

# Education Visits policy

## 2022 - 2023

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Date: 14/03/2023

Last reviewed on: New policy

Next review due by: 14/03/2024

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## **1. Context**

LAMP Learning believes that educational visits are integral to the curriculum, cultural and learning experiences of our students providing them the opportunity to participate in activities outside of the LAMP site.

For many of our students, due to their autism and/ high anxiety, experiencing different things can be difficult therefore, planned educational visits, with staff they know and feel comfortable with, can break down the barriers to accessing these new situations

The benefits of educational visits include; (list not exhaustive)

- providing students with the opportunity to experience new/ unfamiliar situations with the support of staff they trust and feel comfortable with.
- providing the option to support students' different learning styles
- giving students the opportunity to experience more personal responsibility
- 'real world learning', 'learning in a context'
- possibility of group/ team working, where appropriate

## **2. Application**

This policy refers to any educational visit that leaves the LAMP premises whether it takes place during or outside LAMP hours.

## **3. Roles and responsibilities**

**The directors have responsibility for;**

- authorising all visits and
- ensuring the correct planning and paperwork is in place
- that staff are aware of the contents of this policy
- check risk assessments prior to the activity commencing

**Staff responsible for the planning and conducting of visits must;**

- obtain permission from the directors for the visit prior to planning and making any commitments
- risk assess the visit and adhere to LAMP policies, Health & safety requirements and any other relevant guidance.
- ensure risk assessments and related planning must be signed off, at least 14 days in advance of the visit, by the directors to ensure the visit can take place.

- ensure the risk assessment includes; staff to student ratios, numbers of first aiders, details of students with medical conditions and name of group leader.
- ensure all relevant information is shared with the staff involved with the visit before it takes place.
- ensure that on the visit they take a mobile phone, first aid kit, emergency contact numbers and any student medication.
- inform LAMP when they have arrived at the visit location and when they leave to return home so the directors can inform parents if there are any delays.

#### **4. Processes and Procedures**

See Appendix 1 & Appendix 2

#### **5. Food**

Unless included in the price of the visit, students will be required to provide their own food and drink, if appropriate. Students with food allergies will be individually risk assessed.

#### **6. Supervision**

The correct staff to student ratio will be observed for each visit with additional staff used if necessary to support particular students.

Rendezvous points will be agreed in case of separation from the group.

#### **7. First Aid**

At least 1 member of staff on the visit will be first aid trained. A first aid kit will also be taken on all trips.

#### **8. Parental Consent**

At the start of the student's programme at LAMP, parental consent will be sought for all 'low risk' activities that will take place during LAMP hours as part of their curriculum e.g. photographing local buildings or filming music videos in the local community.

For all other visits including 'high risk' events, additional, visit specific consent will be sought from parents/carers.

#### **9. Transport**

Where the trip involves the LAMP minibus, the LAMP minibus procedures must be followed. Transportation chosen must take into consideration any sensory needs of the young people involved in the trip.

#### **10. Monitoring arrangements**

This policy will be reviewed yearly by the Senior Leadership Team.

## **11. Links with other policies**

This policy is linked to our;

- child protection and safeguarding policy
- risk assessment policy
- health & safety policy
- Curriculum policy
- Minibus policy

Educational Visits Initial Request Form 2022-2023



Staff must submit the following completed form to the SLT when wishing to plan an educational visit

Venue
Reason for trip
Educational outcomes
Proposed date/s
Transport
Proposed trip overview (e.g. draft overview of the day)
Student numbers/cohort
Staffing required
Costings

## Educational Visits Process 2022 - 2023



The following process is to be followed by all staff involved in the educational visits process.

### Approval

- Ensure you have read/ are familiar with the Educational Visits Policy
- Submit visit/trip idea to the SLT for approval using the Educational Visits Initial [request](#) Form. Trips will not be considered if this is not completed and submitted.

### Once approved:

- Print [sign up](#) sheet for students and display in class and on reception.
- Set up Teams chat including, Tim, Charlotte and Polly and any other teachers directly involved.
- Prebook venue if applicable – give possible numbers and check if we need to pay a deposit. Check venue's policy on covid.
- Draw up an overview of the day with timings etc.
- Confirm all costings.
- Confirm transport requirements. Minibus capacity – 16, including driver. Consider that capacity numbers need include staff. Read the minibus policy if necessary.
- Confirm teachers to attend. Which students are going? Do any require a higher staff/student ratio?
- Check that enough teachers remain behind at Lamp to cover any students not attending. Check with office if uncertain.
- Confirm first aider attending trip. Check that there is also a first aider remaining behind at Lamp – liaise with office if uncertain.
- Provide office with a list of names for permission letters to be sent out to parents. Minimum of 2 weeks in advance.
- Complete risk assessment using provided template. Refer to the venue's website for visitor information and request their own risk assessments if necessary
- Check permission slips for trip are returned/ parents have confirmed via email.
- Check medical requirements of any students in attendance – see health tab on the admissions register
- Check for emergency contacts of all students in attendance are on the LAMP mobile phone – see admissions register
- Check if photography permissions in place for all students in attendance – see photo consents tab on the admissions register

### On the day – to take with you

- Mobile phone
- List of attendees
- First aid kit
- Emergency contacts for parents
- Copy of the risk assessment
- Tickets/booking confirmation
- Any other relevant information required specific to a student or the trip.