



Education Visits policy

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Date: March 2020

Last reviewed on: September 2019

Next review due by: September 2020

Contents

		Page
1	Context	3
2	Application	3
3	Roles & Responsibilities	3
4	Food	4
5	Supervision	4
6	First Aid	4
7	Parental consent	4
8	Monitoring arrangements	4
9	Links with other policies	4

1. Context

Leamington LAMP believes that educational visits are integral to the curriculum, cultural and learning experiences of our students allowing them to participate in activities outside of LAMP. For many of our students, due to their autism and/ high anxiety, experiencing different situations can be difficult. Planned educational visits, with staff they know and feel comfortable with, aim to break down 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

Any educational visit that leaves the LAMP premises is covered by this policy whether it takes place during or outside LAMP hours.

Each educational visit will be risk assessed, with each staff member involved, in the visit, being required to be familiar with its contents.

Each visit will be subject to approval by the directors.

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. 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.

5. 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.

6. 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.

7. 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.

8. Monitoring arrangements

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

9. Links with other policies

This policy is linked to our;

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