



## **EDUCATIONAL VISITS / LEARNING OUTSIDE THE CLASSROOM POLICY**

RATIFYING COMMITTEE	Educational Standards & Achievement Committee
DATE RATIFIED	March 2019
NEXT REVIEW DATE	March 2022



## **Educational Visits/Learning Outside the Classroom Policy**

### **Introduction**

Ravenbank school believes that safely managed, well planned educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum for our pupils. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment. The teaching staff and governors are committed to providing Educational Visits and Learning Outside the Classroom activities that supplement and enhance the curriculum, providing experiences that may otherwise be impossible.

Ravenbank school has fully adopted the Warrington Borough Council Guidance for Learning Outside the Classroom, including the use of Evolve. This guidance can be found through the internet by logging onto [www.warringtonvisits.org.uk](http://www.warringtonvisits.org.uk)

This policy provides a clear and coherent structure for the planning and evaluation of our Educational Visits/Learning Outside the Classroom Activities, to ensure that any risks are managed and kept to a minimum, for the health, safety and welfare of all pupils at all times. We seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

### **Aims**

The aims of this policy are to

- Ensure that every pupil has the opportunity to benefit from educational visits/learning outside the classroom activities
- Ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part
- Ensure assessments and procedures for managing risks are in place
- Identify appropriate functions, responsibilities, training, support and monitoring.
- Ensure that whenever appropriate, further advice is sought from the Local Authority and from other technically competent sources

## **Inclusion**

Every effort will be made to ensure that educational visits and learning outside the classroom activities are available and accessible to all, as per Warrington Borough Council Guidance for Learning Outside the Classroom.

## **Planning**

Ravenbank School follow a robust process for planning educational visits/learning outside the classroom activities.

Visits are planned into the long term curriculum plans and compliment learning activities e.g. visit to Air Raid Shelter as part of History work on WWII.

## **Approval**

Educational visits/learning outside the classroom activities which are adventurous, residential or overseas must be approved by the Head Teacher and then approved by the Local Authority. The system for approval on these types of visits is via the electronic Evolve system. [www.warringtonvisits.org.uk](http://www.warringtonvisits.org.uk) The LA requires 30 working days notice for all visits which are stated above.

All other visits are approved by the Head Teacher via internal planning sheets which include provisional costings and staffing ratios and via Evolve.

## **Parent/Carer Consent**

School collects generic consent slips from all children. These cover all learning outside the classroom activities which do not include the use of transport.

Activities which include overnight stays or the use of transport require individual consent forms for all pupils taking part, this is either collected via paper reply slips or electronically when parents make payments via ParentPay.

## **Roles and Responsibilities**

The following roles have specific responsibilities for educational visits/learning outside the classroom activities – Visit Leader, EVC, Head Teacher, Parent/Carer, Volunteers, Governors. Our school has adopted the Warrington Borough Council Learning Outside the Classroom Guidance relating to specific roles and responsibilities. As a school we will ensure that all staff who have specific roles and responsibilities for educational visits are trained and have the experience that is required. Visits and activities will be monitored termly via the Headteacher's report to governors.

**Author: WBC Model Policy**

**Adopted by Governors: Spring 2015**

**Reviewed: March 2019**