



# Chapelford Village Primary School

## Educational Visits/ Learning Outside the Classroom Policy

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*Learn  
Achieve  
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### DOCUMENT STATUS

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Ratified by Governors on 19<sup>th</sup> December 2019

Chair of Governors      Mr Steve Tottie

Head Teacher              Mrs Joanne Hewson

POLICY

## Introduction

**Chapelford Village Primary School believes** that safely managed, well planned educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum for our pupils. They are an opportunity to extend and apply 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 fulfillment. The teaching staff and governors are committed to providing Educational Visits and Learning Outside the Classroom activities that supplement and enhance the curriculum, providing experiences that may otherwise be impossible.

**Chapelford Village Primary School** has fully adopted the Warrington Borough Council Guidance for Learning Outside the Classroom, including the use of EVOLVE. This guidance can be found through the internet by logging onto [www.warringtonvisits.org.uk](http://www.warringtonvisits.org.uk)

This policy provides a clear and coherent structure for the planning and evaluation of our Educational Visits/Learning Outside the Classroom Activities, to ensure that any risks are managed and kept to a minimum, for the health, safety and welfare of all pupils and staff at all times. We seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

## Aims

The aims of this policy are to:

- Ensure that every pupil has the opportunity to benefit from educational visits/learning outside the classroom activities
- Ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part
- Ensure assessments and procedures for managing risks are in place
- Identify appropriate functions, responsibilities, training, support and monitoring.
- Ensure that whenever appropriate, further advice is sought from the Local Authority and from other technically competent sources

## Inclusion

Every effort will be made to ensure that educational visits and learning outside the classroom activities are available and accessible to all, as per Warrington Borough Council Guidance for Learning Outside the Classroom.

## Planning

**Chapelford Village Primary School** follow a robust process for planning educational visits/learning outside the classroom activities.

- In line with the Visits Annual Plan, which has been confirmed by the Headteacher, year group teachers (potential group leader/deputy leader) completes the Educational Visits Request Form in line with the 'Educational Visits Timeline'. This form is then submitted to office for confirmation by the Headteacher.
- If given provisional permission to proceed, the member of staff must review the

- 'Planning with EVOLVE Diagram' (p4 Guidance for Learning Outside the Classroom Including the Use of EVOLVE) and 'Learning Outcomes Mind Map' documents.
- The EVC will review the 'Approval of Leaders' document to ensure that Leaders are **accountable, confident** and **competent** to lead the specific visits or activities for which they are approved.
- In line with the 'Educational Visits' timeline, the school Administration staff will complete Evolve which is then reviewed by the EVC and Headteacher.

## Approval

Educational visits/learning outside the classroom activities which are adventurous, residential or overseas must be approved by the Head Teacher and then approved by the Local Authority. The system for approval on these types of visits is via the electronic Evolve system. [www.warringtonvisits.org.uk](http://www.warringtonvisits.org.uk)

The LA requires 30 working days' notice for all visits which are stated above.

All other visits are approved by the Head Teacher

- Once the decision has been made by the Headteacher, that the above may proceed, staff must follow the EVOLVE process to gain final approval.
- Within this process, staff must review the Benefits and Learning Outcomes making reference to the Residential Curriculum Opportunities Map.
- The Year Group Leader and allocated Assistant Headteacher must review the OEAP 'Planning Basics Overview'. If the visit is residential, then an 'Organising a Residential Mind Map' must be completed following the OEAP Model.
- The Year Group Leader, supported by the Assistant Headteacher where applicable, must read the following OEAP documents ahead of completing risk assessments:

'Risk Management Good Practice'

'Ratios and Effective Supervision'

- The Headteacher will ensure the proposed leader is competent as per the WBC Guidance/Policy - section 10.
- Staff must submit all necessary paperwork for a residential visit onto the EVOLVE System at least 40 working days in advance of the visit. For all other visits/learning outside the classroom, staff must submit via EVOLVE at least 14 days in advance.

Following a discussion with the Headteacher, Evolve will be completed where necessary, for visitors to the school site which will be approved by the EVC.

## Parent/Carer Consent

- The school will obtain consent from parents/carers for all unpaid visits, i.e. local area visits and sporting events, using the model DfE Consent Form (it is the responsibility of the visit leader to ensure they have this for every child they take with them). These are held in the main office.
- For all visits requiring payment, parent permission must be **sought in writing**. Information provided to parents prior to granting consent should include full details of the activities and any other significant information. For residential visits, this information must be in the form of an information session in school led by the EVC/Assistant Headteacher/Group Leader with all attending

members of staff present (then made available for all). All letters/presentations must be approved by the Headteacher before distribution at least 5 working days in advance.

- Parent consent slip and the non-refundable deposit for a visit must be received in school before the deadline for any educational visits and residential. For the purposes of effective planning any late submissions cannot be considered after the deadline stated in the letter to parents.
- Copies of all paperwork issued as part of the visit (e.g. letters, itineraries) will be uploaded to EVOLVE by the group leader as an audit trail of what has been issued to parents.

## **Finance**

- Deposits are non-refundable.
- The financial procedures outlined in the schools' Charging and Remissions Policy will always be followed when arranging trips.
- The school will act in accordance with the DfE's guidance document "Charging for school activities" (2018) and, therefore, will only charge for trips which are classed as an "optional extra". This is education provided outside of school time which is not:
  - Part of the national curriculum
  - Part of a syllabus for an examination that the pupil is being prepared for at the school
  - Part of religious education
- Money for school trips will always be paid direct to the school. Under no circumstances should school trip money be processed through personal accounts.
- All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.
- In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing body on the matter, taking into account the cost to the school, including alternative provision costs.
- In the event that a pupil cancels their place on a trip, the following cancellation fee will be applicable: -

### **Cancellation Fees**

- 90 days before: lose the money you put down as a deposit
- 60 days before: lose 50% of the cost of the visit
- 30 days before: lose 70% of the cost of the visit
- 10 days before: lose 100% of the cost of the visit
- The school will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

## Terms and Conditions

- All overnight residential visits are offered to pupils on the understanding that they are for an "overnight "stay and not an extended day visit. Day visits to residential will only be considered in light of reasonable adjustments being made for the purpose of SEND pupils or pupils with a diagnosed medical need.
- The school reserves the right to group children for educational and residential visits according to the learning needs and safety of the pupils. Children will be consulted on friendship groupings as part of this process.
- All residential and paid visits (including previous paid visits/residential) will need to be **paid in full** before a child can undertake a visit. The Headteacher can, in extenuating circumstances, develop a personal payment programme for families that require support.
- The expectation of behaviour of pupils on all out of school learning experiences is the same as school based learning - **exceptional**. The School's Behaviour Policy applies to all out of school learning experiences. The school reserves the right, to refuse a pupil access to an out of school learning experience, if it is believed that inappropriate behaviour/attitude could possibly negatively affect the safety of the pupil or others on the visit. This decision would be undertaken through a Risk Assessment process.
- The school will send a text to parent/carers to advise them of the safe arrival of their child.
- Any updates on social media will be undertaken at the discretion of the teachers on the visit and at a time when it is safe to do so.

## Roles and Responsibilities

The following roles have specific responsibilities for educational visits/learning outside the classroom activities - Visit Leader, EVC, Head Teacher, Parent/Carer, Governors. Our school has adopted the Warrington Borough Council Learning Outside the Classroom Guidance relating to specific roles and responsibilities. As a school we will ensure that all staff who have specific roles and responsibilities for educational visits are trained and have the experience that is required.

This policy will be reviewed and updated by the Governing Body, to remain current and in line with good practice annually. By following this policy, Chapelford Village Primary School practice reflects employer guidance. Chapelford Village Governing Body will ensure that an EVC is appointed in accordance with employer guidance.

The Headteacher ensures the appointed EVC is trained in accordance with employer guidance. The Headteacher will meet with all staff accompanying a Residential Visit prior to departure to make clear specifics e.g. no consumption of alcohol, smoking etc. The Group Leader will minute this session and include in records accompanying the Residential Visit.

EVCs keep proper records (including post visit/outside classroom learning evaluations) which are approved by the Headteacher ahead/after of a visit/outside the classroom learning. The EVC will ensure notification and approval procedures reflect LA requirements prior to submitting to the Headteacher.

As the WBC Policy has been adopted, it is taken as read that the Group Leader will ensure that the Emergency Procedures are followed as per this document which includes carrying the completed Emergency Card.

Chapelford staff have easy access to employer guidance through policy files and the EVOLVE system. Chapelford staff have on-going access to the training regimes that support the implementation of employer guidance e.g. EVC training, Visit Leader training through the LA. Chapelford staff have access to advice and further information to clarify the guidance issued through the Group Leader, EVC, Headteacher, LA. Notification and approval procedures reflect LA requirements.

*Please note that where reference has been made to specific OEAP guidance/documents, these can be accessed by all staff on the Establishment Dashboard section of Evolve under the Establishment Documents Tab.*

### **Evaluation trips and visits**

Following an educational trip/visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

### **Monitoring**

The effectiveness of this policy will be monitored by the Headteacher.