



## KESGRAVE HIGH SCHOOL

### EDUCATIONAL VISITS POLICY

The governing body adopts the Outdoor Education Advisers Panel (OEAP) National Guidance for the management of Suffolk education visits & LOtC Activities January 2013, as recommended by Suffolk County Council for the management of educational visits, with specific interpretations in the following areas:

The governing body nominates **Mr R Pearson** as Educational Visits Co-ordinator.

**The governing body approves the delegation to the Educational Visits Co-ordinator of the following duties:**

- A. Oversee all out of school activities and trips.
- B. The Passing on of details of all trips to the County Outdoor Education Advisor (Richard Coker), via EVOLVE and Deputy Headteacher (Cath Breckell) as appropriate.
- C. Briefing new staff on regulations for trips.
- D. Supporting staff that are organising trips.
- E. Briefing all staff on latest training and regulations in relation to school trips.
- F. Risk assessment for all school trips.
- G. The preparing of staff to run school trips.

**The governing body agrees the retention by the Head teacher of the following duties:**

- A. The approval of all school trips.
- B. Ensuring Educational Visits Co-ordinator attends all relevant training.

**County regulations categorise Educational Visits into two types:**

**Type 1 Visits** are those that are regular, routine off-site activities (e.g. a PE fixture) and specific, one-off or occasional visits (e.g. a field study or museum visit)

**Type 2 Visits** are those which fall into one or more of the following categories:

- Visits including an overnight stay
- Visits including adventurous activities
- Visits abroad

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### **Staffing Ratios**

The governing body determines the minimum staff / pupil ratios for visits to be **1 to 20**. This is the minimum figure prescribed by the County Regulation. *Please note that Suffolk County Council has reviewed its educational visit policy and has formally adopted new Outdoor Education Advisers Panel (OEAP) National Guidance for the management of Suffolk education visits & LOtC Activities from January 2013 for all Type 1 & 2 visits.* The teacher in charge of every educational visit must complete a risk assessment which is submitted to the Educational Visits Co-ordinator via EVOLVE. The Educational Visits Co-ordinator has a duty to ensure that a visit is adequately staffed, bearing in mind the nature of the activities to be undertaken, the particular needs of the pupils and the competence and experience of the staff assigned to the visit. Frequently the risk assessment for the visit will determine that a higher ratio of staff to pupils is required than the minimum stipulated in this policy.

### **Inclusion**

Kesgrave High School is committed to actively supporting pupils with medical conditions to participate in school trips and visits and in accordance with the Equalities Act where appropriate.

**The governing body determines the following arrangements for informing and obtaining the consent of parents for visits:**

- A. All parents/carers informed well in advance of any trip being organised.
- B. All parents/carers to give consent for any trip their charge is going on. No child will attend any trip when permission has not been forthcoming.
- C. All trips to be covered by the schools Charging and Remissions policy.
- D. All records to be uploaded to EVOLVE and kept for 25 years in accordance with the Data Protection Act

**All trips are covered by Zurich Travel Insurance Policy.**

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### APPENDIX 1

#### **Nominated Persons:**

Mr R Pearson	Educational Visits Coordinator
Miss C Breckell	Deputy Headteacher
Richard Coker	County Outdoor Education Advisor

**The governing body endorses the nomination of the following persons as emergency contacts in relation to educational visits.**

Mr N Burgoyne  
Miss C Breckell  
Mr R Pearson

### APPENDIX 2

#### **CODE OF CONDUCT FOR KESGRAVE HIGH SCHOOL PUPILS INVOLVED IN OFF-SITE ACTIVITIES**

All pupils need to be familiar with the following:

- Pupils are to follow the instructions of school staff and visit centre staff (if applicable) at all times.
- Pupils are to observe and adhere to the codes of conduct at the places they visit.
- All school rules/guidance will be applicable to off-site activities, including no smoking, no consumption of alcohol and no use of illegal substances.
- The e-safety and safeguarding policies of the school will apply on school trips.
- In the event of an emergency, pupils are to inform the group leader immediately and follow any instructions and advice as given.

All parents or guardians need to be familiar with the following:

- In the event of illness, or persistent misbehaviour, parent(s) or guardian(s) must be prepared to resume supervision of their child prior to the scheduled completion of the visit. Any costs incurred in collecting a pupil will be the responsibility of the parent or guardian.

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