# Stony Dean School Policy on Educational Visits

 Date: September 2018

 Review September 2019

The school has formally adopted, through its Governing Body, the ‘Policy and Guidance for Educational Visits’ Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

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

The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school.

Out of hours Clubs (music, drama, art, science, sport, homework etc)

School teams

Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)

Day visits for particular year groups

Residential Visits

Overseas visits

Adventure Activities, which might be classed as higher risk.

The majority of activities are by class or year group. Some activities may be by Key stage, by invitation or by open access.

### Approval Procedure and Consent

The Head teacher has nominated a teacher as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents the Head teacher and 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 school on behalf of the pupils. All payments for the visit will be made through the school’s accounts.

**Activity taking place during school hours not involving a higher level of risk management**

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child’s education at school. However, parents will be told where their child will be at all times and of any extra safety measures required.

**Activity outside school hours or involving a higher level of risk management or Visits abroad**

Written consent is will be requested by school for activities that need a higher level of risk management (such as visits that are adventurous, residential or overseas or involve coach travel) and those that take place outside school hours.

**Parentmail E Consent**

With e-security measures in place, parents can give consent on-line.

E-consent can be given via systems which allow entry of the description of the visit (which may be backed up by attachments, via hyperlinks or further information sent by email or hard copy) and which may include additional aspects such as swimming ability. Parents will need to confirm that they have been fully informed as part of giving consent and when and by whom the consent was given.

Where e-consent is given by email, the email address is the one provided by parents to the school and taken directly from the school's Management Information System. Where e-consent is online via a web link, then this should be accessible only via a password protected parental login.

**Withdrawing Consent**

Parents can withdraw consent at any time and can do this by contacting the school directly to update information held.