

Educational Visits and Activities Policy

Beverley High School



Date: June 2012

Review: May 2015

Signed: Headteacher

Signed: Chair of Governors

This policy document is available in a variety of formats in line with the Equality Act 2010. It is available as a hard copy from the School Office or can be found on the School website at www.beverleyhigh.net

Aims and Objectives

The Governors and staff at Beverley High School recognise the importance of Educational Visits and additional activities. The knowledge and experience gained outside the classroom can consolidate and extend the curriculum and enhance the development of personal and social skills.

The School Mission statement states "As 'Every Child Matters' we will provide opportunities for inclusion and access to a stimulating environment." Educational Visits and Activities assist in promoting this aim.

Types of Visits

Visits take place across the whole of the school and, in the 6th Form, are run jointly with Beverley Grammar School. Visits take place locally, visiting venues in Beverley and the surrounding area and much further afield. Local visits include gathering information in Beverley Town Centre, visiting local Churches and a local farm. Previous successful visits include field trips, museums and the coast. Further afield visits have been made to the World War 1 Battlefields, Japan, Berlin, Sri Lanka and French trips. Ski holidays have been undertaken on a regular basis. Yearly visits to outdoor pursuit centres are undertaken.

Compliance

All School Visits will be organised taking full cognisance of the East Riding of Yorkshire Council, Code of Practice and Safety Guidelines for Educational Visits. (Copies are available in the Staff Workroom, the School Office and with the Educational Visits Co-ordinator.) Information can be accessed electronically at http://www.eriding.net/educ_visits/index.shtml and also via Rover Online <https://www.eastriding.gov.uk/eforms> (username and password can be obtained from the school's Educational Visits Co-ordinator)

Other relevant policies and documents

School Prospectus
Additional Needs Policy including SEN, LDD and Access
Behaviour Policy
Charging Policy
Child Protection and Safeguarding Policy
Equal Opportunities Policy
Health and Safety Policy
Pupil Behaviour & School Discipline Policy

Roles and Responsibilities

Visits fall into the following categories

- Category 1 DAY Visits (Routine). Visits and activities which take place on a regular basis. Approval by Headteacher.
- Category 2 DAY Visits (Non Routine). One off or occasional visits and activities which would not be regarded as part of the normal everyday or school life. Approval by Headteacher.
- Category 3 UK RESIDENTIAL VISITS. Visits that involve one or more nights away from home. Approval by Headteacher, Governing Body and LA Officer (County Educational Visit Consultant – see below).
- Category 4 OVERSEAS. Residential or day visits outside England/Scotland/Wales. Approval by Headteacher, Governing Body and LA Officer (County Educational Visits Consultant).

If any of the above types of visits involve "High Risk Activities and Environments" they are classified with a sub category "A". These must all be approved by the Headteacher, Governing Body and LA Officer (County EVC).

Group Leader: The Overall Group Leader is the main "Visit Organiser" and is the person with overall responsibility for the planning, management, supervision and conduct of the visit. (Full details available in the ERYC Guidelines pages 57-58). The Group Leader should have been an Assistant or Deputy Leader on at least five similar visits and the Deputy Leader on at least one of those.

Educational Visits Co-ordinator : The EVC will support colleagues in the planning and management of visits and liaise with the County's Educational Consultant. (Full details available in ERYC Guidelines pages 31-32). The EVC (or a member of the School Leadership Team) will undertake a monitoring visit on an annual basis. The school's EVC is Mrs S Barker.

Headteacher: The Headteacher maintains the policy for Educational Visits on behalf of the Governing Body and must give approval for all visits. (Full details in ERYC Guidelines pages 27-30).

Governing Body: Under their articles of government, the Governing Body have a responsibility for the general direction of the conduct and curriculum in their establishment. This extends to Educational Visits (Full details in ERYC Guidelines pages 25-26)

Local Authority: The Local Authority, as employer has overall responsibility in managing Health and Safety. The LA has appointed a County Educational Visits Consultant to ensure the appropriate advice, help and guidance is given to schools. (Full details in ERYC Guidelines pages 23-24). The LA's EVC is Mr T Bowles.

Staff should seek advice from:

- The school EVC
- The Headteacher
- The LA Educational Visits Consultant
- Other experts with specialist/local knowledge (eg Park Rangers, Coastguard)

Further Information

It is the aim of the school for all pupils to be given the opportunity to take part in at least one residential visit during their time at the school.

Visits which are an essential part of the curriculum will be available to all pupils concerned. Other visits which are an additional extra and an enhancement to the curriculum are supported and encouraged. In the event of a visit being over subscribed priority will be given as follows:

- a. Curriculum (ie History GCSE pupils will have priority for Battlefields Trip)
- b. In the event of a residential visit, those who have not previously been on a visit
- c. In the event of an overseas visit, those who have not previously been on an overseas visit
- d. A submission of interest will be sought in writing and if necessary names will be drawn out of a hat.

Further advice is available from:

SEN Manager

School Nurse & Health Advisor

Child Protection Co-ordinator

Mrs H Butler

Mrs H Fairhurst

Mrs L Spence

A staff checklist is available to help plan the trip. Copies are available in the Staff Workroom or from the EVC. The information and requirements of the checklist should be adhered to.

School Activities

Lunchtime and after school clubs are run throughout the year covering a wide range of activities. A list of activities which is updated on an annual basis is available from the school office or on the school website at www.beverleyhigh.net.

Pupils with Disabilities

The school will make every effort to ensure that all pupils are included in all School Visits and will promote access to all activities provided. Parents are requested to provide comprehensive details about their daughter in order to enable the school to make appropriate provision.

In the event of the Headteacher failing to be assured that it is possible to make satisfactory provision to ensure the safety of the pupil and other pupils and staff it may be necessary to preclude the pupil from the visit.

Behaviour

The highest standards of behaviour are expected of pupils at all times. The Headteacher may preclude a pupil from a visit if she believes it is not in the best interest of the pupil or others on the visit for that individual to participate.

June 2012