

Holbrook Primary School Educational Visits Policy

Educational Visits and Activities Policy

1 Introduction

1.1 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.

1.2 At Holbrook 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 and complement what they learn in school.

2 Organisation

2.1 At Holbrook School, we follow the guidelines contained within the Coventry City Council document "Policy and Guidance for Educational Visits- June 2012". This is referred to as 'LA Guidance' from this point in the policy. Teaching Staff organising an educational visit should also refer to the DFES guidance.

2.2 The named Educational Visits Coordinators are Daniel Connolly and Tamara McCarthy.

2.3 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. In addition teachers and governors agree the corresponding programme of visits and activities at the beginning of each academic year.

2.4 Within each Phase'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 the school year progresses, and inform parents of these in due course.

2.5 Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the Local Education Authority's guidelines relating to health and safety, and we seek consent from parents at the beginning of each academic year for their child to take part in educational visits but always send a letter informing the parent of visits in advance.

3 Charging for school activities

3.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing body has a 'Charging and Remissions' policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

3.2 The Governing Body has agreed the wording of the statement relating to charging for visits (see 'LEA Guidance' for explanation of visits types) that is to be included in letters to parents regarding educational visits. This forms part of the 'Charging and Remissions' policy.

4 Curriculum links

4.1 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.

4.2 For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the Local Education Authority and may include:

English/Literacy – theatre visits, visits by authors, poets and theatre groups;

Science – use of the school grounds, visits by speakers;

Mathematics – use of shape and number trails in the local environment;

History – castle visits, study of local housing, local museums;

Geography – use of the locality for fieldwork, village trails;

Art and design – art gallery visits, use of the locality;

PE – Cluster and other sports activities, extra-curricular activities, visits by specialist coaches;

Music – range of specialist music teaching, extra-curricular activities, Music School, concerts for parents to hear;

Design and technology – visits to local factories, Partnership Centres;

ICT – its use in local shops/libraries/secondary schools etc;

RE – visits to local centres of worship, visits by local clergy.

5 Residential activities

5.1 Children from Year 4 up to Year 6 all have the opportunity to take part in residential visits. Residential experiences enable children to take part in outdoor activities and environmental studies linked to areas of the curriculum. All specialist activities, e.g. canoeing and climbing, are undertaken with qualified instructors.

6 Risk Assessment

6.1 The school follows the guidelines on Risk Assessment in the LA Guidance. The risk assessment should identify significant risks and take measures to control these, using the HSE 'Five steps to risk assessment' model:

Look for the hazards

Decide who might be harmed and how

Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

Record findings

Review assessment and revise it if necessary.

When planning a visit staff should also consider: Staff, Activity, Group, Environment, Distance (SAGED).

6.2 Each trip must be recorded on Evolve and a risk assessment must be undertaken prior to all educational visits and off-site activities. The Headteacher delegates this responsibility to the member of staff leading the visit or activity but must approve and sign the risk assessment and be aware of the trip details before the visit/activity is allowed to go ahead. The risk assessment must include the SEN/medical needs of the specific group of children participating.

6.3 The school has a standard format for risk assessment. Risk assessments should be completed and approved by the EV Coordinator. These are kept on the curriculum/admin drive on the school network and saved on the hard-drive in the appropriate folder.

These can then be amended when further visits are organised. A printed copy of the risk assessment should be uploaded onto Evolve and copies be given to Admin staff and AHT. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

7 Pre-visits

7.1 In order to undertake a full and comprehensive assessment of risks, a pre-visit is essential; even where the visit is made regularly, risks should be re-assessed from time to time. It is the responsibility of the visit leader to carry out a pre-visit.

8 Ratio of adults to pupils

8.1 At Holbrook Primary School we follow Local Authority Guidance on minimum staff/pupil ratios for Type A visits; in the case of Type B visits, these ratios are mandatory:

Nursery	1 : 2 -3 (minimum of 2 staff)
Reception	1 : 3-6
KS1	1 : 6-10
KS2	1 :10-12

National Guidance suggests: School years 1 - 3, 1:6 School years 4 - 6, 1:10/15

In all cases one adult included in the above ratios must be a teacher. It must be stressed that these are minimum ratios and that visit leaders must consider the following factors when deciding on the final adult/child ratio: SEN and medical needs; type of activities to be undertaken; experience and competence of all adults accompanying the visit; duration of the visit; competence and behavioural history of the group of children.

9 Voluntary Help

9.1 At Holbrook Primary School, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.

9.2 Volunteers will be told that they have the responsibility to follow the instructions of the visit leader and that the visit leader retains overall responsibility.

9.3 The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

9.4 The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable.

9.5 The visit leader is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.

9.6 Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.

9.7 All volunteers accompanying a residential visit will be required to obtain a DBS certificate.

10 Transport

10.1 Parents will always be informed as to the type of transport being provided for an educational visit.

10.2 The school will only use hired transport approved by the LA. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a school visit. The visit leader is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

10.3 Public transport will only be used in exceptional circumstances. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

10.4 Private cars will only be used in exceptional circumstances. When it is used, the school will ensure that each driver has:

Valid driving licence

Vehicle road fund licence and MOT certificate

Vehicle insurance valid for carrying passengers on a school off-site visit.

Volunteers will be asked to sign a declaration that all these requirements are in place.

Where teachers offer to use their own vehicles for transporting children, they must ensure they have appropriate insurance cover for conveying pupils during the course of their professional duties. The school will not reimburse parents or teachers for the use of their vehicles as this will invalidate insurance cover unless the vehicle is specifically insured as a taxi.

10.5 The teacher and driver (if school member of staff) are both responsible for head counts of children on board the minibus.

11 Check list

11.1 The visit leader should ensure he/she has completed the 'Check List for Visits' and given a copy to the Headteacher no less than 24 hours before the visit is due to take place.

11.2 All members of staff attending the trip should attend the pre-trip meeting and ensure that they are all happy with the arrangements. If they are not happy they must make their feelings known.

12 Evaluating, Monitoring and Review

12.1 It is the responsibility of the trip leader to evaluate the success of the educational visit and to record any 'near misses'. It is the responsibility of our governing body to monitor the effectiveness of this policy. The governing body does this by:

Requiring the headteacher to report to governors on an annual basis on the effectiveness of this policy;

Taking into serious consideration any complaints regarding educational visits from parents, staff or pupils;

Reviewing this policy every three years.

13 Minimising the possibility of a child being lost on an educational visit

13.1 The teacher in charge of the visit will have an accurate list of all the children on the visit. All children will be counted frequently during the visit, especially when they are regrouping after a visit to the toilets or a shop etc. Depending on the nature of the visit, group leaders will also take responsibility for ensuring that their group is accounted for. Children should also be encouraged to take responsibility for each other and notice if someone is missing.

13.2 Lists of children on each minibus/coach will be available for all members of staff and these groups will not change during the trip.

13.3 All children and adults are given an important briefing before an educational visit. All children should be reminded about remaining with their group leader or within designated areas.

13.4 Children will be escorted, by a member of school staff, to any public toilets whilst on a trip.

13.5 All staff need to work together on head counts during the trip.

13.6 Only children present at the start of the trip will be allowed to attend the visit. If they are not present when the group leave school, they will not attend the trip.

13.7 Groups of children and adults will always stay together during trips

14 Procedure for missing child on educational visit:

14.1 Assemble all of the group together at the nearest and safest place.

Call register (each group leader) to ensure the child is not in the wrong group.

Establish the time/place the child was seen or did anyone see the child leave the group.

Divide the adults, majority to stay with the class, 2 search for the lost child if he/she was seen at a nearby space.

Inform the management of the establishment/phone police and follow their advice/phone school to inform parents.

Approved by Governors:

Date _____

Chair of Governors _____

Date to be Reviewed by (3 years) _____

Appendix 1

Statement to be included in letter to parents regarding Type A visits

“In order for this visit/activity to take place, we ask you to make a contribution of £..... Although such a contribution is voluntary, in reality we have no alternative source of funding. One week before the date of the visit/activity the Governors will assess whether sufficient contributions have received to make the visit/activity financially viable. If it is not considered viable, it will be cancelled and all contributions will be refunded. In cases of financial hardship, any requests for the contribution to be waived will be treated sympathetically; do come and talk to me in confidence if this is the case. As this educational visit/activity is taking place in school hours, we are not permitted by law (Education Act 1996) to exclude from such a visit/activity children of parents choosing not to contribute to the cost.”

Statement to be included in letters to parents regarding visits

“The Education Act 1996 includes a section dealing with charges that schools may levy for activities such as day visits and residential experiences like our visit to..... The Act specifies that any activity which takes place in school time, or mainly in school time, must be free except for the cost of board and lodging, although the school may request voluntary contributions.

We would very much like to take the children to but no funds exist to subsidise the activity. Therefore it can only take place providing the parents of all children participating are prepared to pay for the board and lodging and to voluntarily meet the transport costs involved. If this turns out to not to be the case, then the visit will not go ahead.

The cost of the visit to will be £.....

comprising:

£..... board and lodging

£..... transport to and from

£ visits while at

Anyone who is in receipt of income support, income-based Jobseeker’s Allowance, Working Families Tax Credit or Disabled Persons Tax Credit is entitled to claim exemption from payment for board and lodging and should contact the Head Teacher, who will treat the matter with the strictest confidence.