



## BEACON ACADEMY Educational Visits Policy

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**Updated**

**20/11/18**

**Date Approved by Board:**

**Date of Review:**

**Summer Term 2020**

**Responsible Department:**

**Leadership Team**

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*The Equality Act 2010 requires public bodies, in carrying out their functions, to have due regard to the need to:*

- Eliminate discrimination and other conduct that is prohibited by the Act*
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it*
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it.*

*In the development of this policy due regard has been given to achieving these objectives.*

## **Aims and Purposes of Educational Visits**

The Academy has a strong commitment to the added value of learning beyond the statutory academy day and beyond the academy premises by the use of carefully planned educational visits.

This is part of the Academy's required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year the Academy will arrange a number of activities that take place off the Academy site and/or out of Academy hours, which support the aims of the Academy.

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

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- Academy teams away fixtures.
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
- Day visits for particular year groups or House groups
- Residential visits
- Overseas visits
- Adventure Activities.

## **Approval Procedure and Consent**

The Head Teacher has nominated Mr Woolliss as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Head Teacher. The Head Teacher will keep the Governing Body aware of its Educational Visits events & programme via the normal Head Teacher to Governors' reporting process.

The Academy will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents the Head Teacher & the EVC must approve the initial plan. They will also approve the completed plan and risk assessments 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 academy on behalf of the pupils.

All payments for the visit will be made through the Academy's accounts.

For regular out of hours clubs, academy teams and nearby visits parents will be asked to sign a letter of consent for participation in these activities. Parents will be given the timetable (*or just information*) for the activities that pupils are involved in and will be informed [by letter/phone call/through their son/daughter] if an activity has to be cancelled. This will normally be updated each term.

For any visit lasting a day or more or involving significant travel, or adventurous activity parents will be asked to sign a letter, which consents to their son/daughter taking part. The Academy has a standard model letter, which should be used for this purpose.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. 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.

## **STAFFING**

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

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the Academy will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The Academy does not normally support additional people accompanying educational visits who are not pupils at the academy or part of the agreed staff 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 time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## **Remissions Policy**

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support
- Family credit
- Income based job seekers allowance
- Disability working allowance

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges.

The Academy may ask for Voluntary Contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

## **The expectations of Pupils and Parents**

The Academy has a clear code of conduct for academy visits based on the Academy's Behaviour and Discipline 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 fixed term exclusion from academy.

## **Emergency Procedures**

The academy will appoint a member of the SLT as the emergency academy contact for each visit. All major incidents should immediately be related to this person, 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 academy contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.