



CLAYESMORE

EDUCATIONAL VISITS POLICY

Responsibility: Assistant Head LEX
Revised: August 2023
Reviewed: Annually by SLT, and periodically by Governors Academic Committee

BACKGROUND

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognizes its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

PURPOSE

1. To ensure that every pupil has the opportunity to benefit from educational visits
2. To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, pupils and providers involved in educational visits
4. To ensure that whenever appropriate, further advice is sought from other technically competent sources.

KEY PRINCIPLES

STAFF

5. All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the Staff Handbook.
6. The Head will be responsible for the approval of all visits, or may designate this function to the Educational Visits Co-ordinator (EVC), currently the Assistant Head Planning and Organisation.
7. There will be a named and approved Group Leader (and where appropriate, deputy) on all educational visits. This group leader will be specifically competent for the role.
8. Working with the EVC as necessary, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit.
9. The group leader must discuss Risk Assessments with the Deputy Head (Welfare) and insurance matters with the Bursar.

10. The Group Leader will discuss all financial outlays with the EVC before committing to any expenditure.
11. For all trips away from school, with the exception of routine events detailed in the termly calendar, parents must receive from the Group Leader a letter setting out the basic information connected with the trip.
12. The letter to parents must include contact information, including address and landline telephone numbers, departure and return times, and charges. It should also give the parents the opportunity to inform the group leader of any specific medical needs / allergies etc.
13. The letter should, if appropriate, provide parents and carers with information about policy and procedures relating to the safe management of educational visits
14. The letter to parents must be approved by the Head, or her deputy.
15. On the trip, the Group Leader will assume full responsibility during the visit, including ongoing risk assessment.
16. The Group Leader will at all times follow the guidelines set out in the Staff Handbook.
17. Note: for residential trips, all pupils must attend a meeting with the Head or her deputy before they travel; all parents must sign and return the Rules for Residential Trips form.
18. The Group Leader will ensure that all procedures required by the School's Insurance Company are followed.

PARENTS AND CARERS

19. For all residential trips, The Rules for Residential Trips form must be signed by both pupils and parents.
20. Parents must give their written consent for their son/daughter to attend any trip for which they will be charged more than £25.
21. Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged.

STUDENTS

22. Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
23. Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Guidance on Welfare to Host Families on Exchange visits

Clayesmore operates exchanges with France and Germany. These are both of long-standing and we have a good understanding with the staff of the exchange schools. They are made aware of our Child Protection policy and our rules for trips.

We require from our partner schools an undertaking that the host families are well-known to them and that they have done everything reasonable to affirm them as suitable hosts.

We also ask for an undertaking that they will draw the attention of the host families to our guidance for welfare for host families on exchange visits.

Clayesmore also uses Castila Granada, a Spanish language school. The children are housed with host families. Our contact there is Rafa Muriel who has taught at Clayesmore on two separate occasions and is fully aware of our requirements for the safeguarding and welfare of our pupils.

RISK MANAGEMENT

- Families and young people should be thoughtfully matched
- Families are known to the host school or language school and everything reasonable has been done to ensure the safety of the young people
- The families are briefed about safety in motor vehicles and the use of safety measures when transporting our pupils
- Pupils and host families have a 24 hour contact number and are fully briefed as to what to do should a problem arise
- Teachers have a daily contact with pupils and a 'key word' has been agreed which *means I want you to visit me immediately*
- All young people have access to a phone and 24 hour contact details
- Pupils are briefed about personal safety and cultural differences
- Pupils are briefed about the laws of the land
- Pupils and parents sign the Rules For Residential Trips form and are briefed by the head or other senior member of staff prior to departure

Leaders on school exchange visits will have daily contact with pupils, either in person or by phone. They will have a key word the pupil can use in order to express concern on the phone without being explicit, if necessary. The use of this key word will trigger a visit from the teachers.

The host family will be provided with the following:

- Contact details of school and parent
- Any medical or dietary information as necessary
- A copy of the Clayesmore Rules for Residential Trips
- Explanation of cultural considerations

RULES FOR RESIDENTIAL TRIPS

All students and their parents must complete the Rules for Residential Trips form before each residential trip. Students who do not complete the form will not be allowed to travel.

All students going on a residential trip must attend a meeting with the Head or one of her deputies before going on the trip. At this meeting students are reminded of the details of the rules and of the document they and their parents have signed.