



NEWLAND ST JOHN'S C OF E ACADEMY

'Living, Learning and Growing in the Love of God'

Educational Visits Policy

Newland St. John's C.E. Academy believes that well organised Educational Visits, with a clear focus on learning and enjoyment, significantly enhance the education provision of the school.

This policy will apply to all visits and off-site activities managed and run by the school where staff are acting in a parental or supervisory role and applies to all staff and volunteers involved.

The school governing body has agreed to adopt and adhere to the LEA policy and guidelines for school visits. Specific policies in addition to this are as follows.

1. General

- All school visits will have a pre-visit by member(s) of staff accompanying the visit and risk assessments will be completed on the basis of this pre-visit.
- All visits will be planned and Evolve completed so that permission can be granted from the EVC (Headteacher) at least two weeks prior to the visit
- A risk assessment should be completed by the lead member of staff which can be found in Shared Teachers, Visits evolve and attached to Evolve.
- Permission needs to be granted for all visits (other than walking to local church/park/allotment – when parents shall just be informed that it will be happening)

2. Transport

- a. Children will only be transported in vehicles with seat-belt facilities.
- b. Each coach company used will be approved by the LEA Education Visits Advisor and will be asked to complete the Hull City Council Enquiry form.
- c. A Qualified first-aider will accompany each coach on any visit organised.

3. Use of volunteers

- Where any adult volunteer is supervising children away from school staff they hold a current CRB certificate.
- Where volunteers have not been police-checked they will not be allowed to supervise children out of the view of staff.

4. **Input from outside facilitators**

- Where the visit involves input from outside facilitators then a member of school staff or a police-checked volunteer will be present at all times, even when the facilitator does not require their presence.

5. **Food**

- Where children are to be given food from an outside source (eg ice-creams), then parental permission will be obtained.

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