

Aims and purposes of Educational Visits

The academy has a strong commitment to the added value of learning beyond the statutory academy day and beyond the academy premises.

Each year the academy will arrange a number of activities that take place off the academy site and/or out of academy hours, which support the aims of the academy. The range of activities are outlined in the academy prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the academy:

- Out of hours clubs (music, drama, art, science, sport, homework etc.)
- Academy teams
- Regular nearby visits
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk.

These activities will be made available to all pupils, within a year group; although the academy has the right to omit pupils from activities if their general behaviour does not indicate that the activity will remain safe for themselves or for others.

Approval Procedure and Consent

Before a visit is advertised to parents the head teacher must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the academy on behalf of the pupils. All payments for the visit will be made through the academy office

For out of hours clubs, academy teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed by their son/daughter if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. The academy has a standard model letter, which should be used for this purpose.

Policy and Guidance on Educational Visits

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The academy has separate policies for 'Charging and Remissions' and 'Diversity' which apply to all educational visits.

Staffing

The academy recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on an academy visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training.

Where it is appropriate the academy will ensure that DBS screening is available for volunteer adults assisting with the visit. The appointed visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Emergency Procedures

The academy will appoint a member of the SMT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency academy contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the academy systems.