



BUNGAY
HIGH
SCHOOL

*Opportunity, Aspiration
and Excellence for All*

Educational Visits Policy

The governing body formerly adopted the Suffolk County Council handbook 'Educational Visits, Regulations and Guidance' (2007) as school policy for the management of educational visits. As an Academy, we continue to use these regulations and guidance as a point of reference but also make reference to the OEAP National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom (www.oeping.info)

1. Visits are classified as either Type 1 or Type 2. Type 2 visits are those which fall into one or more of the categories below:

- Visits including an overnight stay, including overnight stays on the school site.
- Visits including adventurous activities supervised by a Bungay High School employee or a volunteer including adventure activities on the school site.
- Visits including adventurous activities supervised by an external provider (e.g. a commercial centre or hired instructor), including adventure activities on the school site.
- Visits abroad.
- Visits in any of the categories above for which the organiser wishes to arrange insurance other than through Bungay High School's insurance policy.
- Visits where any site owners or activity providers require to be indemnified against claims arising from the visit.

Type 1 visits are those that fall into none of the categories which define a visit as Type 2. There are two categories of Type 1 visits :

- Regular, routine off-site activities (e.g. the use of off-site facilities for PE).
- Specific, one-off or occasional visits (e.g. museum visits, field study visits).

2. The governing body nominates the member of the Senior Leadership Team designated by the Headteacher as the educational visits co-ordinator.

3. 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.



- 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.
- 4. The governing body determines the minimum staff/pupil ratio for visits categorised as 'Type 1' under county regulations as 1 to 20.
- 5. 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.
- 6. The governing body determines that insurance for all trips is covered under the school's policy with Zurich Municipal but attention must be given to advising the Finance Director in advance of the trip for this to be effective.
- 7. 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.
- 8. The governing body, the Care and Achievement Committee or nominated governor (a named member of Care and Achievement Committee), shall approve in advance, on a visit by visit basis, educational visits in the 'Type 2' category.
- 9. 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.
- 10. 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.
- 11. It is expected that all educational visits will have learning objectives and learning outcome. Governors may ask for evidence for this.
- 12. The governing body re-affirms its existing Charging and Remissions Policy in relation to educational visits.

Revised December 2014

Reviewed by the Teaching and Learning Committee on 22nd January 2015

Adopted by the full Governing Body on 10th February 2015