

# Educational Visits Policy

## Llanishen High School

This document contains the specific policy and associated information relating to educational visits and Llanishen High School.



# EDUCATIONAL VISITS POLICY

This document contains the specific policy and associated information relating to educational visits arranged for pupils of Llanishen High School.

## **INTRODUCTION**

Educational visits play an important part in the extracurricular life of Llanishen High School. They can be vital in providing first hand experience of the content of the curriculum, and frequently enrich pupils' more general educational experience.

Educational visits fall into three main categories: educational visits that link directly to the curriculum such as Geography field trips and foreign exchanges; those that link indirectly, such as sporting tours and Duke of Edinburgh activities; and those with social integration as the main aim, such as Year group reward trips.

Visits should be designed to ensure as far as possible that all students have access to the educational opportunities they offer. Visits that are essential for curriculum development, including assessment/coursework items will be offered to all students on that particular course. This inclusivity ensures that no one is excluded from the group being offered the visit. Other supplementary visits that enrich the experience of students will also be offered to all of the appropriate group. Approval should not be given to curriculum visits which inappropriately draw distinctions between students : or would have a negative impact on the education of the students who remain in school.

Visits may require a high level of technical skill, maturity or athleticism. If this is the case, the letter to parents will specify the particular requirements of that visit. Parents must consider this in giving permissions.

## **GUIDANCE**

The organisation of educational visits is subject to clear legal guidance that will be adhered to at all times.

The City and County of Cardiff, Schools and Lifelong Learning Service, publish planning and approval procedures for Educational Visits. These procedures are implemented by means of the LHS 'trip pack' system for local and routine visits, or the LA's on-line 'EVOLVE' system for all residential and adventurous visits.

Reference must also be made to the Welsh Government document 'All Wales Guidance for Educational Visits'.

## **ROLES**

The Educational Visits Adviser (EVAd), currently Andy Meek, is based at County Hall, Cardiff Bay.

The Educational Visits Coordinator (EVC), for LHS is currently Rob Wilson.

The Educational Visits Administrator (EVA), for LHS is currently Claire Wright.

## **ORGANISATION**

Anyone considering arranging visits for Llanishen High School pupils will initially enlist the support of the EVA. This will ensure the visit is feasible as regards teaching cover and other events and that its purpose is educationally sound. If approved by the Head Teacher, or the designated member of the Senior Leadership team, the planning, financial and risk assessment procedures will be carried out. For local and routine visits a detailed LHS 'trip pack' is to be completed by the lead organiser and administered by the EVA. For residential and adventurous visits the detailed pre-trip procedures will be completed using the EVOLVE system, thus ensuring all facets of the proposed trip are taken into account. The EVA, and subsequently the EVC, will then scrutinise the visit online; and if satisfied approve the visit; and inform the local authority EVAd.

## **RESPONSIBILITIES**

The Visit Leader: to comply with the 'trip pack' or the EVOLVE procedures (system updated Spring 2015), including obtaining permissions, communicating with pupils, appropriate staff, parents and accompanying adults (ensuring that adults are DBS cleared); arranging finance; overseeing supervision, safety and conduct, all within the prescribed time guidelines. An evaluation of the visit is required from the trip organiser post- visit.

The Students: to follow the agreed code of conduct, act responsibly and follow all reasonable instruction from accompanying adults.

The Parents: to understand the nature of the visit, sign all relevant permissions, provide emergency contact details, dietary and medical information.

## **CHARGING**

Any charges for visits will be made in accordance with the LHS Charging Policy. This follows the Welsh Government 'Guidance for Governing Bodies on Charging for School Activities' (revised May 2013).

The key elements of the policy are that :-

- Nominal charges only, may be made for education provided through visits during school hours or for education on visits outside school hours (including residential visits) which are an essential part of the National Curriculum or part of a prescribed exam syllabus or part of Religious Education.
- A charge may be made for the costs of board and lodging for residential visits.
- A voluntary contribution will usually be sought from parents for non-compulsory visits which supplement the normal school curriculum.
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will have to be cancelled.
- All visits will require a balanced budget that will include the cost of any supply teaching where appropriate.
- The Governing Body may remit in full or part the costs of board and lodgings or voluntary contributions in certain hardship circumstances.

An overview of all proposed residential visits for each year group will be published each year and placed on to the school website and staff will publicise individual visits well in advance. These actions will help parents and guardians to plan and budget.

## **PROCEDURE FOR UNSEEN EVENTS**

The overwhelming majority of visits outside the classroom are life enhancing and take place with great success. Should incidents occur, the Visit Leader must ensure the Emergency home contact is informed immediately. He/she will then follow the incident best practice guidelines. Where appropriate, the Head Teacher, Chair of Governors and Local Authority media office are to be informed. Contacts with the media will be handled by those individuals and any approaches from the media must be referred to them.