



Educational Visits and Activities Policy

October 2019

Review date: October 2020

Educational Visits And Activities Policy

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school. Our school adopts the LA guidance and uses their proforma when planning Educational Visits.

Intent

As a school we offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments

Implementation

During each academic year class teacher will plan educational visits and activities that support the children's learning.

These visits will be closely linked the curriculum that the children are studying.

How visits may be authorised

The EVC will appoint a party leader to be responsible for running the activity. This will normally be a teacher.

The school's EVC will ensure that:

- Trips have been logged with all correct paperwork on Evolve and that these have been approved by the EVC and the Headteacher
- Risk assessments are completed;
- The Headteacher and governing body are supported in their decisions on approval;
- Competent staff are assign to lead and help with trips;

- related staff training is organised;
- all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company assures us their drivers too have had police checks;
- all necessary permissions and medical forms are obtained;
- records of visits are kept, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA. All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval from the headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and the Local Education Authority before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Curriculum links

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For example:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – NT properties, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork;
- Art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – a variety of specialist music teaching, extra-curricular activities, the 'Big Sing'
- RE – visits to local centres of worship, visits by local clergy and Iman.
- PSHE and citizenship – visits by local police officers, fire services and health workers.

Charging for school activities

When planning educational visits, class teachers will always consider the cost implications for parents.

Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the

school is unable to cover the costs of a planned visit, the trip might have to be cancelled. Staff must discuss with the Headteacher or EVC the costs of the trip and the amount the children's parents will be asked to contribute. If a child does not bring in a contribution they will still participate in the trip as long as permission forms have been signed.

Local Trips and Visits

Single Day Visits

Teachers must inform the kitchen of the date of the trip and the number of dinner children and free dinner children in the group at least two weeks in advance.

The kitchens will provide packed lunches for those children who would normally have a school lunch.

Residential activities

Children in Year 6 have the opportunity to take part in a residential visit.

The residential visit enables children to take part in outdoor and adventure activities as part of their PE curriculum, it helps to build resilience, team work and independence. We undertake this visit only with the written agreement of the LEA. All specialist activities are undertaken with qualified instructors.

Residential visits will only take place at facilities in receipt of a LOTC Quality badge

Risk Assessments

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?
- What is the plan B?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments will be adopted.

An activity should normally have sufficient adults taking part to provide the correct ratios. Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

The risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the EVC via Evolve and to all adults supervising the trip.

STAFFING AND STAFF RATIOS

Activity	Age of young people	Actual ratios must be determined by a process of risk assessment
Visits in the UK but not:- residential adventurous	Years R-2 (KS1)	1:6-10 (minimum 2 staff)
	Years 3-6 (KS2)	1:10-12 (minimum 2 staff)
Adventurous and residential visits	All years	1:10-12

Review of Policy

Headteacher: _____

Chair of Governors: _____

Policy to be reviewed: October 2020