



Policy:	Educational Visits
Policy Ref:	CM7
Review Date:	February 2025
Next Review:	February 2028
Authorised by:	Deputy Headteacher

Clare Mount Specialist Sports College has a strong commitment to the added value of learning beyond the classroom. This is part of the school's required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, social, emotional and physical development and prepares young people for the opportunities and experiences of adult life.

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 and ethos of the school.

Clare Mount Specialist Sports College's Governing Body has given its approval to the following types of activities arranged in support of the educational aims of the school to develop a planned and progressive programme of visits:

- Out of hours clubs (e.g. music, drama, art, science, sport, homework, guides etc)
- School teams away fixtures and competitions/festivals
- Regular nearby visits (e.g. leisure centre, libraries, shops, parks, place of worship, farms)
- Day/half day visits for particular year groups
- Residential visits
- Overseas visits
- Adventure Activities (day, residential and Duke of Edinburgh)

Pupils are selected for participation in activities by open access, invitation, by tutor group or year group or by other criteria.

It is especially important for pupils with Autism Spectrum Condition (ASC) to access off-site activities, community participation and work experience as part of the continuing development of their independence skills and preparation for adulthood. Pupils need to be prepared for any new activity which takes place out of school, and the new setting will also need to prepare for supporting the pupil to maximise the success of the placement or visit. Please refer to school procedure CMP9.

Evolve

Clare Mount uses the Evolve system to plan, monitor and evaluate school trips and off-site learning experiences. The school works closely with the LEA to ensure they have a qualified Educational Visits Co-ordinator (EVC) in school. The EVC (currently Mr Jon Weights) liaises with the Headteacher, SLT and Governors to discuss the merits of each individual trip and the benefits to the pupils attending. All staff are briefed annually on the latest LEA/Government guidelines in Educational visits and leaders / assistant leaders work closely with the EVC to ensure up-to-date risk assessments, travel arrangements and adapted programmes are in place to meet the needs of the pupils. Please refer to the LEA guidance and policy documents on Evolve for further information.

Planning a 'Learning outside the Classroom Experience'

Please refer to school procedure CMP9.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and relevant training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The school does not normally support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

The appointed group leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Contributions Policy

The school may ask for voluntary contributions. This contribution is not compulsory. Those pupils whose parents/carers have not contributed will not be discriminated against. It is permissible to ask parents/carers to contribute more than the minimum amount to subsidise those pupils whose parents/carers have not contributed. In the last resort the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

Expectations of Pupils and Parents/Carers

Clare Mount Specialist Sports Collage has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the condition of booking by parents/carers and includes the potential of withdrawing a pupil prior to, or during, the visit if such conduct is deemed to lead to a fixed term exclusion from school or may jeopardise the safety of the trip.

Evaluation

The group leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body on request.

Risk assessments/Finance

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The group leader (with administrative assistance) is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.