



Educational Visits

Approved by: Daniel Pastori

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The following is a specific guide to policy for Educational Visits at Broadstones School.

This will provide a clear outline of what must be done when organising and taking educational visits, and also serve as a checklist.

All organisers and leaders of education visits must follow the guidance issued.

EDUCATIONAL VISITS DURING THE SCHOOL DAY

1. Discuss proposed visit with Line Manager

Before any visit requests go to the Headteacher, they need to have been discussed with your line manager.

2. Get permission from Headteacher

Get permission from Headteacher through email and ensure that your Line Manager is also cc'd. Be sure that:

- The purpose and aims of the visit are very clear ie: what are the intended outcomes?
- Where the visit is educational, the work the students will undertake has been agreed by your line manager and is appropriate (with suitable rigour) to qualify the visit itself, remembering that students have been taken from other curriculum areas.
- The checking of students in situ at the venue and in transit to the venue is flawless. A clear headcount system or teacher group responsibility system is evident and all staff are aware of the importance of these routines and play an active part in this.
- That, as usual, the risk assessment is completed upon agreement that the visit can occur.

3. Once the risk assessment, visit letter and register is complete and all other mandatory elements are filled, this is sent on to the Headteacher once all checks are complete. Only when the Headteacher approves the visit does the visit have permission to proceed.

4. **The risk assessment.** This may well include a preliminary visit, even if the venue has been visited before. Consider what could go wrong, what will be done to avoid problems, what will be done in the event of problems. Make first aid arrangements; first aid equipment must be taken on all visits.

5. **The visit letter.** This should be approved by the Headteacher before being sent to parents. The letter should be sent electronically and if reply slips or additional information is required from parents then a form should be used to collect this information. A reply slip is preferred but is only mandatory if and only if the educational visit falls in any way outside of the working school day (8:45am - 3:25pm). Otherwise the letter does not need to have a reply slip. Every visit, however, should have a letter to inform parents of the event and logistical arrangements.

6. Details to be included in the letter:

- Nature and purpose of the visit
- Date
- Travel arrangements (including stations from start to finish)
- Departure and return times
- What student needs to bring/wear, etc.
- Lunch arrangements
- Contact details

7. Please ensure that you have noted the medical needs of students in your risk assessment where relevant.