



Re-founded 1555

Ripon Grammar School

Engineering Specialism within a Grammar School



OFF-SITE EDUCATIONAL VISITS POLICY

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Ripon Grammar School as a successful school. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

PURPOSE OF THIS POLICY

1. To ensure that every student has the opportunity to benefit from educational visits.
2. To ensure all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.
3. To comply with the Local Authority (NYCC) procedures and requirements as set out in **HANDBOOK for Educational Off-site Visits and all Adventurous Activities** (September 2013) or any successor document. Appendix 1 is a relevant extract from this document.
4. To keep up to date with further advice from the LA and ensure, where appropriate, that further advice is sought from the LA and other technically competent personnel.
5. To meet any DfE guidelines or regulations

APPROVAL & MONITORING

- All visits should be linked to the school's educational aims and planned and approved well in advance in accordance with visits planning procedures.
- **Governors** must be informed of all off-site visits but delegate school approval of visits to the **Headmaster** other than
 - ❖ The first occasion of a non-adventurous visit abroad, for example a language visit to a new European country
 - ❖ All adventurous visits abroad (for example expeditions) even if that same visit had taken place before.

The Headmaster may, at any time, refer a visit to Governors for approval.

- The school will appoint an **Educational Visits Coordinator** (EVC) who will be known to all staff.
- The EVC
 - ❖ must attend NYCC training for his/her role every 4 years;
 - ❖ enters all proposed visits on the NYCC database **and gains approval** from the 'Education Development Advisor – Learning Beyond the Classroom'. **No visit may proceed without this approval.**
 - ❖ seeks further technical advice from the NYCC where necessary;

- ❖ approves the group leadership, planning checklist, risk assessment, management and evaluation of all visits.
- ❖ Provides information to Governors as requested.
- There must be a named **Group Leader** (and where appropriate, deputy) on all visits.
- The Group Leader will ensure sufficient staff and helpers of the right experience are checked, (DBS if appropriate,) and briefed throughout the visit.
- The Group Leader will ensure that risk assessments are applied, (and modified if necessary,) throughout the visit.
- The Group Leader will ensure that Best Value principles are used when selecting providers, that appropriate checks are made, and all insurance and financial support procedures are followed.
- Group Leaders will carry contact details for a **named responsible person** at RGS who can be contacted for assistance during an educational visit if necessary.
- The named responsible person at RGS will have all details about the visit, including all personnel involved, destinations, activities, etc - in writing, in advance of the visit leaving RGS.
- Group Leaders will, where possible, undertake exploratory visits or seek references from other schools if using new venues.

PARENTS

- **Parents** will be given sufficient information about all educational visits to make informed decisions and give written consent, medical and contact details.
- Where judged appropriate by the Headmaster for high risk, residential and foreign visits, meetings with parents will be arranged.
- Expectations of students' behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

STUDENTS

- Students must be briefed about aims, expectations and codes of conduct for all visits.
- Where possible students should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

FINANCE

- Costing an off-site visit must be done with care to ensure that moneys received cover the necessary expenditure. No school subsidy may be assumed without the express permission of the Headmaster.
- Similarly, if a surplus is made, this should be returned pro-rata to parents
- The aim is to make all educational visits accessible to all RGS students irrespective of parental income. In known cases of hardship the Headmaster is authorised to provide financial support.
- All receipts and expenditure **must** be handled through the designated school bank account according to procedures required by the Bursar and Headmaster and the accounts made available for auditing on completion of the visit. **Under no circumstances may a Group Leader use his/her own personal bank account.**

Approved by the Governors' Curriculum Committee
November 2014

Educational off-site visits: procedural flow chart

Procedures Overview

