

Educational Visits / Learning Outside the Classroom (LOtC) Policy Guidance

Questions to ask about our policy

Context statement

Have we set out the context for a policy about learning off-site and does it set out the benefits of learning beyond the confines of the establishment?

Have Governors agreed the Policy and this contextual statement?

Does the Staff Handbook/Induction Pack contain information about where to find guidance on Educational Visits?

Is there a clear chain of command?

Have we set out the Roles, Responsibilities and Expectations of:-

- Governors
- Head of Establishment
- Educational Visits Co-ordinator (EVC)
- Educational Visit Leaders
- Other/Group leaders (staff members)
- Other adults – parents/governors/other volunteers
- Our Young People

In doing this have we referred to:

- *The Local Authority (LA) Educational Visits Guidelines*
- *Health and Safety: Responsibilities and Powers* (DfES 2001)
- *Health and Safety for Pupils on Educational Visits* (HASPEV -DfES 2002)
- *Standards for LEAs in Overseeing Educational Visits* (DfES 2002)
- *Group Safety at Water Margins* (DfES 2003)
- *EVC training and guidance*
- See www.lotc.org.uk for further supporting materials, and specifically this section for guidance on developing a school policy for Learning Outside the Classroom <http://www.lotc.org.uk/Out-and-about-guidance/How-do-we-organise-learning/School-policy.aspx>

Do we have a nominated Educational Visits Co-ordinator?

Do we have a set of Establishment Procedures and Practices to ensure?

- All staff know who the EVC is
- All staff who (may) lead visits know where to find the appropriate guidelines and establishment procedures
- Visit leaders understand the school procedures for visit approval (including necessary timescales for approval), parental consent, safeguarding and financial management of visits