



Educational Visits Policy

December 2017

COTTERIDGE PRIMARY SCHOOL

Cotteridge Junior and Infant School Educational Visits Policy

Cotteridge Primary School is committed to the UNICEF Rights Respecting Schools ethos and actively promotes the UN Convention on the Rights of the Child. This policy complies with the convention and in particular article 29: *Education must develop every child's personality, talents and abilities to the full.*

Aims

Cotteridge Primary School believes that educational visits enrich and enliven the curriculum for our pupils and contribute to the child's personal and social development and are an important part of our school life. We aim to provide all our pupils with an exciting and stimulating series of educational visits, which reflect their needs and the needs of the curriculum.

Key roles and responsibilities

The governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Cotteridge Primary School.

The governing body 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 body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints 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 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 members of the party.

Pupils are responsible for following instructions from teachers while on educational visits and school trips.

Pupils are responsible for behaving in a manner which matches the ethos of Cotteridge Primary School, and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

Training of staff

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

Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

Risk assessment process

Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.

The process is as follows:

Identify the hazards

- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your findings and implement them
- Review your assessment and update if necessary

Thorough preparation must be undertaken for any off site visit. All risks must be considered and evaluated by completing the school risk assessment form.

The six main considerations are:

- Type of group
- Staffing (ratios and competency)
- Equipment
- Venue / activities
- Travel
- Emergency procedures

The Policy

- The visits should support the curriculum and the personal development of the children. They should be age appropriate and suitable for the abilities and aptitude of the children.
- All visits should be discussed with the Educational Visits Coordinator and their approval sought before the visit takes place. No contract should be entered into before this approval is given.
- The leader of the party is advised to take part in a pre visit of the place to be visited.
- Children should be informed about the activities they will participate in and the organisation of the day.
- Clear instruction should be given to the children about health and safety issues.
- Voluntary helpers should be chosen with care and be known and trusted by the staff. They should always be under direct supervision of a staff member. In the case of a residential visit where they may have direct unsupervised access or regular access to children a CRB check should be done.
- The Head, or Deputy or nominated Senior Leader remaining in school must always be aware of which children and adults are participating in the visit and the expected time of return. School must be informed if they know of late return or emergency. The leader of the visit must have a strategy for informing the emergency services should such a need arise.
- All visits, which are essential for the National Curriculum, must be free of charge but voluntary contributions may be asked for. If insufficient funds are forthcoming to make the visit financially viable the visit must be cancelled for all the pupils.

Ratio

The ratio for the Foundation stage pupils is 1:3 for 3 year olds, 1:4 for 4 year olds, 1:5 for 5 year olds. The DFES publication HASPEV (1998) suggests the following starting points:

- The ratio for pupils in School years 1-3 is 1:6
- The ratio for pupils in school years 4-6 is 1:15

Ratio Policy Exception

Due to lack of outdoor space within the school perimeter, Cotteridge Primary School views Cotteridge Park as an extension of its learning space. Parents provide consent at the start of academic year to make visits here whenever teachers deem it appropriate. For example, sometimes P.E., Science, Art and Geography lessons are conducted in the park. As we view the park as an extension of classrooms we permit ratios to remain the same as in the classroom.

This means that minimum ratio for park visits is 1:15. **Two adults will always be present on park visits, even if less than 15 children**

Documentation

- A visit planning sheet must be completed 4 weeks prior to the trip taking place. This must be agreed and signed by the EVC.
- A risk assessment form must be completed two weeks prior to the trip taking place. This must be agreed and signed by the EVC.
- A post visit evaluation form must be completed within one week of the trip date. This must be signed by the EVC.
- All parents are to complete a standard educational visits consent form at the start of each academic year.

Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.

Information and parental consent

Parents must, if the visit is not in the local area and within walking distance from school e.g. the local park, library, church, be given clear information in advance of the visit and their consent gained.

Prior to the visit a letter should be sent covering the following points:

- Destination, dates, times and purpose of visit including mode of transport.
- Types of activity in which the pupils will be participating
- Any special requirements e.g. clothing, meals pocket money etc.
- Costs and methods of payment
- Who will be collecting the child.
- If medicine needs to be administered whilst out on a visit the parents must make arrangements with the teacher in charge of the visit and be agreed by the Headteacher/DHT. A medicine form must be completed before any medication is given.
- If the trip is residential a full timetable of events, accommodation, meal arrangements, medical and emergency procedures should be given to the parents. This is normally an informal meeting with parents to provide additional information.

During the visit

The member of staff in charge of a visit must be prepared to make 'ongoing' professional judgements related to assessment of risks and communicate these to the Headteacher/DHT as soon as it is safe to do so.

Date policy adopted by Governing Body: **4th December 2017**

Date of review: **Autumn 2019**