



# St Bede's Catholic High School

## Educational Visits Policy

***"I am the vine, you are the branches.  
Whoever remains in me, with me in him, bears  
fruit in plenty." John, 15:5***

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the School. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

**Review date: January 2024**

**Next review date: September 2024**

**Reviewed by: Mr A Holt**

**Approved by Governors: January 2024**

**Mission Statement**

**“I am the vine, you are the branches. Whoever remains in me, with me in them, bears fruit in plenty.” John, 15:5**

### **Introduction**

The Council for Learning Outside the Classroom (LCOC) believes that every young person should experience the world beyond the classroom as an essential part of learning and personal development.

At St.Bede's we are committed to creating opportunities for our learners to enjoy the benefits that educational visits can bring. Educational visits have enormous potential for enriching the school curriculum and in some cases it is a vital part of examination courses. Learning outside the classroom helps to bring the curriculum to life, providing deeper knowledge and understanding. It also encourages independent learning and develops self-confidence.

### **Priorities**

1. To ensure every student has the opportunity to benefit from educational visits.
2. To provide safe, purposeful visits that are appropriate to the educational needs of the students.
3. To ensure that visits are planned, organised and risk assessed in compliance with the school policy and the Lancashire County Council Guidelines 2022-25.

### **Equal Opportunities**

All students will be given equal opportunity to attend educational visits regardless of their special educational needs, CLA, race, religion, FSM, socio-economic background, culture, gender. Through the risk assessment process, the school will identify vulnerable students, students with disabilities, special educational or medical needs, and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating learners.

### **Implementation**

The Headteacher has overall responsibility for educational visits and has delegated the oversight of the administration of visits to the Educational Visits Coordinator (EVC).

In the case of visits away from school the following procedures **MUST** be followed:

1. Approval in principle for the visit must be sought from the Headteacher and Governors (type B visits) by submitting the Educational Visit Application Form.

**N.B.** Minimum notice of at least two weeks is required for non-residential type A visits, 6 weeks is required for non-residential type B visits, and at least ten months for residential type-B visits as these require Governor approval followed by County Council approval.

2. On receipt of the EV application form, signed by the Headteacher, the EVC will issue a Visit Leader Information Pack. (This cannot be given without signed authorisation).
3. Residential Type B visits should include a rationale for the trip and its educational purpose. (Guidance should be sought from the EVC).
4. Educational visit leaders **MUST** follow the guidelines and complete the appropriate documentation and procedures, according to the type of visit.

5. Visits are only provisionally agreed until the visit leader completes the necessary documentation, it has been checked by the EVC and given official approval by Lancashire County Council.

### **Educational Visit Leaders**

In order to lead an educational visit a member of staff must be deemed to be sufficiently competent to do so.

All visit leaders must read this policy in conjunction with the Lancashire County Council Policy and Guidelines for Educational/Off Site Visits, Appendix A – Educational Visits Financial Arrangements and Appendix B – Guidelines for Educational Visit Leaders.

The full LCC Policy and Guidelines (updated Sept 2022) are available from the Lancashire Educational Visits – Evolve website: [www.lancashirevisits.org.uk](http://www.lancashirevisits.org.uk)

*Residential Type B visits should have a designated deputy team leader.*

### **Risk Assessment**

The visit leader has overall responsibility to ensure, as far as is reasonably possible, that all normal precautions for health and safety has been undertaken. A written risk assessment must be carried out prior to every off-site activity. If the visit is to an accredited venue or centre, the visit leader must ensure the venue has carried out risk assessments. The visit leader is also responsible for monitoring risk during the visit and completing a written evaluation of the visit on return, to minimise future risk.

Risk assessments should be recorded on the current form 5 as created by the LCC EV team.

### **LCC Advice on the consumption of alcohol on residential visits**

St Bede's School policy is that **no alcohol or recreational drugs** can be consumed on TYPE B residential visits. This is in line with LCC EVC policy on supervisory staff ratios; where the ratio of staff meets the minimum number required by TYPE B residential visits: i.e. a ratio of 1:10.

On Type A and B visits the trip leader should take at least one of the school mobile phones.

## APPENDIX A

### Financial Arrangements for Educational Visits

Charges cannot be imposed on parents for any visit that occurs during school hours, but the school can ask for a voluntary contribution. Provided the activities take place mainly or wholly outside school hours and are not essential to the curriculum, students may be charged for:

- Board and lodgings during residential
- Travel costs
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs
- VAT
- 2% ParentPay charges
- Staff costs if not employed by school

The school does not have a fund set aside for cases of financial hardship. Funding for such cases may be sought following discussions with the School Business Manager or through other charitable organisations.

Pupil Premium Grant may be used to give financial support to students on the FSM 6 register and for vulnerable students. Please see the school Pupil Premium Coordinator.

In all cases where the visit is paid wholly or in part by contributions from students, an account sheet will be drawn up by a member of the finance dept. All arrangements should be checked with the School Business Manager.

Non-refundable deposits can be requested to secure places on residential visits but the non-refundable amount must not exceed 20% of the overall balance.

It should be made clear to parents in correspondence if it is intended that part of the requested payment for a visit is to pay for cover/supply costs and that this proportion of the visit cost is a voluntary contribution.

Payments from students will be accepted via ParentPay. Group or Curriculum leader should liaise with the Finance Office prior to sending out letters regarding the activity to discuss cut off dates for payments etc. Ensure that your costing's include 2% to cover ParentPay charges. As the activity is set up on ParentPay and School Fund prior to letters being issued, please allow administrative time for this to happen.

Visits must be financially sound and this should be taken into account during the planning stage.

Receipts for all expenditure from the visit funds must be submitted to the finance office by the visit leader on return.

#### Insurance:

The school insurance policy covers most of out-of-school activities. Additional insurance may be required for residential visits and visits with greater risk. Check well in advance with the EVC/Business Manager to decide whether or not additional insurance is required.