



Bungay High School...

Educational Visits Policy



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Educational Visits Policy

The governing body has adopted the County Council handbook 'Educational Visits, Regulations and Guidance' as school policy for the management of educational visits, with the following specific interpretations in those areas where the County handbook permits discretion at school level.

1. The governing body nominates the member of the Senior Leadership Team designated by the Headteacher as the educational visits co-ordinator.
2. The governing body approves the delegation to the educational visits co-ordinator of the following duties:
 - Ensure that the planning of visits complies with County regulation and guidance.
 - Ensure that visit or activity specific risk assessments are undertaken.
 - Approve the appointment of visit leaders and assistant staff.
 - Verify the competence of visit leaders and assistant staff, taking account of the planned arrangements for the visit and the number and nature of pupils involved.
 - Ensure that the visit leader is allowed sufficient time to organise the visit properly.
 - Organise and monitor the training/induction of visit leaders and assistant staff as appropriate.
 - Ensure parents are properly informed and give their consent.
 - Organise emergency planning for educational visits at school level.
 - Monitor visits, including accident and near miss reporting, and review school procedures.
 - Liaise with the County Council particularly on visits which require County Council approval.
 - Keep the governing body informed of the school's programme of educational visits and submit proposals for visits in certain categories for specific governing body approval.
3. The governing body determines the minimum staff/pupil ratio for visits categorised as 'Type 1' under county regulations as 1 to 20.
4. The governing body determines that the parental consent form contained in the school's 'trip pack' should be the means of informing and obtaining the consent of parents for visits categorised as 'Type 1' under County regulations.
5. The governing body determines that insurance for all trips is covered under the County policy but attention must be given to advising the Business Manager in advance of the trip for this to be effective.
6. The governing body endorses the practice of each trip having appropriate emergency contact persons (at least two), one of whom must be a governor, nominated in advance and details given to the educational visits coordinator.
7. The governing body, or nominated governor (a named member of Care and Achievement Sub-Committee), shall approve in advance, on a visit by visit basis, educational visits in the 'Type 2' category.



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8. The governing body shall approve in advance on an annual basis (at the first governors' meeting of the academic year) regular educational visits which appear in the School Calendar in 'Type 1' category.
9. The governing body will receive information on visits in 'Type 1' category in the termly headteacher's report and does not require notification in advance.
10. It is expected that all educational visits will have learning objectives and learning outcomes; however governors may ask for evidence for this.
11. The governing body re-affirms its existing Charging and Remissions Policy in relation to educational visits.

Revised April 2010