# **Rosstulla School**

**‘Together Towards Tomorrow’**



# **Educational Visits Policy**

**Agreed by Governing Body, September 2021**

**Chairperson’sSignature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Context of school**

Rosstulla School caters for pupils with a moderate learning difficulty and other complex needs whose ages range from 3 to 17 years.

**The purpose of the Policy**

For the purposes of this policy, an ‘educational visit’ means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so. This includes the following:

Visits to places of interest in the local area

Day visits to museums, galleries and places of educational interest

Sporting activities including swimming sessions

Outward bound and adventurous activities

Residential trips

**Rational**

Well planned and executed educational visits provide our pupils with valuable

experiences which enhance their learning at school. Providing a variety of ‘real life’

opportunities for our children enables them to achieve a fuller understanding of the

world around them through direct experience. Educational visits are an essential

element of good practice.

‘Young people derive considerable benefit from taking part in educational visits. In particular, they have opportunities to participate in activities and gain from experiences not available in the normal classroom setting. Such educational visits help young people to develop a wide range of valuable personal and social skills.’(EA)

**Planning and preparation for a trip**

**Rosstulla school will follow the guidelines set out in the EA Educational Visit Guidance document (including current COVID-19 related amendments) see link:**

[**https://ennilive-my.sharepoint.com/:w:/g/personal/fjamison501\_c2ken\_net/EVC-1hm\_YGpJjbvKl4cQxgYBB4iiSR91a158awHojO2paA?e=f2QxP3**](https://ennilive-my.sharepoint.com/:w:/g/personal/fjamison501_c2ken_net/EVC-1hm_YGpJjbvKl4cQxgYBB4iiSR91a158awHojO2paA?e=f2QxP3)

Careful planning prior to any trip is essential.

The following must be considered:

* the educational aims
* the programme and itinerary to support these aims
* the risks that may arise and the measures necessary to reduce these.

The flowcharts (Appendix 1) may be useful when planning a visit.

**Forms to be completed**

Templates for all necessary paperwork required before and after an educational visit can be found in our school shared folder for Educational Visits.

**Educational visits coordinator (EVC)**

In Rosstulla, this post is held by the Principal, Miss Matchett.

**Consultation**

The Governors and staff were consulted in the writing of this policy. The policy will be reviewed and updated as required.

August 2021

Appendix 1



**b) Planning a Visit – Key Questions**

* What are educational objectives?
* What is the nature of the visit?
* Target group identified?

**Purpose of the visit**

* Does the venue/activity meet the educational objectives of the visit?
* Is the age profile of the pupils suitable for chosen venue/activity?
* What is the competence, experience of staff?
* What environmental factors do we need to consider eg. time of year, weather?
* Venue facilities?
* Venue accessibility?
* Clothing equipment requirements?

**Choice of venue/activities to be undertaken**

* Appropriateness of venue?
* facilities
* activities
* location
* access to tele communication
* venue staff
* first aid/medication/emergency action plan
* accommodation in relation to security/emergencies
* access to local services
* If visit is not possible how can we fully research the appropriateness of the venue?
* Has the independent provider all the appropriate insurances and risk assessments in place?

**Exploratory visit**

**and research**

**Programme of activities**

* Suitable detailed itinerary agreed?
* Appropriate supervision of qualified staff?
* Any proposed changes to the agreed programme to be agreed with the EVC to assess risk?
* Appropriate?
* Competent/qualified e.g. first aider?
* Staff/pupil ratios?
* Training?
* Clear roles and responsibilities?
* Volunteer staff considerations?
* Communications protocol in place and understood by all staff?

**Staffing**

* Clear roles and responsibilities of main staff?
* First aider identified?
* Familiarisation with educational visit venue to include location/first aid equipment/ emergency procedures and the responsible staff identified?
* Arrangement of first aid/emergency procedures meeting with staff/pupils on arrival at venue?
* Immediate access to parental consent form information (telephone numbers etc.) especially for all pupils but especially for those with medical conditions?

**Emergency procedures/**

**First aid**