



Educational visits procedures and guidance

Governors Committee Responsible: Achievement
& Climate

Lead Governor: John Taylor (Chair)

Nominated Lead member of staff: Andrew Jordon
(Executive Principal)

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Educational Visits procedures and guidance

An educational visit is defined to be any activity which takes place beyond the immediate area of the college either during or outside normal college hours. Educational visits form a valuable and highly desirable element of a student's education. However, such visits can have a potentially disruptive effect upon staffing and other lessons that students could miss through participation. For this reason, they need to be co-ordinated and before any such visit can take place, it is necessary to seek approval from the Executive Principal. In order to do this, the following procedure should be followed:

The visit leader should obtain a copy of Form EV1 from the Educational Visits Co-ordinator which should be completed and returned to him. This will then be submitted to the Executive Principal and if passed, the visit leader will be given Form EV2 and a Risk Assessment Form to complete. Once completed, these should be returned (together with other documentation as detailed on Form EV2) to the Educational visits Co-ordinator who will then liaise with the Executive Principal and inform the visit leader of the outcome.

Please note that except for exceptional circumstances, submissions will only be considered each Friday morning with any completed forms having been received by the Educational visits Co-ordinator by 7.30am that day. Please also note that unless there are circumstances outside the control of the visit leader which demand it, Form EV1 must be submitted and approved before EV2 is completed. As a general rule, students should not be informed of visits before Form EV1 has received approval.

Visit leaders should ensure that a parental consent form is obtained for each participating student. There are two exceptions to this rule:

- Where students are involved in multiple visits of a similar nature throughout the year (e.g. sports teams) where one form completed at the start of the year will be sufficient.
- Visits of a wholly routine and local nature occurring within the course of the school day (e.g. visits to other schools) though even then it is good practice for a letter to be sent to parents informing them of this.

Due to Dyke House College's Academy status, visit proposals involving residential activities no longer have to be submitted to the local authority for approval. However, it is essential that paperwork for such visits is submitted in good time to allow for checking. For this reason, except in exceptional circumstances all documentation to accompany Form EV2 should be submitted to the Educational Visits Co-ordinator at least four weeks prior to the planned visit. Please note that the educational visits Co-ordinator will retain all documentation relating to residential visits so it is the responsibility of the visit leader to make copies of these before submission.

For visits that take place entirely or mainly outside normal college hours a charge can be made to help cover costs. For those mainly or wholly within college hours, the visit leader can request a voluntary contribution from parents/carers. However, no student should be refused due to lack of payment. Please note that letters must clearly state that 'no student will be excluded' on the grounds of not being able to pay for a visit. Additionally they should inform parents/carers that financial assistance may be available and who they should contact to discuss this with.

It is desirable for educational visits to be as inclusive as possible. However, to ensure a successful visit and the safety and well-being of the whole group it is acceptable to refuse to take any student whose behaviour gives or has recently given cause for concern. It is recommended that this is made clear to parents/carers in any letter they may receive.

Each visit beyond the college perimeter must be accompanied by a Risk Assessment Form. Although some educational visit destinations may provide risk assessments for you, it will be necessary to personalise these in order to meet the specific needs of the group being taken. If practicable, it is desirable for the visit leader to carry out the risk assessment first hand.

Except for visits within the immediate local area, it will be necessary for a minimum of two adults to accompany each visit, whatever the number of students involved. Where students are mixed sex, it is strongly recommended that the staffing should also be mixed sex, with this being obligatory where a visit extends beyond the home area and/or is of more extended duration. The Educational Visits Co-ordinator can be consulted for further advice on this. Note that where one teacher is driving a minibus, he/she does not count as a supervisory adult.

It is desirable for all visits to be accompanied by someone who is first aid trained and this is obligatory for residential visits or those away from urban areas. A first aid kit should be carried on all visits.

It is now unnecessary for visit leaders to complete a separate insurance form for each visit. Visits whether to places within or beyond the local authority boundary are now automatically covered by insurance already purchased by the college.

Please note that the Educational Visits Co-ordinator is available to provide guidance and support with the formulation of any educational visit proposal and also to offer help and advice relating to risk assessment.