



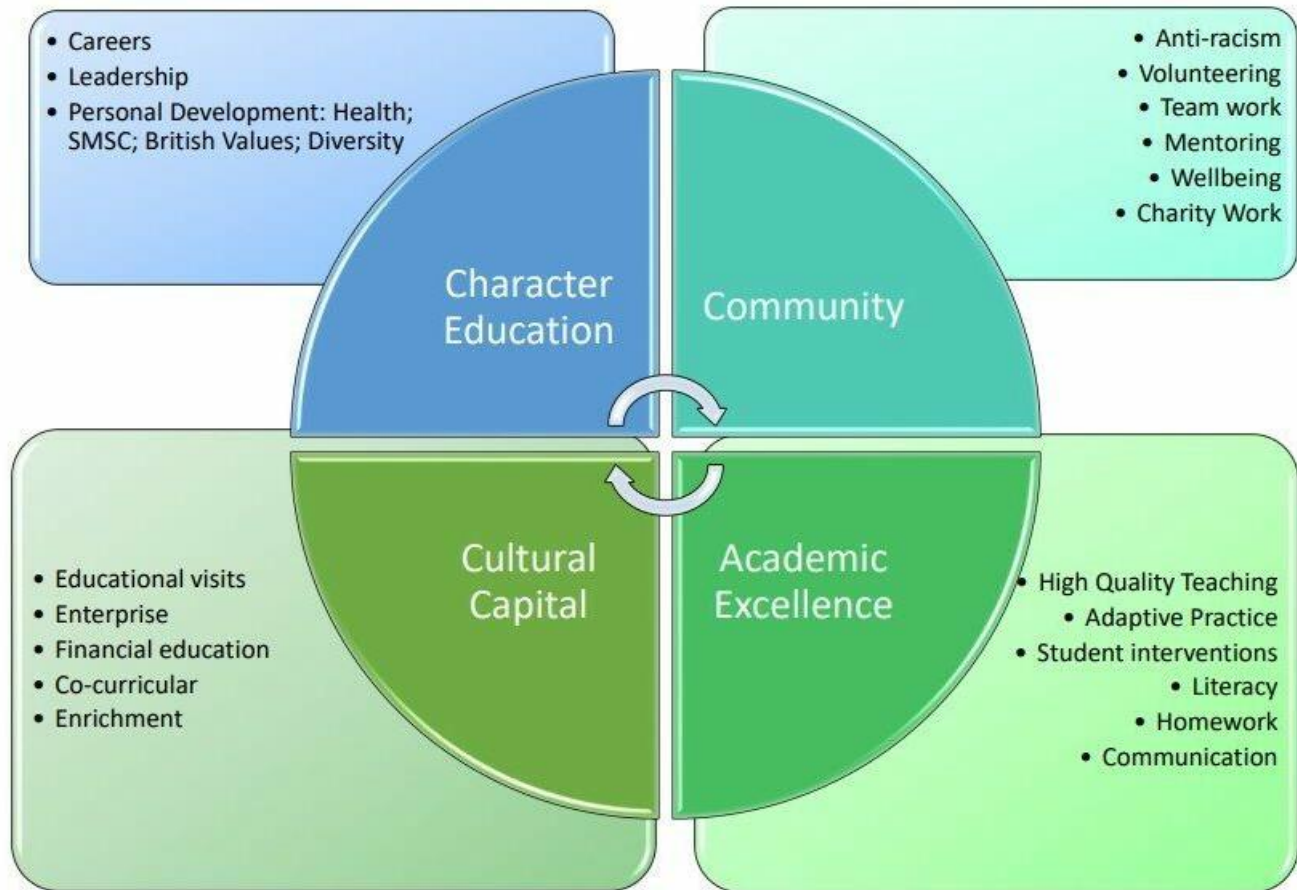
# **Educational Events and Visits Policy**

<b>Start Date:</b>	<b>Summer 2025</b>
<b>Date of Next Review:</b>	<b>Summer 2027</b>
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<b>Responsible Committee:</b>	<b>Education Committee</b>

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## Introduction

Educational Events and Visits are a very important part of the school's curriculum and contribute to developing cultural capital in our students. Educational Events at Haileybury Turnford take place both onsite and offsite. Visits take place offsite.



Educational Events and Visits, including adventurous activities, are an essential part of a child's development, helping them to learn about assessing and managing risk, and to gain skills in leadership and team working. They also build self-esteem and allow children to experience a range of normal social experiences.

Educational Events and Visits will be available for all students, and the school will ensure disadvantaged and vulnerable students are able to access such opportunities.

## **Leadership of Educational Events and Visits**

The school's Educational Visits Coordinator (EVC) is an Assistant Principal.

Educational Events and Visits will be organised, and led by a member of staff with the appropriate level of training. The Principal or Educational Visits Coordinator can, at their discretion, require a change in Educational Event or Visit Leader to enable an event to go ahead safely, led by an appropriately trained adult.

## **Timing of Educational Events and Visits**

All Educational Events and Visits will, by their nature, cause disruption to the normal rhythm of teaching and learning. To minimise the disruption, all Educational Events and Visits must be agreed with the Assistant Principal in charge of the school calendar.

Educational Events and Visits **will not** be permitted that impact Year 11 or 13 students' learning during curriculum time during the second half of the Spring Term and first half of the Summer Term.

## **Planning of HT Events**

Staff are to follow the processes outlined via the school's Events and Visits Procedures and Guidance which guide staff through the various operational planning stages of an event. This includes:

- Planning an Educational Event and/or Visit Document
- Budget Form
- Visit Planning Initial Checklist
- Visit Planning Final Stages Checklist

## **Staffing to student ratios**

There must be an appropriate and effective level of supervision at all times for all Educational Events and Visits, following Hertfordshire County Council guidance, and the school's Events and Visits Procedures and Guidance.

## **Risk Assessments**

Risk assessment and risk management are legal requirements and must be carried out by the Educational Event and/or Visit Leader. The overriding aim is to make sure safety is maximised and all possible risks are managed accordingly.

Risk assessments should explicitly cover how special needs (e.g. educational, medical) are to be addressed. The programme of an Educational Event or Visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of emergency and

contingency measures. There should be a particular focus on ensuring the safety and control measures for vulnerable students, including those with an Educational Health & Care Plan (EHCP) and/or specific medical needs.

### **Selection of Students for Educational Events and Visits**

Where student places on an Educational Event or Visit are limited, the selection policy will be clearly stated on the initial letter to parents. It is expected that for curriculum-based visits, participation is never allocated on a First Come basis.

If it is anticipated that a larger number of students will wish to apply for an Educational Event or Visit than an Educational Event or Visit has capacity to cater for, an expression of interest form will be used to formulate plans to meet the level of demand.

### **Additional student issues**

All Educational Events and Visits are for students currently on the school roll. Friends, former students (including students who leave the school between the booking of the Educational Event or Visit and its departure) and other members of a student's family, do not fulfil these requirements and may not take part.

The Educational Event or Visit Leader and the school retain the right to withdraw students from the Educational Event or Visit where concerns arise regarding their behaviour, or for health and safety reasons. Letters will reflect this, especially for residential and overseas visits.

Students are expected to maintain a certain standard of behaviour in school in the build-up to the planned Educational Event or Visit. Students who have low attendance or who constantly breach the Rewards, Behaviour and Discipline Policy will not be permitted to attend the Educational Event or Visit. Any monies paid may not be returned and would only be returned in line with the Educational Event or Visit's Company Policy. It is the student's responsibility to maintain a level of commitment and focus to their schooling in order to access Educational Events and Visits.