



EDUCATIONAL VISITS & SCHOOL EVENTS POLICY

Reviewer: Mr C P Hunt

Reviewed: July 2019

RATIFIED BY:

FINANCE AND RESOURCES COMMITTEE ON: 22ND November 2019

SIGNED: Amanda Stevens (Chair of Committee)

DATE: 22ND November 2019

CULCHETH HIGH SCHOOL

POLICY STATEMENT: EDUCATIONAL VISITS & SCHOOL EVENTS

REVIEWER: C P HUNT

REVIEWED: JULY 2019

RATIONALE :

Culcheth High School recognises:

- educational visits & school events can support student learning, in the curriculum
- educational visits & school events offer students memorable experiences beyond school and everyday life
- that they enrich their imaginative horizons
- that they give opportunity to bond and relate to fellow students and staff in different ways.

This policy has been written to ensure that visits & school events run smoothly, safely and cost effectively.

PRINCIPLES & PURPOSES :

- all visits & school events will have a clear and defined educational justification
- visits & school events will support the curriculum, enhance artistic, cultural, sporting experiences, nurture creative, scientific and technological investigations, promote curiosity, enjoyment and wonder
- visits & school events will support corps d'esprit and collective spirit
- visits & school events planned will be inclusive and be planned to ensure that all students can participate regardless of background
- visits & school events will promote and support the school's equalities policy
- charges for visits & school events in school time will be voluntary (in accordance with DfE guidelines on funding educational activities)

SAFEGUARDING:

The safe care of students is paramount at all times, for school events, on visits locally, within the UK and abroad. To ensure appropriate care:

- visits & school events must be planned in accordance with school procedures
- appropriate permission(s) must be sought prior to visit
- all accompanying personnel must have DBS clearance
- relevant risk assessments must be completed
- accidents should be reported and reviewed
- each visit & school event should have a designated and experienced leader
- visit & school event leaders will be inducted and trained

GUIDELINES :

- all visits & school events must be approved by the Headteacher
- visits should be planned in consultation with the Education Visits Coordinator (EVC)
- visits & school events should not be organised in school day if they have an adverse impact on other activities
- visits including overnight stay require Headteacher, Governing body and local authority approval
- all visits & school events should follow guidelines in staff handbook and the guidance in the Educational Visits & School Events Policy (Code of Practice for Warrington Schools).

OVER SUBSCRIBED VISITS

- When an extra-curricular visit has limited places due to health & safety guidance and staff/student ratios then it may be come oversubscribed as more students express interest in the visit than there are places available
- The visit letter will state the procedures that will take place in the event of an oversubscribed school visit
- An impartial ballot will take place in school to decide the students who will, unfortunately, not attend the oversubscribed visit. Students and parents will be informed accordingly.
- The result of the ballot is final.
- Students whose cannot attend the visit after the ballot will be offered to be put on a waiting list in case people withdraw from the visit. The waiting list order will be determined by the ballot draw. For example, the first person drawn from the ballot will be first on the waiting list etc.

#WeAreCHS – ELIGIBILITY TO ATTEND VISITS & SCHOOL EVENTS

- School visits are usually during weekends and school holidays. Staff volunteer to organise these visits and to ensure that these visits are ran with the safety and well-being of students and staff at the forefront of all planning decisions
- Visit leaders, in liaison with school senior staff, have the final say on students' attendance of any school visits
- A students behaviour and conduct record will always be considered when deciding on who attends the visits
- If a students' behaviour and conduct record is not to the expected standard then this may jeopardise their chance to attend an extended school visit
- This decision will be communicated with parents with a clear rationale and is final
- All school events (including Year 11 Prom, Leavers' Day, Shirt Signing Day, Alton Towers Rewards visit etc.) are invite only and are subject to students meeting the school's expectations regarding our school values, behaviour and conduct and school attendance
- Any decision to withdraw the invite to a school event or visit will be clearly explained to students and parents
- This decision is final

REVIEW :

- Participation in visits will be reviewed by the EVC in concert with relevant visit & school event leaders
- Policy will be updated regularly by Governors' Finance & Resources Committee