

ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

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 All Saints' 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 All Saints' School, we follow the guidelines contained within the Cambridgeshire County Council document "Learning beyond the Classroom policy and Guidance 2005". This file is kept in the Heads' office and is referred to as 'LA Guidance' from this point in the policy. **This policy aligns with Peterborough City Council Policy for Educational Visits.** Teaching Staff organising an educational visit should also refer to the DFES guidance contained in 'A Handbook for Group Leaders'. **This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the Head Teacher and Educational Visit Coordinator. It provides a local framework for staff planning off site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)**

2.2 The Headteacher ~~is~~ **and the full time Administration Assistant is** the Educational Visits Coordinators.

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 class's programme of work the teachers plan educational visits and activities that support the children's learning. We plan activities 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 Headteacher approves all such visits in advance. We follow the Local Authority'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 and out of the city of Peterborough. If we do not receive this written permission, the child will be unable to participate. When joining the school, each parent is asked to sign a document giving permission for their child to take part in activities within the city during their time at the school.

3 Charging for school activities

3.1 See 'LA Guidance' section 7. 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 (reviewed on ~~23 February 2010~~ **8th January 2019**) that details the full range of activities where a charge can be made. A copy of this is available from the school office. The Governing Body has agreed the wording of the statement relating to charging for both Type 1 and Type 2 visits (see 'LA Guidance' p 7 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. See Appendices 1 and 2 at the end of this 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 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/design centres;
- ICT - its use in local shops/libraries/secondary schools etc.;
- RE - visits to local centres of worship, visits by local clergy.

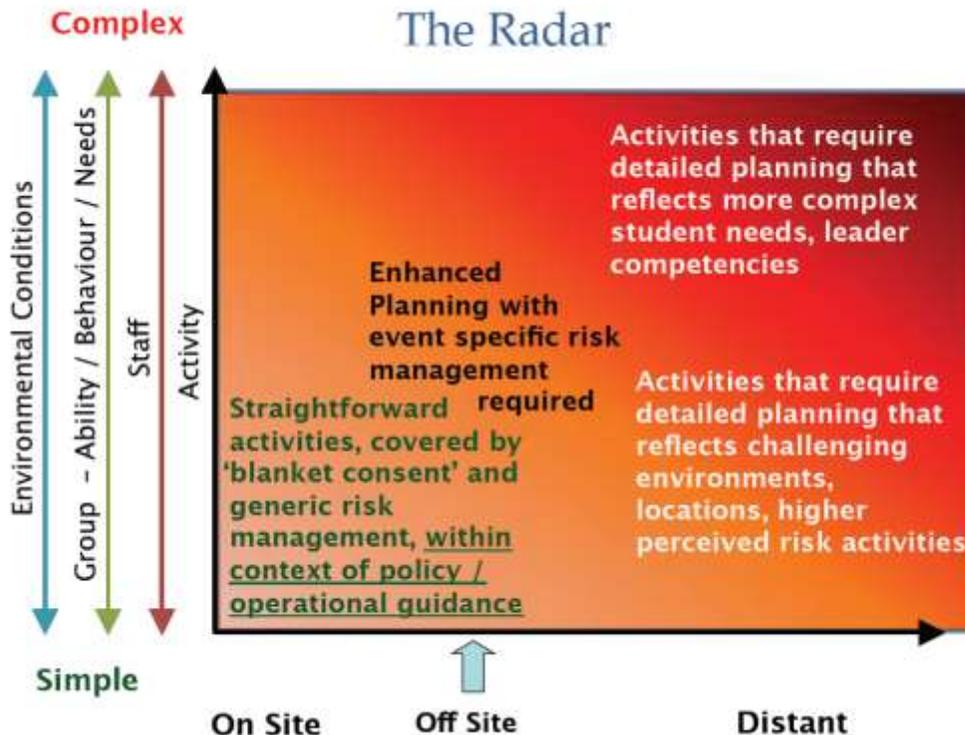
4.3 We also have regular visits from our neighbourhood police officer and health workers. These visits support the personal, social and health education of our children, the vicar of the Church leads worship regularly. Other local religious leaders may also take assemblies in the course of the school year. We do this with the full agreement of the Governing Body.

5. Competence of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are standards national standards for staff who want to lead adventure activities and the adviser will give advice.

Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance.



This school has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning.

Zone 1

Local regular visits

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which attached to this document. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted. Forms for this work are listed in Evolve for use as hard copies.

Activities that this school includes in Zone 1 are visits to the local park, All saint's Church, Sporting festivals and swimming at Eye Primary School.

Zone 2

'Normal Visits'

These visits are the majority of these schools visits. There will be aspects of complexity that require careful planning.

All visits are required to be planned and logged on Evolve, and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. Approval for visits of greater complexity may require pre approval before undertaking detailed planning and the EVC should be consulted

Zone 3

Adventure / Abroad and very complex visits

These visits require specific approval at School level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system, and submitted to the Adviser at least 4 weeks before the departure date.

The adviser approves visits on behalf of the employer.

5.2 Residential activities

At All Saints' School, children in Year 4 have the opportunity to take part in a residential visit to Stibbington. These activities take place on a Friday and at the weekend. They are linked to the National Curriculum. ~~so we do not make any charge for the education or cost of travel although parents are invited to make a voluntary contribution towards these elements. We do, however,~~ We make a charge for board, lodging, transport, insurance and specialist instruction for certain activities. Parents in receipt of state benefits could be entitled to a reduced payment.

5.3 The residential visit enables children to take part in outdoor activities and environmental studies linked to their science work. All specialist activities are undertaken with qualified instructors.

6 Risk Assessment

The school follows the guidelines on Risk Assessment in the LA Guidance in section 2 as per guidance from Evolve. 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.

Guidance from the resource section on Evolve.

- Look at possible problems or issues
- Probable benefits
- Control measures, reasonable and practical steps to avoid or reduce problems/issues.
- Decisions, comments and actions

6.2 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 organising the visit or activity but must approve and sign the risk assessment 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 (see appendix 3) *updated March 2019*. These can then be amended when further visits are organised. A printed copy of the risk assessment should be placed in the file in the Head's office. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

6.4 Peterborough City Council endorses and supports the Learning outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the providers form on OEAPNG.

6.5 An adventure provider, who does not hold an LOTC QB, please check with the OE adviser before proceeding. There are other checks that the adviser will undertake and advise the school. Bookings with such companies should not be undertaken before checks are completed.

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 organiser to carry out a pre-visit **and to make sure learning outcomes are being met.**

8 Ratio of adults to pupils

8.1 At All Saints' School we follow LA Guidance (section 2) on minimum staff/pupil ratios for Zone 1 visits; in the case of Zone 2 visits, these ratios are mandatory:

- Age 4 and under (Nursery) 1: 6
- Age 5-6 (Rec, Y1, Y2) 1:10
- Age 7-9 (Y2, Y3, Y4) 1:15

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 organisers 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. **This also covers swimming and near water ratios.**

9 Voluntary Help

9.1 At All Saints' 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 organiser and that the visit organiser 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 organiser 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 Volunteers will be required to have full safeguarding checks in accordance with current legislation.

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 organiser 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.

11 Emergency Procedures

This policy integrates into the School Emergency plan which addresses all critical incidents.

All staff on a visit to carry a copy of the emergency contact card (from the adviser) and have access to the following guidance.

The EVC and senior staff have access to the Critical Incident plan which includes off site visits

12 Checklist

The visit organiser 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

13 Evaluation Following the return of a visit which has been logged on Evolve, the system has an evaluation system for staff to ensure that all visits are properly evaluated. Staff should complete this evaluation to aid future plans.

14 Monitoring and Review

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 a regular 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.

Appendix 1

Statement to be included in letter to parents regarding Type 1 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 Headteacher will assess whether sufficient contributions have been 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."

Appendix 2

Statement to be included in letters to parents regarding Type 2 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 Headteacher, who will treat the matter with the strictest confidence.

Appendix 3 Risk Assessment for All Saints Primary School Visit to:

Intent	Impact

Implementation –

Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions

Signature of Visit Organiser
Date

Signature of Headteacher
Date

Appendix 4

Check List for Visit Organisers

Check	Date completed
Check Date completed	
Permission for visit obtained (Headteacher / Governors)	
Consulted LA Guidance	
Pre-Visit	
Risk Assessment	
Visit costed	
Visit logged in office / Headteacher's diaries	
Letter to parents drafted and approved by Headteacher	
Insurance cover checked	
Booking confirmed	
Transport arrangements finalised	
All consent forms in	
Money collected in accordance with school financial procedures	
Adult / child ratio fulfilled	
Kitchen informed	
Free dinners notified for packed lunches from kitchen	
Pre-visit meeting with all adults who will accompany the visit	
Cash/cheque organised	
List of all adults and children completed and given to office	
Duty rota checked and cover arranged	
Check medical file for pre0existing medical conditions of children	
First Aid Kits collected and medical items for individual pupils	
Sick buckets organised	
Mobile phone organised and number given to office	
Emergency contact numbers collected from office	
Registers completed prior to departure	