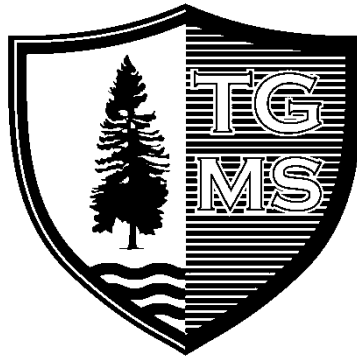




BUCKINGHAMSHIRE COUNTY COUNCIL

Educational Visits Policy Tylers Green Middle School



This policy was adopted on: Autumn 2024

The policy is to be reviewed by: Autumn 2027

The school has formally adopted, through its Governing Body, the Buckinghamshire 'Policy and Guidance for Educational Visits'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, *Tylers Green Middle School*:

1. Adopts the Local Authority's (LA) document: '**Bucks Requirements and Guidance**' in Evolve resources (All staff have access to this via EVOLVE.)
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and carry out visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and rich curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Tylers Green Middle School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).

- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. I.e. encouraging pupils to become more risk-aware as opposed to risk-averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of activities are outlined on the school website along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of Hours Clubs
- School teams
- Regular nearby visits e.g. Common Wood; St Margaret's Church
- Day visits for particular year groups e.g. Sulgrave Manor; Ashmolean Museum.
- Residential Visits e.g. Woodrow High House and PGL
- Adventure Activities, which might be classed as higher risk e.g. Longridge.

At the outset of any activity, the school will indicate for whom the activity is available e.g. year group.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Mr Isaacs who will support, mentor and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit-related matters, and will check final visit plans on EVOLVE. The EVC administrator, Mrs Johnson, can set up and manage the staff accounts on EVOLVE, and upload generic school documents, etc.

The Headteacher has the responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. The Governing Body has approved the appointment of the Headteacher being the Educational Visits Co-ordinator (EVC). The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Chair of Governors; the Chair of Governors will act as a signatory, as necessary, on behalf of the governing body. Individual governors may request 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Approval Procedure and Consent

Before a visit is advertised to parents the Headteacher (also the EVC) must approve the initial plan. She will also approve the completed plan and Event Specific Plans (ESPs) for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. For out-of-hours clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the itinerary for the activities that pupils are involved in and will be informed by letter, e-mail or phone call/through their son/daughter if an activity has to be cancelled. Clubs organised by external providers are expected to adhere to school policy.

Specific (i.e.one-off) parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents, so that consent is given on a 'fully informed' basis. For paid trips, parents have the option of consenting online through Arbor, or through a traditional paper consent form. For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for 'Charging and Remissions' which applies to all educational visits.

Staffing

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is ready to be a visit leader, the Head will take into account the following factors:

- Relevant experience.
- Previous relevant training.

- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Guidance for staffing is as follows (these are intended to be minimum levels and follow LA guidance):

Day visits

- 1 class - 2 members of staff
- 2 classes - 4 members of staff

Residential Visits

- 1 class - 3 members of staff (to include 2 teachers)
- 2 classes - 5 members of staff (to include 2 teachers)

In the event of a trip not being supported by the recommended minimum levels of staffing the headteacher will consider how, if at all, the trip can go ahead and what level of contingency planning will be required to cover any emergency situation that may arise. This will be agreed with the Chair of Governors in advance of the trip. **Volunteers do not count as staff.**

Where it is appropriate, using principles from the school's Volunteers Policy, the school will ensure that DBS checks have been carried out for volunteer adults assisting with educational activities and visits. See Appendix 1 for the TGMS Educational Visit Crib Sheet for Volunteer Helpers for all volunteers to read prior to supporting a trip.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff or volunteer complement. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying the time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school. Prior to an activity, the school will state the implication for parents e.g. collection of child as part of the signed agreements from parents.

Emergency Procedures

The school has an emergency plan in place to deal with a serious incident during a visit. When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

The school will appoint a member of the SLT as the emergency school contact for each visit in addition to a member of the office staff. All major incidents should immediately be relayed to the SLT member in charge, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the Buckinghamshire Grave Emergency Procedure. All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency. This will be decided by the Headteacher in advance of the visit.

Evaluation

All visits will be evaluated by the Group Leader with the EVC. The headteacher will include information about school trips and visits in his termly report to governors, helping them to keep informed about the activities that have taken place.

The EVC will ensure that any Event Specific Plans on the trip are dated as having been evaluated and/or modified as a result.

SIGNED : _____

DATED : _____

CHAIR OF GOVERNORS

Appendix 1: TGMS Educational Visit Crib Sheet for Volunteer Helpers



TGMS Educational Visit Crib Sheet for Volunteer Helpers



Thank you for supporting our school trip! Your help is invaluable in making this visit a success.

Role Overview

- **Support the Staff:** Assist the trip leaders by helping to manage the group, supervise activities, and keep everyone safe.
- **Ensure Safety:** Follow all instructions from the trip leader and be vigilant for any potential safety issues.
- **Lead by Example:** Maintain a positive attitude to foster a fun and respectful environment for the children.

Key Responsibilities

1. **Supervision:**
 - Stay with your assigned group at all times. Ensure children stay together and follow directions.
 - Do headcounts frequently, especially after transitions like boarding coaches or entering new areas.
2. **Behaviour Management:**
 - Support staff in maintaining appropriate behaviour. Follow the school's **6 Principle Points:** reinforce respectful language, ensure children listen to instructions, and remind them of any specific safety rules.
 - If a child's behaviour becomes challenging, promptly involve a teacher or group leader instead of addressing it alone.
3. **Health and Safety:**
 - Be aware of potential hazards e.g. stay alert near roads, water, or when navigating crowded areas.
 - If you notice any risks, inform a staff member immediately.
 - Encourage children to be **risk-aware** but not risk-averse, helping them make safe choices during activities.
 - Always know where the **first-aid kit** is and which staff member is in charge of first aid.
4. **Safeguarding:**
 - As per **Keeping Children Safe in Education (KCSIE)** principles, prioritise the welfare of all children:
 - Do not be alone with a child out of sight or monitoring of others.
 - Report any concerns about a child's welfare directly to a teacher or Designated Safeguarding Lead immediately.
 - If a pupil wants to disclose information to you but for you to keep it a secret, thank them and remind them that you cannot make promises as you must make sure they are safe.
 - If there is an emergency, help keep the children calm while staff deal with the situation. Always follow the trip leader's instructions.
5. **Communication:**
 - Make sure you know the **emergency procedures**, including who the trip leader is. In an emergency, call the School Office **01494 812465** or the emergency services if appropriate.
 - Keep your mobile phone hidden from pupil view (other than in an emergency).
 - Ensure **confidentiality:** do not share any information about children or incidents on social media or with people outside the trip.
6. **Practical Support:**
 - Assist with tasks such as handing out snacks, keeping an eye on children's belongings, and making sure everyone stays hydrated.
 - If there are planned activities, help set up and support children in engaging with them safely.

Tips for Success

- **Stay Positive and Patient:** The children will look to you as a role model. Encouraging their curiosity and ensuring everyone feels included makes a huge difference.
- **Ask Questions:** If unsure about anything, don't hesitate to ask the staff—better to ask than assume, especially concerning safety or the schedule.
- **Know Your Group:** Get to know the children in your group early on. This helps them feel secure and makes supervision easier.

Thank You!

Your role is crucial in making this an educational and enjoyable experience for the children. Together, we ensure that everyone has a safe, memorable, and enriching trip.

Appendix 2: TGMS Sports Tournament Crib Sheet for Visiting Staff



TGMS Sports Tournament Crib Sheet for Visiting Staff



Thank you for bringing your pupils to participate in a sports tournament at Tylers Green Middle School (TGMS). To ensure a smooth and enjoyable experience, please review and implement the following key points:

1. **Lead Staff Responsibilities:**
 - The **lead staff member(s)** from visiting schools are responsible for the supervision, conduct, and welfare of their pupils at all times while on the TGMS site, and for the implementation of this Crib Sheet.
 - Supporting staff and volunteers should assist in managing pupils under the direction of the lead staff member.
 - TGMS staff will facilitate the event but are not responsible for the direct supervision of visiting pupils.
 - Prior to the trip, ensure the online TGMS Event Entry Form has been completed.
2. **Arrival and Parking:**
 - Please be considerate when parking. **The Kings Wood Forest car park**, located opposite/down the hill from the school, should be used where possible. *What3words location: ///acrobatic.park.styled.*
 - Do not park in areas designated for staff or block access routes.
3. **Signing In and Site Procedures:**
 - All **staff and helpers must sign in** at the school office upon arrival.
 - Visitor badges must be worn at all times while on site.
 - Please read the **safeguarding policy and fire evacuation procedure** documents available in the reception area.
4. **Safeguarding and Behaviour:**
 - Safeguarding is a priority at TGMS. If you have any concerns, report them to the TGMS Designated Safeguarding Lead (DSL) immediately.
 - Lead staff are responsible for ensuring that their pupils behave appropriately and follow school rules.
 - Non-DBS-checked volunteers should not be alone with a pupil and out of the sight of their trip leader.
5. **First Aid and Emergencies:**
 - Each visiting school should bring a fully stocked first-aid kit and have an appointed first aider.
 - In the case of a serious injury, TGMS staff will provide support, and our medical facilities may be used if necessary.
 - For emergencies, contact the TGMS school office at 01494 812465 or follow the school's emergency procedures.
6. **General Conduct:**
 - Please respect school property and ensure pupils do the same.
 - Keep noise levels appropriate and be mindful of ongoing lessons and activities on site.
 - Pupils should be supervised during transitions between activities and should not leave designated areas without an accompanying staff member.
7. **Departure:**
 - Ensure all pupils and belongings are accounted for before leaving.
 - If parents are collecting their child from our school, direct them to park in **The Kings Wood Forest car park** or the surrounding roads away from the school. Arrange with them a pick-up point – outside the school's front gates would be ideal.
 - Please sign out at the school office before departing.

Thank You!

Thank you for your cooperation in making the sports tournament a safe and successful experience for all. If you have any questions or require assistance, please speak to a member of TGMS staff.

We look forward to hosting you and your pupils!