

Date Written/reviewed September 2019	Date for Review <i>Review is undertaken by the Principal and LGB</i>
Principal Signature: LGB Chair Signature:	<i>This policy will be amended to reflect any changes in the practice described in this document.</i>

St. Katharine's Church of England Primary School Educational Visits Policy



From Little Acorns Great Oaks Grow

Introduction

All schools are required to 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.

In our School we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

**Please read this policy in conjunction with our written procedure/flow chart for planning a school trip(appendix 1) and our trip preparation tick list (appendix 2)*

Organisation

The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. We ensure curriculum coverage through the design of our two year rolling curriculum map.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents as soon as dates are set.

Visits and activities usually take place within the school day. We follow the EAT guidelines relating to health and safety and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will normally be unable to participate. All visits must be organised through the School's Educational Visits Co-ordinator, and authorized by the Principal who will ensure that the planning and supervision of all school visits meet DfE requirements and academy guidelines.

Our EVC is Janet Stagg.

Charging for School Activities

We do not charge for:

any activity undertaken as part of the National Curriculum;
education provided during school hours (including the use of materials and books, or other equipment that falls within the remit of normal classroom activity)

Voluntary Contributions

When organising school visits and activities, the School may invite parents to make a voluntary contribution to the cost on the basis that, if we do not receive sufficient funds, the School may cancel the trip. The School will inform parents at the outset if we reserve the right to cancel if insufficient funds are received. We will also make it clear that, in those circumstances, there is no obligation to make any contribution.

Parents have a right to know how each visit or activity is funded. The School provides this information on request.

Swimming

The school organises swimming lessons for all children who have yet to swim 25m and/or for older children to develop water safety skills. These lessons take place in school time and are part of the National Curriculum. We ask parents to make a voluntary contribution to cover the cost of transport and additional pool attendants. We do not expect parents in receipt of state benefits to make any payment.

We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

Residential activities

Children in Years 3 and 6 have the opportunity to take part in residential visits.

Each residential visit enables children to take part in outdoor adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. All specialist activities are undertaken with qualified instructors. We ask parents for their written permission for their child to take part.

We ask parents for a voluntary contribution to cover the cost of transport, lodgings and qualified instructors required. The cost is calculated on the basis of the total of such costs, divided by the number of pupils taking part in the visit (regardless of whether their parents pay the cost). We make it clear that there is no obligation to make any contribution. We do not expect parents in receipt of state benefits to make any payment. We inform parents at the outset that we reserve the right to cancel if insufficient funds are received.

Music Tuition

There is a charge for individual or group music tuition if this is not an essential part of:
the National Curriculum;
a public examination syllabus being followed by the pupil(s); or
the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The peripatetic music teacher/s teach individual or small group lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

The School offers a variety of after school activities. Some are organized and run by a qualified coach or instructor who is not a member of the school staff. We make a small charge to parents to cover costs. Parents in receipt of state benefits are exempt from payment.

The Purpose of Visits

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.

There are many ways that visits or visitors might be used to enrich the curriculum:

- ★ English – theatre visits, visits by authors, poets and theatre groups;
- ★ Science – use of the school grounds, visits to botanical gardens, local and national museums;
- ★ Mathematics – use of shape and number trails in the local environment;
- ★ History – castle visits, study of local housing patterns, local and national museums;
- ★ Geography – use of the locality for fieldwork, village trails;
- ★ Art and design – art gallery visits, use of the locality, visits from practising artists;
- ★ PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- ★ Music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- ★ Design and technology – visits to local factories/design centres;
- ★ ICT – its use in local shops/libraries/secondary schools etc;
- ★ RE – visits to local centres of worship, visits by local clergy.

Offsite visits responsibilities

Teachers, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating.

Headteacher should ensure that:

- ★ the Educational Visit Co-ordinator (EVC) is competent to oversee the co-ordination of all off-site visits and activities and the EVC attends relevant training courses;
- ★ visits and activities comply with regulations and guidelines provided by the academy, the School's Local Governing Body and the Excalibur H&S policy;
- ★ the group leader is competent to monitor risks and supervise the event throughout the visit or activity;
- ★ adequate child protection procedures are in place;
- ★ all necessary actions have been completed before the visit or activity takes place;
- ★ the risk assessment has been completed and authorized and appropriate safety measures are in place;
- ★ group leaders allow sufficient time to organise visits properly;
- ★ non-teacher helpers on the visit are appropriate to supervise children;
- ★ ratios of staff to pupils are appropriate;
- ★ Evolve or governing body has approved the visit or activity, if necessary (i.e in the case of a trip that takes place near water);
- ★ parents or carers have signed a consent form for each pupil;
- ★ arrangements have been made for the medical and special educational needs of the pupils;
- ★ adequate first aid provision will be in place;
- ★ the mode of transport is appropriate;
- ★ travel times out and back are known in school;
- ★ there is adequate and relevant insurance cover
- ★ each driver has the address and phone number of the venue being visited and have a contact name;

- ★ a school contact has been nominated and the group leader has the details;
- ★ the group leader, helpers and nominated contact have a copy of the agreed emergency procedures;
- ★ the group leader, helpers and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents/carers and the next of kin of all teachers and other helpers ;
- ★ there is a contingency plan for any delays including a late return home.

The Governing Body needs:

to ensure that the Head Teacher and the EVC are aware of the utmost importance of adhering to the LA (evolve) guidelines;

to monitor adherence to the LA (Evolve) guidelines;

to ensure that visits are approved as necessary by the LA(Evolve) before the visits take place;

to agree to all residential visits and all visits involving outdoor adventurous activities (and to ensure that bookings are not completed until satisfied that external providers have met all the necessary assurances);

before agreeing a visit, to satisfy themselves that the objectives and proposed arrangements are suitable for the pupils concerned and financially appropriate;

to monitor that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure (it is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence).

to ensure appropriate measures exist to obtain parental consent on a basis of full information and, if necessary, to investigate parental complaints;.

to review the EV policy and procedures including incident and emergency management systems.

Risk Assessment

Risk assessments for school visits have three levels:

- ★ Generic activity risk assessments, which are likely to apply to the activity whenever it takes place;
- ★ Visit/site specific risk assessments, which will differ from place to place and group to group;.
- ★ Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.

All risk assessments are to be completed using the EVOLVE risk assessment system and to be completed by teaching staff. The EVC transfers the information to the Headteacher for official approval and if necessary this is sent to the LA (Evolve). If staff need any support completing the risk assessments, they should arrange a meeting with the EVC /headteacher.

Pre-Visits:

In order to undertake a full and comprehensive assessment of risks, it will be preferable in most cases to undertake a pre-visit, even when the visit is made regularly. Risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account:

- ★ the number of pupils involved;
- ★ the age of the pupils, their sex, ability and general behaviour;
- ★ the previous experience of the group undertaking off-site visits;
- ★ the time of day and time of year;
- ★ the travel arrangements;
- ★ the hazards at the environment being visited;
- ★ the numbers, experience and quality of staff and volunteers;

- ★ the nature of the activities;
- ★ the special educational or medical needs of the pupils;
- ★ the quality and suitability of available equipment;
- ★ seasonal weather conditions;
- ★ emergency procedures;
- ★ how to cope when a pupil becomes unable or unwilling to carry on;
- ★ the need to monitor the risks throughout the visit.

All staff must:

conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils;
 inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them;
 recognise the limits of their responsibilities and act within those at all times;
 report to the visit leader any concerns they may have regarding pupil behaviour and well-being during the visit.

Greater levels of responsibilities will normally be assigned to teachers than to adult helpers and a higher standard of care is expected of them.

Nominated Group Leader

Group leaders, who must be a member of the teaching staff, but not an NQT, have a common law duty of care towards the pupils in their charge. Group leaders must recognise their responsibilities to:

- ★ Obtain the EVC's & headteacher's prior agreement before any off-site visit;
- ★ Follow academy (EAT) and Governing Body guidelines;
- ★ Appoint a deputy (preferably another teacher);
- ★ Have ownership of the risk assessments;
- ★ Pre-visit the site if possible;
- ★ Clearly define each helper's role and ensure all tasks have been assigned;
- ★ Be able to control and lead pupils of the relevant age group;
- ★ Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place;
- ★ Be aware of child protection issues;
- ★ Ensure adequate first aid provision is in place;
- ★ Undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- ★ Undertake and complete a comprehensive risk assessment;
- ★ Review all undertaken visits/activities and advise EVC where adjustments may be necessary;
- ★ Ensure that teachers and helpers are fully aware of what the proposed visit entails;
- ★ Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ★ Ensure staff pupil ratio is appropriate for the group;
- ★ **Consider stopping the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such an emergency;**
- ★ Ensure all helpers have details of the school contact;
- ★ Ensure all helpers have copies of the emergency procedures;
- ★ Ensure that all helpers have details of the medical or special needs of the pupils;
- ★ Observe the guidance set out for teachers.

Adult Volunteers

Additional adults on the visit should be clear about their roles and responsibilities during the visit. They must:

- ★ Do their best to ensure the health and safety of everyone in the group;
- ★ Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- ★ Follow the instructions of the group leader and teacher supervisor and help with the control and discipline;
- ★ Speak to the group leader or teachers if concerned about the health and safety of the pupils at any time.

Pupils

The group leader must make it clear to pupils that they must:

Not take unnecessary risks;

Follow the instructions of the leader and other helpers including those at the venue;

Dress and behave sensibly and responsibly;

Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.