



Ysgol Penglais School

Educational Visits Policy Summary

Policy Adopted

Signed:

(Chair of Governors on behalf of the Governing Body)

Date: November 2021

Date to be reviewed : November 2024

(By the Resources Committee)



Penglais School

Educational visits policy

October 2021



The value of school visits is recognised by the Governing Body, not only as an extension of the school curriculum but also for the enrichment and lifelong opportunities these activities present, especially in broadening students' horizons and developing independent skills. A school visit is defined as any learning activity involving students and staff taking place off the school site. The school is committed to diversity and inclusivity but also recognises that educational visits should not be viewed in themselves as a right. The commitment of staff in delivering these visits is recognised, and staff providing educational visits will be supported inside and out of school in delivering these activities.

The school follows the Ceredigion County Council procedures for educational visit planning, approval and monitoring. Since June 2018 this has taken place through the EVOLVE on line system.

Before approval can be granted for educational visits the following factors have to be carefully considered:

- 1) **Does the visit have a valid educational objective?** In most cases visits will be identified in schemes of work, in some cases this may be through cross / extra-curricular activities e.g. careers, health and welfare, Wales in the World.
- 2) **Can the visit fit into the existing school calendar without creating large disruption to existing school activities?** The impact on other activities in school must be considered, especially for students in examination years. In most cases this can be achieved with careful planning.
- 3) **Has the required notice and level of detail been given for the visit?** Careful planning is needed to reduce the risks for the visit. Visits to demanding / hazardous environments and overseas visits require longer notice. This will also include an assessment and confirmation of the suitability of students on the visit, as well as emergency procedures.
- 4) **Is the visit appropriately staffed, and will the level of staff supervision required create large disruption for the rest of the school?** There is no fixed staff: student ratio as each visit is different, but decisions about the staffing and supervision should take into account:
 - The location and environment in which the activity is to take place
 - The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational).
 - Staff competence.
 - The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.Basic ratios to start from are: Outdoor pursuits 1:10 Overseas visits 1:15 Residential visits 1:15
Other visits outside walking distance 1:20 Short local visits 1:25
- 5) **Do the costings of the visit cover the full cost of the visit?**

A key element of the planning process will take place in May/June each year when the school calendar is being constructed. With careful planning many visits can be accommodated into the school calendar, enriching the experiences of many students and staff.

Ysgol Penglais School Education Visits Policy (summary)

At the start of each school year parents/guardians will be sent an outline of all visits for the year group, including estimated costs. Parents/guardians will also be given a list of routine visits for the year and asked to give permission for these activities as well as identifying any medical / other needs for their child(ren). It is essential that any medical / other needs are clearly stated by parents/guardians.

- Activities listed as routine visits can be approved in school and EVOLVE is not used
- All non-routine visits need to be planned and approved on EVOLVE.

The final approval deadlines are no later than –

Routine visits – a minimum of 7 days

Non-routine and overnight non-adventurous visits – a minimum of 14 days

Visits to demanding / adventurous activities – a minimum of 14 days for Head Teacher and Local Authority approval.

Overseas visits – Local Authority outline permission and a minimum of 28 days for Head Teacher approval and Local Authority approval.

Unless non-routine visits have been submitted and approved on EVOLVE, they are not to take place.

The educational visits policy produced by Ceredigion County Council contains lots of information on planning, risk assessing and evaluating educational visits. The main staff involved in supporting visit leaders with these processes in school are:

Mr P Jones – Educational Visits co-ordinator

Mrs S Jones – Finance Manager

Ms S Hill – Cover Manager

Ms M Hughes – Head Teacher

To help visit leaders in planning visits the following forms are to be used

- Outline Approval Visits Application Form (for all visits)
- Routine Visits – Visit Leader Planning Form
- Routine Visit Checklist
- Educational Visits Checklist

Reminder: Completion of these forms do not give automatically give permission for a visit to go ahead. It is only when it is confirmed by the educational visits co-ordinator or through Evolve following Head Teacher / County Council Advisor approval that visits can go ahead.

These forms are on the school 'T' drive, under All Staff Resources, Health and Safety and Educational Visits, Educational Visits, Visits 2021-22.

This folder also contains-

Ceredigion County Council full policy on educational visits

User guide to Evolve

Some examples of previous visit risk assessments

A checklist for proposed on site activities