

Educational Visits and Activities Policy



April 2017

To be reviewed 2020 or as required

Our schools are committed to offering 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.

We deliver the National Curriculum to all children, regardless of social background, race, gender or differences in ability. All of our pupils are entitled to the development of knowledge, understanding, skills, and attitudes. To further enrich the curriculum for our children, we offer a range of educational visits and other activities that enhance what they learn.

Organisation

Information about the school's curriculum themes are published on our school websites. These follow the National Curriculum programmes of study. In addition class teachers plan educational visits and activities that support and enhance the children's learning.

Visits and activities usually take place within the school day, and we will inform parents when a trip is taking place. Where a trip is outside of the local area or involves the use of public transport, we will see parental permission for their child to attend. Where this is not received, the pupil will remain on the school premises.

When taking children out of school we follow the DfEE guidelines relating to health and safety. (see "Health and Safety of Pupils on Educational Visits", published 1998)

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 (see also Visiting Speakers Policy). Some visits relate directly to areas of learning for individual classes, whilst others relate to all of our pupils.

Residential Activities

During Key Stage 2, children 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 aspects. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities (see also charging and remissions policy). A residential visit enables children to take part in outdoor and adventure activities developing social and physical skills. All specialist activities during the visit are undertaken with qualified instructors.

Charging for Educational Visits & Activities

We do not charge for any activity undertaken solely as part of the National Curriculum. There are some circumstances when the school does ask for a voluntary contribution towards the costs of an educational visit or activity. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available to parents on request from the school office. See also Charging & Remission Policy.

Planning Visits & Risk Assessments

Whether a visit is to a local park, museum or swimming pool, or includes a residential stay, it is essential that formal planning be undertaken before setting off. This involves considering the dangers and difficulties that may arise and making plans to reduce them in practice. The Headteacher remains responsible for all arrangements but delegates the detailed planning to the teacher who will act as group leader for each visit.

An exploratory visit will often be made by any teacher who is to undertake the role of group leader for a visit or activity to undertake this risk assessment.

The group leader should take the following factors into consideration when assessing the risks:

- ▶ the type of visit/activity and the level at which it is being undertaken;
- ▶ the location, routes and mode of transport;
- ▶ the ratios of supervisory adults to pupils;
- ▶ the competence, experience and qualifications of supervisory adults accompanying the visit;
- ▶ the age, competence, fitness and temperament of the pupils participating in the visit/activity and the suitability of the activity in relation to these factors;
- ▶ the special educational/medical needs of participating pupils
- ▶ the quality and suitability of available equipment;
- ▶ seasonal conditions – weather and timing;
- ▶ emergency procedures;
- ▶ how to cope if a pupil becomes unable/unwilling to continue with a visit.

Pupils must not be placed in situations that expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit will not take place.

The group leader and other supervising adults should monitor risks throughout the visit and take appropriate action as necessary.

Supervision

It is essential to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration are:

- ▶ the gender, age and ability of the group;
- ▶ any pupils with special educational or medical needs;
- ▶ the nature of activities to be undertaken;
- ▶ the experience and competence of adult supervisors;
- ▶ the duration and nature of the journey;
- ▶ the requirements of the organisation/location to be visited;
- ▶ the competence and behaviour of pupils participating;
- ▶ first aid cover.

A general guide to Adult pupil ratios for visits is difficult to prescribe, as they will vary according to the activity, age and competence of participating pupils, location and efficient use of resources. However a general guide in normal circumstances might be;

Under fives	1 adult to every 3 pupils.
Years 1 – 3	1 adult for every 6 pupils.
Years 4 – 6	1 adult to every 10 pupils.

The above are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group but in all cases there must be a minimum of one teacher in charge. In addition to the teacher in charge there should be enough supervisory adults to cope effectively with an emergency.

It is not always feasible to use school staff alone as supervisory adults. In such circumstances, parent/carer volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally should be well known to the school and pupil group.

All adult supervisors, including school staff, must understand their roles and responsibilities. In particular they should be made aware of any pupils who may require closer supervision than most, such as those with special educational or medical needs.

The group leader retains responsibility for the group at all times.

Preparing Pupils

The group leader should decide how information is provided, but must ensure that participating pupils understand key safety information.

Pupils should understand

- ▶ the aims and objectives of the visit/activity;
- ▶ background information about the place to be visited;
- ▶ how to avoid specific dangers and why they should follow rules;
- ▶ what standard of behaviour is expected;
- ▶ who is responsible for the group they are in;
- ▶ what to do if approached by anyone from outside the group;
- ▶ what to do if separated from the group.

Communicating With Parents

Parents need to be aware that teachers and other adult supervisors on the visit will be exercising the same care as a prudent parent. Parents must be informed in writing of any off-site activity or visit unless it is a regular part of the school curriculum which they have already been informed about through the school prospectus or a letter.

The following information should be given:

- ▶ date of the visit;
- ▶ visit objectives;
- ▶ times of departure and return, parents must have agreed to meet their child on return;
- ▶ the location where the pupils will be collected and returned;
- ▶ mode of travel;
- ▶ clothing and equipment to be taken;
- ▶ money, if any, to be taken;
- ▶ details of the cost of the visit.

Parental consent must be given for pupils to participate in all non-routine visits and activities e.g. those that are not local or involve the use of public transport. If consent is withheld the pupil should not be taken on the visit. If parents give a conditional consent the Headteacher will consider whether the pupil may be taken on the visit or not.

Transport

The group leader must give careful thought to planning transport. The main factors to consider include:

- ▶ passenger safety;
- ▶ the competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence;

- ▶ type of journey – will the visit take place locally or will it include long distance driving e.g. motorways;
- ▶ traffic conditions;
- ▶ appropriate insurance cover;
- ▶ weather;
- ▶ journey time and distance;
- ▶ stopping points, on long journeys, for toilet and refreshments;
- ▶ appropriate level of supervision.
- ▶ First Aid

Supervision on transport

The level of supervision necessary on transport should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including good discipline whilst travelling. Factors that the group leader should consider when planning include:

- ▶ Level of supervision that will be necessary on public transport, e.g. on double decker buses one adult supervisor will be necessary on each deck;
- ▶ Safety when crossing roads – the group leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings, traffic lights or footbridges should be used to cross roads whenever possible.
- ▶ Safety on buses, trains, ferries and boats – the group leader should make clear to pupils how much or how little freedom they have to “roam”. Appropriate supervision and discipline should be maintained at all times.
- ▶ Safety of pupils whilst waiting at a pick-up and drop-off point and when getting on or off transport.

Hiring coaches and buses

Coaches are hired only from reputable companies whose vehicles have individual seat-belts. We instruct all children travelling by coach or minibus to wear a seat belt.

Use of Private Cars

Teachers and others who drive pupils in their own car must ensure their passenger’s safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying the pupils and that they are paying due regard to our safeguarding policy. The driver is responsible for ensuring that the pupils wear a seat belt at all times. Vehicles without seat belts should not be used.

The Headteacher or group leader must ensure that parents who volunteer to transport pupils in their own cars are aware of their legal responsibilities for the safety of the pupils in their cars. The agreement of parents should be sought for their children to be transported by other parents.

It is advisable that adults driving pupils are not put in a position where they are alone with a pupil. The group leader should arrange a central pick-up/drop-off point for all pupils rather than individual home drops.

See also use of private hire vehicles policy.

Emergency Procedures

If an emergency occurs on a school visit the following action should be taken:

- ▶ Establish the nature and extent of the emergency as quickly as possible;
- ▶ Ensure that all the group are safe and looked after;

- ▶ Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures;
- ▶ Get immediate medical attention for any casualties;
- ▶ Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together;
- ▶ Notify the police if necessary;
- ▶ Inform the Headteacher of all the details related to the incident, action taken so far and action yet to be taken so that parents can be reassured
- ▶ Write an account of all relevant facts - times, contacts and witness details as soon as possible. Preserve all vital evidence.
- ▶ Remember that no-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to families.

Related School Policies

- Learning & Teaching policy
- Safeguarding policy
- Appropriate Use of Force to Restrain Pupils Policy
- Inclusion Policy
- Equal Opportunities Policy
- Parent Partnership Policy
- PSHCE Policy
- Charging & Remissions Policy
- Use of Private Vehicle Hire Policy