



School Policy 20 – Educational Visits

This policy was reviewed by Governors in March 2014 – and in this format on 16th March 2016.

The Governors' Committee responsible for this is the Curriculum, Teaching and Learning Committee. The person in the school who prepare the text of this policy for the Headteacher and Governors is the School Business and Development Manager. It should be read in conjunction with other, related school policies, such as *Curriculum, Teaching and Learning, Discipline, Equality Opportunities in Education, Safeguarding, Health and Safety, Learning Support*. It will next be reviewed in February 2017.

Introduction

Archbishop Tenison's runs a large number of extra-curricular activities and educational visits for a relatively small school. This characteristic of the school reflects both the considerable interest of the pupils and students in such activities and the commitment of the staff to provide every opportunity possible for them to develop personally, academically and socially through their time at the school. This policy was drawn up in its current form when the school adopted the *EVOLVE* system for managing such educational visits, together with other schools in Croydon. It draws on both *EVOLVE* National Guidance and the London Borough of Croydon's Guidance Procedures for Educational Visits.

Rationale

The purpose of the policy is:

- to make explicit the principles behind the school's approach to educational visits and events (see also Appendix 4 National Guidance on Planning and Prioritising Learning Outcomes)
- to establish a clear and coherent structure for the planning and evaluation of educational visits and events (also referred to in this document and guidance for staff as "trips")
- to ensure that risks are identified, well managed and kept to a minimum.

Responsibilities

The Headteacher, other staff and Governors have the responsibility to:

- to ensure that the educational visits policy is aligned with the school's aims and is closely linked to the school's other curriculum policies
- to ensure that every educational visit supports students' learning and development in ways which complement and enrich the formal and wider curriculum
- to seek to provide the maximum opportunities for all pupils to learn and fulfil their educational potential by being motivated and enthused in different environments
- to provide pupils and students with the skills and confidence for a lifetime of learning and personal development by embracing new experiences in the world beyond school
- to provide appropriate support to make educational visits available to all eligible pupils wherever possible and risk management allows
- to ensure that the calendar of visits throughout the school year provides, across all subject areas, appropriate opportunities for all year groups to grow and develop in new learning environments, whether during the school day or in a residential setting.

Principles

1. MANAGING THE EDUCATIONAL PROCESS

- a. The school has adopted the Evolve visits system used by London Borough of Croydon.
- b. Each trip leader will adhere to the requirements of the Borough's Guidance which is drawn from the National Guidance on Educational Visits. They will complete the school's overall

trips process per Appendices 1-3. This ensures that all necessary elements are fully planned and risks are appropriately assessed and managed.

- c. Consent from parents or carers will be sought for all school trips. They will be provided with full visit details along with any special requirements.
- d. Trips will normally be run on a self-funding basis, with parental contribution being made via Parent Pay. The school will consider cases of financial hardship on an individual basis.
- e. Appropriate insurance will be arranged for the activities involved and emergency procedures and contact points will be in place for each trip.

2. AUTHORISATION OF EDUCATIONAL VISITS

The Headteacher (or, in his place, the Deputy Headteacher) will authorise visits unless they involve residential stays, travel abroad or adventurous activities. These visits will be authorised by the Governing Body and will be approved by the London Borough of Croydon. The school's timetable for submission of trip requests takes account of these requirements.

Review, Monitoring and Evaluation

- The educational visits policy and process will be subject to Local Authority audit on a regular basis.
- The effectiveness of the policy will be monitored by Governors through their visits to the school and meetings with the School Business Manager. Early in the school year the Curriculum committee will review the effectiveness of the educational visits policy and this will be reported to the Full Governing Body. Governors will also confirm at this time that they are meeting the requirements of the National Guidance.
- The Senior Leadership Team will review the contribution to the curriculum of educational visits and events, as well as to the 'value added' measurement of student development. They will also review the operational process, along with any proposed improvements, and confirm that the annual Establishment Self-Evaluation form is up-to-date.
- Each trip will be evaluated by the Trip Leader and will be reviewed by the School Business Manager to ensure that best practice is drawn and applied for future trips and any areas for improvement are identified and addressed.

Appendices:

Appendix A Overall Educational Visits process

Appendix B Evolve formalities process flow chart

Appendix C Archbishop Tenison trip formalities

Appendix D Evolve National Guidance mind-map re Benefits and Learning Outcomes

Overall Educational Visits process

STEP		√
1 Initial Phase	Activity proposal form A (ABT) completed and sent to BAL before 1 st June, Nov or Mar for any trip in the following term (<i>all residential/overseas/ adventurous next academic year pre 1/6</i>). All other requests only via BAL to clear with PAR .	
2	BAL with LAL & RAS review proposals and trip leader's competency and record authorise /decline/seek further information. Full Governors authorise all overseas/ residential or 'adventurous' trips each term. BAL enters on SLT matrix.	
3	RAS updates school calendar with agreed date (<i>otherwise to add / change a date complete the office form for RAS.</i>)	
4	Trip Leader receives Evolve log in and familiarises themselves with ABT Trips policy, Evolve flow chart, Appendix 3 & overall trips process Appendix 1. New leaders are trained by BAL.	
5	Trip Leader books to meet PAR , clear accountability & deadlines.	
6 Planning Phase	Trip Leader completes cover forms, meets with LAL to agree cover for all staff involved.	
7	Trip leader completes budget form and meets with BAL for sign off, attaches the budget to Evolve Other Documents.	
8	Trip Leader enters initial trip details onto Evolve following the blue Add Visit tab and Evolve flow chart and subsequently (after point 9) attaches, clearly labelled, all other required forms and checklists eg detailed risk assessment, budget, programme details, BAC approved letters to parents. Any Leader assessment certificates and External Provider forms must be uploaded to Evolve. Advise BAL first time used for school records. Start the required preparation early.	
9	Trip Leader completes ABT checklist (App 3) (<i>NB: send out activity information letter to parents only once Parent Pay set up by VIB.</i>) and all Evolve requirements, communicating with BAL via a note on Evolve, not email. Ask BAL for guidance re external providers and adventurous activities.	
10	BAL reviews Evolve Visit Form and ABT check list periodically during the planning period, Trip Leaders respond with updates.	
11 Authorisation Phase	Trip Leader meets with BAL for sign off at least 2 weeks before the trip. BAL (delegated by PAR) authorises the trip on Evolve and where needed ensures Local Authority approval. The trip cannot go ahead without release on Evolve. Trip Leader checks approval on Evolve and receives emergency cards from BAL, then updates SLT link.	
12 Post Trip phase	On return Trip Leader completes the end of trip statement (<i>including explaining any variances to budget in words</i>) and attaches it to Evolve with the updated Appendix 3 and advises BAL that the trip is complete. This should be completed within 7 days of the trip and sent to BAL, unless invoice outstanding.	
13	Trip Leader attaches the newsletter article to Evolve and sends to BAL	
14	Link Governor's scrutiny of the trip	

Appendix C

ABT Trip formalities

These need to be completed where relevant and at the points in the Overall Trips process indicated. All ABT forms can be found in <T:\Non-Teaching Resources\Trips staff folder>

Make sure you have attached forms to Evolve under 'Other Documents':

Form	Step	Done?
Detailed risk assessment	6	
Event programme if appropriate	6	
New calendar date SR form if adhoc request / change	6	
Approved staff cover from LAL	7	
Letter(s) to parent/carer re activity/transport/dismissal arrangements if needed	6/10	
A full agreed budget for the trip/event	8	

Before the trip you have:

Task * (see also below if overseas, residential or adventurous)	Step	Done?
Booked venue	10	
Confirmed transport arrangements (nb if ABT minibus / or exceptionally private vehicle Evolve formalities and authorisation are required)	10	
Secured special insurance for adventurous activities	10	
Met with VIB to set up Parent Pay	10	
Cleared letter to parents with BAC, and arranged for the office to dispatch and send advisory text home if appropriate	10	
Confirmed places if necessary, and sought any other required information eg Passport / EHIC/ Health questionnaire details	10	
Checked all special and medical needs are identified and addressed	10	
Reserved school mobile	10	
Reserved first aid box	10	
Given student names to the office with any subgroups & linked staff	10	
Received all monies, due latest 2 weeks before trip (no? see BAL)	10	
Provided SLT link with an appropriately detailed briefing pack & discussed	10	

After the trip you have:

Task	Step	Done?
Completed and attached the end of trip statement to Evolve including accounting in words for any variances against budget	13	
Submitted Tenaciter article to BAC	14	
Finalised a copy of this checklist dated, signed (electronic) and attached to Evolve. Advised DAL the trip is complete	15	

* Additionally if an Overseas / Residential / Adventurous trips you have:

Task	Step	Done?
Received confirmation from DAL/BAL that Governors have authorised the trip	2	
Held information evening for parents/carers	10	
Received back all health questionnaires fully completed	10	
Completed list of all key document details eg Passports / EHIC	10	
Provided a contact card for students with address, phone number of where they are staying and the school mobile you will have with you	10	
Given full briefing pack and Evolve 'home contact' documents to SLT link	10	
Booked to see PAR before you go and on return	10	

Appendix D Benefits and Learning Outcomes mindmap



National Guidance

