

Scarning VC Primary School

Education Visits Policy

Adopted by FGB: 14.10.25

Review Date: September 2027

The school has formally adopted, through its Governing Body, the Norfolk CC 'Guidance for Educational Visits & School Journeys.'

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned Educational visits.
This is part of the schools required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school:

- To widen the child's horizons from their family centred life to one in which they develop and sustain new relationships with others
- To maintain close and positive links with all of the schools in the Dereham cluster
- To work creatively to inspire each child to develop every aspect of their character

The Governing Body has given its approval to the following types of activities *being* arranged in support of the educational aims of the school:

- Out door and adventurous activities
- Sporting fixtures and tournaments
- Residential activities
- Curriculum enrichment activities
- Multi cultural activities

Year Five will have the opportunity to undertake a 2 night residential at Kingswood Activity Centre/ Hill Top activity centre every year. Year 6 also have the opportunity to partake in a residential in Derbyshire which is organised by the school and includes a mix of adventurous activities, and geographical studies. These trips are to develop the children's knowledge of their local environment and to experience a range of out door and adventurous activities they would not normally encounter in their daily school life.

All KS2 classes will have the opportunity to experience at least one trip based upon a history/geography or science element of their curriculum. These will be day visits and will vary depending on the topics being taught within the year groups each particular year.
Children will also have the opportunity to take part in a range of local inter school sporting fixtures.

Children in years four to six will have the opportunity to swim once a week for a half term. Swimming lessons will take place at Dereham Leisure centre and we will have the help and guidance from a swimming specialist. Data will be kept on the children and their abilities in order to focus efforts on those not making the KS2 requirements.

Approval Procedure and Consent

The Headteacher has nominated Mr Basson as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person will have attended the LA EVC training course (and updates) and will be given sufficient time and resources to carry out the role. The

Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher.
The Head will keep the Governing Body aware of its Educational Visits events & programme via the normal Head to Governors reporting process.

The school will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents the Headteacher & the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

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 pupils.
The LA Providers Contract form will be used.
All payments for the visit will be made through the school's accounts.

For any visit lasting a day or more or involving significant travel, or adventurous activity, parents will be asked to sign a letter, which consents to their son/daughter taking part.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

All children from Reception to Year 6 are sent letters regarding local trips around Dereham which parents sign to give year-round permission for these trips. Therefore, separate letters are not needed. PE/ sporting events will still have letters sent home to inform parents of their child being asked to participate – the letters are issued as only a number of individual children go and not the whole class.

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

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The appointed Group 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 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.

Remissions Policy
Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support
- Family credit
- Income based job seekers allowance
- Disability working allowance

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges set out in the school's remissions policy.

The School may ask for Voluntary Contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up. [HASPEV 98]

Standard Operating Procedures

The following events or activities have standard operating procedures assigned to them which detail information about regulations and procedures that should be followed and implement by the group leader. They include:

- Walking to Church and High Schools
- Boarding and exiting a coach or bus
- Swimming lessons at Dereham Leisure Centre
- Use of the Thistle Field (including Pond RA)

The Standard Operating Procedure document is to be clearly marked and kept in the staffroom for referral. All staff members should familiarise themselves with it so that they understand the procedures and regimes of regular events.

The Standard Operating Procedures mentioned above can be accessed via the SOP link on the Friday Letter, or through the 'Staff Shared General' drive.

The expectations of Pupils and Parents
The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. Parents will be expected to collect and to incur the costs of collecting their child from the visit site should an incident occur which deems it necessary for said child to leave whilst on the trip. Parents are expected to pay the full cost of the trip if the child is excluded from going subsequent to the permission slip being granted unless a reserve child steps in to take their place.

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

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

The group Leader will take with them a copy of the NCC Emergency Procedure.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency. In agreement with the group leader they will pay any extraneous costs which will then be reimbursed out of school funds asap.

Evaluation
The Group Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body on request.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

A financial account for the visit can be produced if requested e.g. As part of a finance audit.