



## **Educational Visits Policy**

### **Collège Français Bilingue de Londres (The "School" or "CFBL")**

#### **Aims and Purposes**

CFBL recognises the value added to the learning outside the statutory school day and beyond the premises.

Each year, the School will arrange a number of activities that take place off the School site and/or out of school hours. These activities support the broad aims of the School to develop well-rounded pupils with a range of diverse learning experiences. The Head has given approval to the following types of activities being arranged, in support of the educational aims of the School:

- Residential visits.
- Overseas visits.
- Regular visits to the local sports centre.
- Adventure activities.
- Day visits for particular year groups.
- Out of hours clubs and teams.

Activities will be brought to the attention of pupils by the organising teacher.

#### **Approval Procedure and Consent**

The Headteacher will nominate an Educational Visits Co-ordinator (EVC). Before a visit is advertised to parents, the Head and EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

For regular/nearby visits, parents will be asked to sign a general letter of consent for participation in these activities at the start of the school year. They will be fully informed of the activities and arrangements for the visit. Parents will be given a timetable for the activities that pupils are involved in and will be informed if an activity has to be cancelled.

#### **Staffing**

The School recognises the key role of accompanying staff in ensuring the highest standard of learning, challenge and safety on school trips. Teachers and other staff are encouraged to become involved in enhancing pupils' experiences. The selection of staff will be a key priority in the initial approval of the proposed visit. Where it is appropriate, the School will ensure that DBS screening is available for volunteer adults assisting on a regular basis with educational activities and visits. The School does not support additional people accompanying educational visits who are not pupils at the School or part of the agreed staff complement. The appointed group leader will be fully supported in the tasks required to arrange the visit. This will include 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.

### **Expectations of pupils and Parents**

The School has a clear code of conduct for School visits, based on its Behaviour Policy. This code of conduct will be part of the conditions of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit, if such conduct would have led to a temporary exclusion from the School. In such cases, the School will not refund costs to parents. Pupils who have an ongoing record of bad behaviour may be barred from trips organised by the School.

### **Emergency Procedures**

The School will appoint a member of staff as the emergency contact for School visits. All major incidents should be immediately relayed to this person, especially those involving injury or that might attract media attention. All incidents and accidents occurring on the visit will be reported back through the School systems. The School will make funding available to assist the Group Leader during an emergency.

### **Transport**

An effort will be made to use sustainable methods of travel during all trips and educational visits. Preference will be given to public transport and walking.

### **Evaluation**

All visits will be evaluated by the Group Leader. A short evaluation report will be made to the Principal. The EVA will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

*This document has been drawn up in accordance with DfE guidance: Health and safety: [advice on legal duties](#) (published February 2014) which replaces a number of guidance documents on health, safety and security in schools, including Health and Safety: Responsibilities and Powers (2001) and Health and Safety of Pupils on Educational Visits (HASPEV 1998) - and in accordance with the policy statement from the Health and Safety Executive (HSE) 'School trips and outdoor learning activities: Tackling the health and safety myths'.*