

EDUCATIONAL VISITS POLICY

MISSION STATEMENT

Christ is our teacher.

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential. We aim to develop positive relationships with every individual and family, the parishes and the wider community.

"I have come that they may have life and have it to the full"

John 10:10

This policy should be read in conjunction with the Local Authority Policy Guidance - circular 146

Reviewed by:	K Crawford (Acting Principal), A Hallford (Finance & Operations Manager), July 2023
Reviewed at:	
Approved by:	Austin Senior, Chair of Governors, 5 th July 2023
Signed:	Austin Senior, Chair of Governors

ST BERNARD'S CATHOLIC HIGH SCHOOL

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Introduction

St Bernard's is committed to incorporating educational visits and visitors into Curriculum Areas' schemes of work, where they enhance student understanding and experiences, and their inclusion is practicable.

All staff in St Bernard's have the option to take part in visits. This is also an excellent area for staff development.

Educational visits should be available to all students and should have clear, relevant and achievable aims and objectives.

This policy conforms to the legal framework set out in the LA circular 146. This is essential reading before planning any educational visit. It contains excellent guidelines. A copy of this is on Admin Drive, in the Policies folder.

Approval

All visits must be approved in advance before they go ahead. The Principal has the authority to approve visits; these will then be placed before the next Finance, Premises & Personnel Committee meeting. All staff are required to plan and execute trips in line with this Policy.

Details of your proposed visit must be given to Sarah Graham, Educational Visits Co-ordinator (EVC) using the "**Preliminary Application**" form which is available in Admin Drive – Educational Visits. Approval must take place before you begin any detailed planning. Ideally, at least one month's notice should be given for day visits and one year's notice for residential visits. The Preliminary Application form must still be filled in even if the visit is on the school calendar.

Costings

All costings for trips must be itemised and submitted on an Educational Visits Costings Form along with the Preliminary Application Form. The form can be located in Admin Drive – Educational Visits-Costings. For any items purchased in line with the approved costings receipts **Must** be handed into the Finance Office no later than one week after the return of the visit.

Parents and Carers must be referred to our Charging and Remissions Policy if enquiring about a remission for an Educational Visit.

LA Notification

When the application and costings have been accepted Finance Administration will put the details on Evolve.

For visits that involve one or more nights away from home, the LA must be notified via Evolve. Should the visit include voluntary helpers then a DBS application should be carried out; information is available from the PA to the Senior Leadership Team. The application should be submitted at least three months in advance of the proposed trip.

Detailed planning

When planning the rest of your visit a detailed checklist is provided to ensure all necessary guidelines are followed. All Visit Leaders should read thoroughly the appropriate sections of the **LA 146 circular**.

Risk Assessments will be made available for individual trips but you must also refer to the LA Generic Risk Assessments which are available from Finance Administration

Visit letters must incorporate details of the visit, staff and parental consent.

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For all outdoor activity residentials and trips abroad a Parents' Evening must take place. A Parents' Evening checklist is provided for this purpose.

Accidents

All accidents however minor should be reported in the **SCHOOL ACCIDENT BOOK** by the end of the day on which they occur – on a residential visit, notes must be taken or appropriate forms filled in and the incident should be written up in the school accident book as soon as possible on return from the visit.

After the visit

- In general work completed by students either during or subsequent to an educational visit should be displayed, as and when appropriate, in a public area of the School.
- The Visit Leader should ensure that the appropriate Link Manager is informed of the conduct of the students so that comments/praise can be made in assemblies and that a report is written for inclusion in the School Newsletter, on the school website and Principal's report to the Governors.
- Please evaluate your visit to assist future planning by filling in the Visit Evaluation Form (No 9) in the Appendices Section of LA 146.