

# Appleton Wiske Community Primary School

## Educational Visits Policy

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 educational 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.

The aims of our educational 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.

These visits begin with short excursions into the local area in the Early Years and progress to a residential experience towards the end of Key Stage 2.

For each curriculum area, there is a corresponding programme of potential activities which are in line with guidance published by the LA. Examples include:

- English – theatre visits, visits by authors, poets and theatre groups
- Mathematics – use of shape and number trails in the local environment
- Science – use of the school grounds, visits to places of interest such as botanical gardens
- Art and Design/Design and Technology – art galleries, design centres, use of the locality, visitors
- Computing – workshops in the school cluster, such as programming robots and other devices
- Geography – use of the locality for fieldwork and village trails
- History – castle visits, study of local housing patterns, local museums
- Languages – specialist visitors
- Music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for visitors
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches
- PSHE and C – visits by local police officers and health workers, Crucial Crew
- RE – visits to local centres of worship, visits by local clergy

Children in Years 5 and 6 have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so we do not make any charge for the education. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Pupils in receipt of the Pupil Premium are exempt from payment. The residential visit enables children to take part in outdoor and adventurous activities linked to curriculum areas such as PE and PSHE & C. We undertake this visit only with the written agreement of the LA.

The Head Teacher will appoint a leader for each visit to be responsible for running the activity. This will be a member of staff employed at the school. The school's EVC (Educational Visits Coordinator) will be involved in the planning and management of educational visits. The EVC will:

- Ensure that Risk Assessments are completed
- Support the Head Teacher in making a decision on the suitability and approval of the visit
- Assign competent staff to lead education visits
- Organise and/or provide staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory DBS checks
- Make sure that all necessary permissions and medical forms are obtained
- Keep records of visits and ensure that there are regular generic assessments of risks when there are frequent visits to local venues

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions. When members of staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Head Teacher before any commitment is made to undertake the visit. If the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Head Teacher will seek the approval of the Governing Body and the LA before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. When a child with a disability is eligible for a visit, we will make every effort to ensure that they are included. We may seek guidance from parents to help us to 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.

A comprehensive Risk Assessment is carried out by the group leader before the proposed visit. This will assess the risks which might be encountered on the visit and will indicate control measures to prevent or reduce them. The RA must also cover transport to and from the venue. The RA 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?

Staff planning an off-site activity should make a preliminary visit to the venue in order to carry out an effective Risk Assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip and the visit 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 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 may be adopted if it is impractical for the group leader to experience the activity beforehand, or if they lack the skills required to make informed judgements about the risks it may involve. It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed.

An activity must have sufficient adults taking part to provide the following ratios:

- EYFS – 1 adult to 4 pupils
- Key Stage 1 – 1 adult to 6 pupils
- Key Stage 2 – 1 adult to 10 pupils
- Some SEND pupils will require one to one support

A copy of the completed Risk Assessment will be given to the Head Teacher, the EVC and all adults supervising the visit. The RA will also be logged on the LA website (Evolve).

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Refreshments that the school has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seatbelts and to insist that they be worn by all those participating in the visit. Where private cars are used for transport, the Senior Administrator or Administration Assistant are nominated by the visit leader to be responsible for checking that the insurance of each driver covers such journeys and confirming that each driver has been subject to the normal police checks.

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by parental contributions (voluntary, except in the case of residential visits), with occasional subsidy from the PTA. This must be made clear to parents in all correspondence about an educational visit at the planning stage. No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits. The timetable for the payment of contributions should allow for the Head Teacher to make a decision about the financial viability of the activity in reasonable time.

All adults accompanying a party must be made aware, by the visit leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number but where an activity extends beyond the normal school day, the home telephone number of a designated emergency contact should be provided. Before a group leaves school, the office staff will have a list of children and adults who are included in the visit. The safety of the group, and especially the children, is of paramount importance. During the activity, the visit leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times. Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Head Teacher the possibility of excluding that child from the activity.

Group leaders must be aware of the appropriate guidance for off-site activities. They must consult the LA's documentation detailing procedures and requirements, including guidance on emergency planning. Visit leaders will ring school when they arrive at a destination and when they leave the venue. Members of staff will carry a mobile phone on each mode of transport and check that they have a full battery. In the case of a major incident on a school visit, all mobile phones must be switched off except for the visit leader and one backup. All contact will be through the visit leader.

Information held on all educational visits must include the following:

- Risk Assessments
- Names, ages, contact details, permission forms, medical records and other relevant details of all children who are taking part in the visit
- Travel schedule
- Accommodation plan (if applicable)
- Plan of activities
- Arrangements for supervision
- Insurance arrangements
- Emergency contacts and procedures
- General communications information

First Aid Kits will be available for use on every educational visit (the number will be determined by the group leader depending on the size of the group).

More detailed guidance on procedures and requirements can be obtained from the Educational Visits file.

Revised: March 2018

Review date: March 2021

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Name	Position	Signature	Date
Neil Clark	Head Teacher		
Karen Hainsworth	Class Teacher and EVC		
Liz Atkinson	Class Teacher		
Bethany Rowling	Class Teacher		
Sarah Cousans	Class Teacher		
Paula Gudger	HLTA		
Helen Allen	GTA		
Nicki Guyll	GTA		
Jackie Loverock	GTA		
Sue Stainthorpe	GTA		
Karen Metcalfe	Senior Administrator		
Karen Curran	Admin Assistant		
Chris Ring	Co-Chair of Governors		
Kate Green	Co-Chair of Governors		