate to work in the classroom, both before and after the visit. It is, therefore, necessary to be clear about the purpose of the visit and aims and objectives should be given full consideration and clearly stated when seeking the EVC/Executive Head Teacher's approval for the visit. Discussion with the EVC/Executive Head Teacher is essential in the planning stages so that the EVC/Executive Head Teacher is informed about the nature of the visit, and can advise on the suitability of the planned activities and the arrangements for the children.

2. Inclusion of all pupils

Any activity which is an essential part of the National Curriculum or takes place during school time must be provided free of charge apart from residential visits. However, voluntary contributions may be sought, provided that where such contributions are not forthcoming the activity must be provided for all relevant pupils, or must be cancelled entirely. For activities which are additional to or an enhancement of the National Curriculum, and which take place outside of school time, any charges must be made in accordance with the governing body's agreed policy on charging for school activities. All collection, banking and accounting for monies should be carried out according to LA procedures. A costing sheet is available from the school office as well as an income record and sandwich form.

3. Transport

a) School Minibus

The driver is responsible for the vehicle being roadworthy. Fuel, oil, water and tyres are checked on a regularly. Any difficulties during a visit must be reported. Langley School's minibus will be taken out and returned to the garage at the end of the day by the BSS. Staff intending to use the minibus must be over 25. If the minibus is required for a visit it must also be booked in advance on the staff room notice board. Staff driving the minibus must have completed the appropriate MIDAS training.

b) Coach

Where several groups are combining for a visit a coach may be the appropriate form of transport. Costs vary and it is worth obtaining several quotes, bearing in mind that the price may be less if you can avoid peak time in the day and high season travel. Remember that the children's behaviour on the coach and the state of the coach after the visit are contributory factors to the school's reputation.

c) Private Cars

Council policies do not cover the use of staff cars for insurance purposes. Staff using their own vehicles should check with their insurance companies that they are covered to transport children. Staff should also check that the receipt of a mileage allowance does not invalidate their insurance policy.

4. Insurance

The LA has Public Liability Insurance which protects the LA together with the governing bodies against claims for compensation made against them by third parties such as pupils, parents, and visitors who sustain either a personal injury or loss of or damage to the property as a result of negligence on the part of the school.

5. Informing Parents

Parents should be informed of full day trips and all or some of the following information will be provided:

- Dates and time of travel and return
- Travel and contact arrangements
- The names of the visit Leader and accompanying teachers
- The cost
- Cancellation arrangements
- Insurance arrangements
- Pocket money arrangements
- Clothing requirements
- The types of activities to be undertaken
- The code of conduct for standards of behaviour
- Emergency procedures
- Travelling arrangements

The process of obtaining parental consent to educational visits may be dealt with through a blanket approval at the start of the year. However residential visits require an additional parental consent form to be signed. In this case, as with other specific approvals, parents should be informed of the planned programme of visits in such detail as enables them to make an informed judgement of the risks.

6. Collection of Money

A visit will involve collection of money. The following points may be helpful:

- Make sure a receipt is given
- Make sure amounts are carefully recorded on the income record form – especially when paying by instalments and sign the form to record how much has been paid and for which child. Total the amount collected for each day.
- Hand the money into the office as soon as possible where the income records will be countersigned by the Bursar/Administrator. The money will be kept in the safe until banked.
- A complete record of accounting must be handed in to the Bursar/Administrator/Finance Officer after the outing/visit
- A spreadsheet showing the collection of monies will be updated regularly by the Bursar/Administrator/Finance Officer and at stages or on request a copy passed to the Class Teacher. This will also show any invoices or petty cash claims made for the trip.

7. Meals

The kitchen should be informed if a visit is to take place because of the dinner numbers. The group may require a packed lunch and the kitchen staff need to be informed by the member of staff organising the trip if this is the case. Since the kitchen staff have to order food two weeks ahead, they must be notified at least two weeks in advance.

8. Lists of Children

A list of all children and staff going on the visit should be left in the school office. Children on an educational visit will be marked present in the register, and as attending an educational visit if on a residential.

9. Uniform

The kind of visit being undertaken will influence the clothing to be worn. The importance of clothing appropriate to the activity is emphasised. Often uniform is advisable for quick identification unless it is unsuitable for the activity.

10. Work on a Visit

Visits provide meaningful, exciting ways to enhance the curriculum. The experience will often be accompanied by work or discussion in school. Clipboards are available in school.

11. Courtesy to Colleagues

A visit, whether half day or longer will cause some disruption to timetables. Informing colleagues well in advance is both helpful and courteous. Where colleagues will be substituting, work should be set in order to minimise disruption.

12. In Cases of Emergency

In connection with emergencies, the following points should be noted:

- a) A class list, including any significant medical details, should be carried by the Leader and group Leaders at all times during outings. This will be included in the bag which contains medication etc.
- b) All pupils should carry school identification if necessary. Depending upon the pupil's age, the identification may be a badge on their outer clothing or kept in a pocket. The minibus should clearly state the telephone number of the school.

13. The Approval Process for Educational Visits

Approval by the EVC/Executive Head Teacher must also be accompanied by approval by the governing body if the trip is residential. The EVC/Executive Head Teacher has delegated authority to approve one day educational visits. Where adventurous activities are included, the LA Adviser should be informed. The governing body should approve the overall planned programme of educational visits at a convenient stage during the year.

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