

St Andrew's Church School

Educational Visits Policy

This policy has been designed in line with the DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

Legal framework

This policy has been created with regard to the following statutory legislation, including, but

not limited to:

- The Health and Safety at Work etc. Act 1974

This policy has also been created with due regard to the following DfE guidance:

- DfE (2014) 'Charging for school activities'

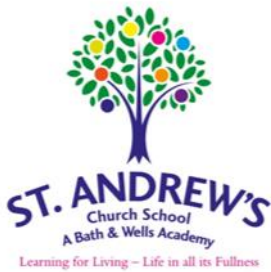
This policy should be used in conjunction with the following school policies:

- Complaints Procedure Policy
- Behavioural for Learning Policy
- Health and Safety Policy
- Charging and Remissions Policy

Introduction

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 supplement and enrich the curriculum of the school. The school is within walking distance of the City of Bath's cultural centres and places of interest, these are used regularly to support learning across the curriculum.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils and adults 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, but on occasions, take place after school.



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Aims

The aims of our off-site 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.

Curriculum links

The following are examples of curriculum links:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, museums, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – study of local buildings, local museums;
- Geography – use of the locality for fieldwork, city trails;
- Art and design – art gallery visits, universities, use of the locality;
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – a variety of specialist music teaching, extra-curricular activities,
- Design and technology – visits to design centres, universities;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.
- PSHE and citizenship – visit to the fire station, visits by local police officers and health workers.

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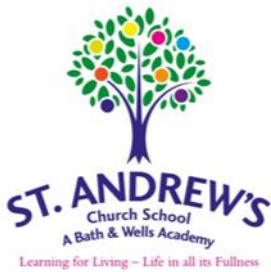
Residential activities

Children in Year 6 can take part in a residential visit. The residential visit enables children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We undertake this visit only with the written agreement of the BWMAT. We provide qualified instructors for all specialist activities that we undertake.

Key roles and responsibilities

- The governing board has overall responsibility for the implementation of the Educational Visits and School Trips Policy.
- The governing board has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- The governing board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- The Headteacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- The educational visits coordinator (who is the Headteacher) has overall responsibility for educational visits and school trips.
- Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.
- Pupils are responsible for behaving in a manner which matches the ethos of St Andrew's Church School as set out in the school's Behaviour for learning Policy.



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Training of staff

Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their induction.

Teachers and support staff will receive regular and ongoing training as part of their CPD.

Parental consent

Parents complete a consent form at the time start of their child's admission to St Andrew's which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time during the school day.

Parental consent is required for visits that are:

- off-site activities that take place during school hours and involve transport
- an activity of an adventurous nature
- outside of school hours

Risk assessment

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are fully experienced. The School uses the BWMAT Health and Safety system EECLIVE to record visits which involve travel by coach or public transport. Risk assessments for Local trips in walking distance are kept on the school system. Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Headteacher will seek the approval of the governing body and the BWMAT before permitting the activity to take place.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions

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- Record your findings and implement them
- Review your assessment and update if necessary

A copy of the completed risk assessment will be given to the EVC and all adults supervising the trip.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included.

We may seek guidance from parents to help us 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.

Venues providing instructor-led activities will have their own risk assessments for particular sessions.

Staffing Ratios

An activity should normally have enough adults taking part to provide the correct ratios and to cope in an emergency.

The group leader will check that adults helping to supervise the trip have been subject to police checks. Parents/ relatives may also accompany the trip to support ratios and will be supervised by staff members always.

Our minimum staff to pupil ratios are as follows:

Foundation Stage and Key Stage One

High risk: Ratio 1:4

Other visits: Ratio 1:6

Lower Key Stage Two

High risk: Ratio 1:6

Other visits: Ratio 1:8

Upper Key Stage Two

High risk: Ratio 1:10

Other visits: Ratio 1:12

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Finance

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

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) and, therefore, will only charge for trips which are classed as an 'optional extra'. Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments 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 seat or lap belts, and to insist that they be worn by all those participating in the visit.

The timetable for the payment of contributions should allow for the Headteacher to decide about the financial viability of the activity in reasonable time.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party 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 party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that

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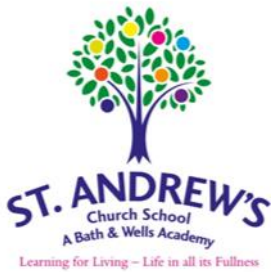
safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are always both safe and well looked after.

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 party leader should discuss with the headteacher the possibility of making alternative arrangements for that child.

Visit plan

EECLIVE provides a clear guidance for visits and requires the following information:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and Headteacher;
- medical questionnaire returns;
- first-aid boxes.



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Planning school trips

Prior to planning a school trip, the following guidance should be read by organisers:

- The DfE's Health and Safety: Advice on Legal Duties and Powers (2014)
- The HSE's School Trips and Outdoor Learning Activities (2011)

Monitoring and review

Visit leaders are encouraged to review visits, considering the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Headteacher regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

The governing board will review this policy biennially.

Policy adopted February 2020

Policy review date February 2022