

**Educational Visits Policy**

**February 2021**

Unity College follows Lancashire County Council policies and procedures for all off-site visits. When planning offsite visits, the visit leader MUST ensure that they are familiar with these policies and procedures, and complete all necessary forms with diligence and in a timely manner.

Full policy with appendices and visit forms can be found at [www.lancashirevisits.org.uk](http://www.lancashirevisits.org.uk).

Staff must follow all procedures regarding visits to ensure that we comply with all health and safety legal requirements.

When planning an offsite visit, visit leaders must liaise with the Educational Visits Co-ordinator for Unity College – Bev Worthington.

Staffing

A member of staff organising an off-site visit must liaise with the Headteacher regarding which members of staff the Headteacher will release from college for the visit.

Any associated supply costs to release staff to attend a visit will need to be considered in the overall cost of the visit.

The Visit Leader needs to be suitably experienced, taking into account the nature of the visit.

Costs

The college is not able to subsidise the cost of a departmental visit unless the visit directly impacts on GCSE coursework or examinations. Whole college visits may be subsidised, but this will be at the discretion of the Headteacher.

Letters to parents regarding visits

It is essential that all letters to parents regarding an educational visit are checked by the Headteacher prior to being sent home.

Free School Meals

Any child on a visit who is entitled to a free school meal, must be offered a packed lunch, if the duration of the visit covers lunchtime.

Attendees

For any off-site visit that takes place within the school day, a list of staff and attendees must be left with main reception and the attendance team.

For any visit that takes place wholly or partly outside of the school day, a list of attendees along with contact and medical information must be left with the nominated base contact/s.

This policy should be read in conjunction with the following policies:

* Safeguarding Policy SEND Policy
* Child Protection Policy Students with Medical Conditions Policy
* Anti-Bullying Policy Intimate Care Policy
* Race Equality Policy

This policy is updated and reviewed on a regular basis.