



Inspiring all to learn, care and share

Educational Visits Policy

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Introduction

Statham Community Primary School believes that safely managed, well-planned educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum for our pupils. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment. The teaching staff and governors are committed to providing Educational Visits and Learning Outside the Classroom activities that supplement and enhance the curriculum, providing experiences that may otherwise be impossible.

Statham Community Primary School has fully adopted the Warrington Borough Council Guidance for Learning Outside the Classroom, including the use of Evolve. This guidance can be found through the internet by logging onto www.warringtonvisits.org.uk

This policy provides a clear and coherent structure for the planning and evaluation of our Educational Visits/Learning Outside the Classroom Activities, to ensure that any risks are managed and kept to a minimum, for the health, safety and welfare of all pupils at all times. We seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

Aims

The aims of this policy are to

- Ensure that every pupil has the opportunity to benefit from educational visits/learning outside the classroom activities
- Ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part
- Ensure assessments and procedures for managing risks are in place
- Identify appropriate functions, responsibilities, training, support and monitoring
- Ensure that whenever appropriate, further advice is sought from the Local Authority and from other technically competent source.

Inclusion

Every effort will be made to ensure that educational visits and learning outside the classroom activities are available and accessible to all, as per Warrington Borough Council Guidance for Learning Outside the Classroom.

Planning

Statham Community Primary School follows a robust process for planning educational visits/learning outside the classroom activities.

Before planning a trip

- Dates and cost need to be checked with the head teacher
- If appropriate, teacher will conduct a preliminary visit
- Parental consent forms will be given out
- Medical information will be received
- Trip/visit will be planned through Evolve website two weeks in advance**
- Risk assessments for travel and activities will be uploaded

**No later than 1 week before the trip takes place the organiser will meet with the Educational Visits Coordinator to ensure that a full risk assessment and the necessary forms have been completed. Residential, outdoor adventurous or overseas trips need to be authorised by LA so require a minimum of 7 weeks.

When planning a school trip the following areas need to be considered:

- Educational aims and objectives
- Costing
- Site Visit (revisit every year/occasion)
- Risk Assessment and management
- Emergency Procedures
- EVC/Head/Governors/LA approval
- Parental permission
- Organise transport - check seat belts
- Staffing arrangements
- Contact with parents at least 1 month, longer for residential trips
- Meeting with parents - info, photographs, presentation
- Inform the kitchen 3 weeks in advance
- Letter securing permission including information on the following:

- Environment
- Safety
- Activities
- Food
- Clothing e.g. Sunhat, warm waterproof, footwear
- Behaviour expectations
- Behaviour policy - parent/child
- Parent helpers/Other adults
- Clear instructions about expectations
- DBS checked for overnight stay or if children are to be left under supervision of that adult
- Groups-Children organised into groups - partner system where appropriate
- Accompanying staff with group list and medical problem
- Mobile number of group leaders shared - phones fully charged
- Staff have copy of school number and mobile number of head/LA numbers for emergency contact
- Children are given wristband with emergency contact information

During the Trip

- Ongoing risk assessment, e.g. conditions, traffic reports, security alerts
- Medical forms/on the coach and home contact numbers
- First Aid
- Base/school contact number
- Downtime (not freetime)
- Rendezvous/meeting points - memorable location for children to remember
- Partner systems, headcounts
- Security of accommodation
- Fire Safety

After the Trip

- Educational aims and objectives met?
- EVC/Head/Governors/LA feedback
- Evaluation/Review on Evolve
- Accident Forms

- Near misses - discuss during staff meeting
- Check on budget
- Thank colleagues/parents

Supervision

The safe movement and care of children needs very specific supervision and staffing ratios are dependant on many factors e.g. location, weather conditions, experience of staff, etc.

The LA recommendations for minimum staffing levels are as follows:-

1:4 Reception

1:6 Years 1-3

1:10 - 1:15 Years 4-6

Children with SEN may require additional adult support depending on their particular needs. Adults supporting individual children do not count in the ratio decisions. It is desirable that one adult per party holds a current qualification in First Aid.

Approval

Educational visits/learning outside the classroom, activities which are adventurous, residential or overseas, must be approved by the Head Teacher and then approved by the Local Authority. The system for approval on these types of visits is via the electronic Evolve system. www.warringtonvisits.org.uk

The LA requires 30 working days notice for all visits stated above.

Parent/Carer Consent

During admissions, parents will be asked to give generic consent to educational visits to local sites, such the church, the swimming baths and the library. Parents will be informed when these visits are due to take place. Risk Assessments are also kept up to date for the journey to these sites. If appropriate, a text message will be sent to keep parents informed of any changes to the itinerary Inc. delays in travel.

Medication

Children with medical needs will be fully included in activities and visits. Individual risk assessments may be necessary, and reasonable adjustments will be made to enable individuals to participate, unless evidence from a clinician states otherwise. Parents will be asked to provide details of medical conditions and of any medication required (including instructions on dosage/times), and for their permission for staff to administer medication, or for their child to administer their own if this is appropriate. Arrangements should be made for taking sufficient supplies of any necessary medicines on visits, and for ensuring that they are safely labelled, transported, stored (refrigerated if necessary), controlled and administered. All staff present during visits will be made aware of individuals' medical needs and any medical emergency procedures in conjunction with the school's medical policies.

Cost and Contributions

Charges may apply to educational trips to cover board and lodging for a pupil on a residential visit, except to parents in receipt of certain benefits. To facilitate opportunities for educational visits/learning outside the classroom, parents may be asked for a voluntary contribution, however there is no obligation to contribute. If a contribution is required, written information will be provided to parents. This will explain the nature of the proposed activity or visit, the likely value in educational terms and the financial contribution per child which would be required if the activity were to take place.

Roles and Responsibilities

The following roles have specific responsibilities for educational visits/learning outside the classroom activities - Visit Leader, EVC, Head Teacher, Parent/Carer, Governors. Our school has adopted the Warrington Borough Council Learning Outside the Classroom Guidance relating to specific roles and responsibilities. Educational visits/trip will be monitored by the school's EVC to ensure guidance is being followed. As a school we will ensure that all staff that have specific roles and responsibilities for educational visits are trained and have the experience that is required.

Mr. J Leatherbarrow Educational Visits Coordinator 2016

