

Educational Visits Policy

1 Introduction

- 1.1** This policy relates to all visits or journeys undertaken by children, under the supervision of the staff of the School, which take them outside the physical boundaries of the school. Written consent from parents must be given and a risk assessment given to the Educational Visits Coordinator for all educational visits.
- 1.2** It includes Outdoor Education, where physical activities (classed as adventure activities) cannot be carried out within school e.g.: rock climbing, canoeing, sailing, and camping. There may also be a residential element.
- 1.3** The policy covers the entire period between departing from and returning to the School or into the care of the parents - which ever happens first.
- 1.4** The visit leader is the person who has overall responsibility for the whole group undertaking the visit and the activities its members undertake. An assistant leader should be involved in the preparation and organisation of the visit, and to provide support to the visit leader. Should it be necessary they may be required to take over the running of the visit.
- 1.5** The visit leader is responsible for ensuring the safety of all members of the group. They must be fully conversant with the Emergency Procedures as laid down in this policy. All reasonable measures will be taken to ensure the Health and Safety of all students and staff participating in School Visits, Journeys and Outdoor Education ventures.
- 1.6** Low risk activities are those conducted away from dangerous environments, in which the actual physical discipline or skill does not itself represent danger, and where safety is largely achieved by vigilant and thorough supervision. High-risk activities are those associated with physical danger. The activity may involve the acquisition of specific skills and normally requires specialist equipment and qualified instruction by approved persons.

2 Organisation & Aims

- 2.1** 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 in advance of each academic year.
- 2.2** Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the LEA's 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 be unable to participate.
- 2.3** Educational visits that we offer are aimed at meeting the following goals:
- Develop the ability to integrate socially
 - Develop leadership skills, self-reliance, a sense of responsibility, initiative and resourcefulness
 - Increase their self-confidence, dignity and feelings of self-worth
 - Learn to work purposefully in a team with unselfishness and good fellowship

- Gain the necessary insight, skills and knowledge to pursue outdoor education in adult life
- Are enabled to meet challenges that are beyond their normal experiences
- Develop mentally, spiritually and physically, appreciating all that community life within the town and countryside can offer

3 Procedure & Practice

- 3.1** Before undertaking a trip, all staff must ensure the following steps are taken.
- A pre-visit of any possible educational visit should take place to determine the educational benefits and learning intentions and learning outcomes for the children.
 - At least 45 days prior to any trip the EVC Proposal Form is filled out and submitted to the head teacher and EVC coordinator; sporting fixtures are exempt from filling out this form.
 - Once the trip has been agreed any relevant transport costs must be arranged via the school office; the school office will also prepare letters for you to send home to parents. Parents must consent to their child attending all school trips.
 - At least 30 days prior to any trip complete and submit a risk assessment form on the EVOLVE website (<http://www.bedfordboroughvisits.org.uk>). Risk assessments identify the hazards, who is at risk, the possible outcomes and their likelihood, and controls that can be put in place to reduce the risk.
 - On the day of the visit all information related to the educational visit will be left with the school's emergency contact, and left in a place accessible throughout the duration of the visit.
 - Visit group leaders must ensure that the risk assessment, trip itinerary and school emergency procedures are taken with them and shared with all supporting adults.
 - All adults will be informed of their role for the day and the school's emergency procedure, including the use of crib cards.
 - On arrival at the location meeting points will be shared and regular head counts undertaken; if appropriate 'buddy' systems will be established.
 - Medication required for specific children. Children with medical conditions or behavioural issues will be grouped with the visit leader, who will ensure that any medication is kept safely and securely.
 - For trips that continue outside of school hours the visit leader will need home contact numbers of the children who are on the educational visit.
 - On completion of the educational visit the trip will be evaluated on the EVOLVE website; report all accidents and near misses.
- 3.2** All school trips will follow the nationally agreed ratios for children:
- Foundation Stage: ratio of 1:3
 - Years 1 to 3: ratio of 1:6/1:8
 - Years 4 to 6: ratio of 1:10/1:15
- 3.3** Adults supporting on school trips will be employees of Putnoe Primary School; at least one adult will be first aid trained. Should there be instances of parental support being required, they will assist school staff in supporting groups of children. Under no circumstances will they be left alone with a group.
- 3.4** Should an accident or incident occur on an educational visit, the following procedures must be undertaken:
- The school's emergency contact should be contacted immediately, along with the accompanying staff and emergency services, if required.

- The school's emergency contact will then assess the situation. Depending on the extent of the accident or incident it may be necessary to contact some or all of the following; the local authority, the governors, the parents and insurers.

3.5 It is recommended that school journey insurance is arranged in the following circumstances:

- Visits abroad
- Trips where an overnight stay is involved
- Trips involving hazardous activities
- Visits off school sites

3.6 The school takes out annual cover that provides worldwide travel insurance for official school trips which includes cover for personal accident, cancellation, curtailment, loss of baggage, loss of money and medical expenses when abroad. The policy also provides personal accident insurance for pupils whilst they are engaged on all official school activities, on site or offsite.

3.7 Residential school trips that involve activities organised by a third-party must ensure the companies being used have their own insurance in case of accidents that may occur during these visits.

3.8 Where possible links will be made with the school's 'Values Education' during Educational Visits. Please see the school's 'Values Education' policy for more information.

4 Charging for school activities

4.1 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 policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

5 Residential activities

5.1 Children in Year 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 or cost of travel. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities.

5.2 The residential visit enables children to take part in outdoor and adventure activities. We undertake this visit only with the written agreement of the LEA. All specialist activities are undertaken with qualified instructors.

6 School minibus

6.1 The school charges children if they are transported in the school minibus to sporting fixtures. The charges that we make cover the expenses of the journey only; we do not make any profit from this.

6.2 Our minibus meets LEA guidelines and each seat has a belt. We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt.