

Werrington Primary School

Educational Visits

The purpose of this policy is to inform and provide guidance on the organisation of Educational visits at Werrington Primary School. It outlines the responsibilities of all members of staff, as well as providing information and guidance.

Introduction

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.

At Werrington Primary 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 compliment what they learn in school. These visits begin with short excursions into the local area in the early years and progress to a residential experience towards the end of Key Stage 2.

Organisation

We follow the guidelines contained within the 'Educational Visits Regulations, Policy and Guidance for off-site visits and Adventure Activities 2000'. This file is kept in the staff room and teaching staff organising an educational visit should refer to the guidance contained in the handbook.

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 programme of visits and activities at the beginning of each academic year.

Within each year group's programme of work the teachers plan educational visits and activities to support the children's learning. Details of these visits and activities are given to parents at the beginning of each term in our Newsletter.

A letter / consent form is sent to parents at the start of each year informing them that activities which take place in the immediate locality of the school are an integral part of the curriculum of the school e.g. traffic surveys, field work, sporting activities etc. Any specific objections or concerns raised by parents are kept on file. The completed consent forms are also kept by the class teachers. Parents are also notified of any visits which involve any late arrival home.

Visits and activities usually take place during the school day, and the head teacher and the governing body approves such visits in advance. We follow the local educational authority's guidelines relating to health and safety, and ask parents to give written permission for their children to take part in any activity that takes children off the school site and out of Werrington. Parents are also given written information about any lunch arrangement, clothing requirement and possible costs. Detailed written information is also given to parents about the residential visit and identifies expected standards of behaviour of pupils and general arrangements for supervision.

Charging for school activities

See details in the LEA Guidance folder which refers to the Education Act 1996. See also Appendix 7 and 8 for a model letter regarding voluntary contributions in support of school activities. Parents may be asked to make voluntary contributions to the schools activities but it must be made clear that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made a contribution. Letters may indicate the level of contribution required for the activity to take place and also indicate that the activity may not take place if parents fail to support it.

Curriculum Links

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 particular year groups, whilst others relate to all our children.

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 LEA and may include:

- English / literacy - theatre visits, visits by authors, poets and theatre groups
- Science - use of the school grounds, visits by speakers and Shell education workshops
- Mathematics - use of shape and number trails in the local environment
- History - castle and museum visits, study of local housing, visits from war veterans
- Geography - use of the locality for field work, village trail
- Art and Design - visits to art galleries and sculpture parks, use of the locality and museums
- P.E. and games - Cluster and other sport activities, extra curricular activities, visits by specialist coaches
- Music - specialist music teaching, extra curricular activities, concerts
- Design and Technology - visits to local sites, shops and design centres
- I.C.T. - visits to libraries and secondary schools
- R.E. - visits to centres of worship, visits from local clergy.

We also have regular visits from police officers and health workers which support the PSHE of our children.

The vicar of the church leads assembly each term and other visitors take assembly in the course of the school year. We do this with the full agreement of the governing body.

Continuity and Progression

We aim to provide active learning by making visits motivating, enjoyable and exciting. We hope to achieve continuity and progression by developing skills in the following areas:

- Detail in collecting data e.g. surveys and sketches showing labels and correct terminology
- Depth in the amount of follow up work e.g. making computer databases and comparisons of statistics
- Moving from the familiar to the unfamiliar - from field work or visits in the locality to residential visits in other localities.

Residential Visits

Continuity is achieved by practising the same skills but at ever increasing depth.

Children in year 6 have the opportunity to take part in a residential visit, this activity takes place during term time and is linked to National Curriculum. The residential visit offers valuable educational experience and is made available to all relevant pupils. It may be necessary for the school to refuse to accept on the visit any pupil whose behaviour is considered to be a potential danger to themselves or others. The visit enables children to take part in outdoor activities and environmental studies linked to their work in geography, history, science and art. We undertake the visit only with the agreement of the governors and follow the LEA guidance in the organisation of the visit. All specialist activities are undertaken with qualified instructors.

Risk Assessment

A risk assessment must be undertaken prior to all educational visits and offsite activities. The Head teacher and Educational Visits Coordinator delegate this responsibility to the member of staff organising the visit or activity but must approve the risk assessment before the visit/activity is allowed to go ahead. The risk assessment must include the SEN/medical needs of the group of children participating.

The school follows the guidelines on Risk Assessment in the LEA guidance folder page 135. The risk assessment should:

- Identify the hazards and who might be affected by them
- Determine the severity of each hazard and likelihood of it occurring
- Identify what measures need to be put in place to reduce the risk
- Record findings
- Review assessment and revise it if necessary

The school has a standard format for risk assessment (see Appendix 3). The risk assessment should be completed and copies given to the Head teacher and E.V.C. All adults accompanying the visit should be made aware of the risk assessments and their responsibilities.

Risk assessments must also cover transport to and from the venue. The coach company we use on a regular basis conforms to our health and safety measures, including: the provision and required use of seat belts,

CRB checks and correct insurance for the driver.

Pre - visits

In order to undertake a full and comprehensive assessment of risks a pre-visit is necessary; even where the visit is made regularly, risks should be re-assessed from time to time. It is the responsibility of the organiser to carry out a pre-visit.

Ratio of adults to pupils

At Werrington Primary School we follow LEA guidance on minimum staff/pupil ratios:

Reception classes	1 adult : 3 to 5 children
Years 1 to 3	1 adult : 6 to 10 children
Years 4 to 6	1 adult : 10 to 15 children

In all cases 1 adult in the above ratios must be a teacher. It must be stressed that these are minimum ratios and visit organisers must consider the following factors when deciding on the final adult - child ratios:

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.

Any trip will require a minimum of 2 adults. However these are minimum requirements, and may not provide adequate supervision in all cases.

Use of volunteers

We are aware that many educational visits could not take place without the goodwill of volunteer helpers and they can make a valuable contribution to the success of the visit. The volunteers will normally well known to the school as either parents or governors. The volunteers need to know that they have a responsibility to follow the instructions of the visit leader and that the visit leader retains overall responsibility. The school will appoint volunteer helpers as far in advance of the visit as practicable and will provide opportunities for then volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

The school retains the right to make the final decision as to which volunteers accompany the visit as not all volunteers may be suitable.

The visit organiser is responsible for ensuring that each adult knows precisely what their role is and understands that they have a responsibility to carry out that role.

Where children are organised into small groups, a child will not usually be placed in a group for which his or her parent is responsible.

All volunteers accompanying a residential visit will be required to obtain a Criminal Records Bureau Disclosure

Preparation of pupils

Adequate and appropriate preparation of pupils will enhance enjoyment, educational value and safety. The preparation of pupils should include:

- Information and guidance on what the visit involves
- Clear understanding of what is expected of them, including behaviour
- A knowledge of potential dangers
- Appropriate and inappropriate personal conduct
- What to do if approached by strangers
- Meeting places
- Action if separated from the group
- Knowledge of emergency procedures
- The need to follow instructions

Special needs

Pupils with special needs require additional consideration: their inclusion may have staffing and programme Implications. Some or all of the following considerations may apply:

- Environmental factors may increase the 'risk' level above that applying to other members in the group
- A higher level of staffing will normally be needed
- Whilst travelling arrange more frequent stops, employ extra supervision and be particularly vigilant over travel sickness
- Medication and dietary requirements should be known and monitored
- Suitability of buildings and terrain should be checked
- Ensure that activities are appropriate to the student

Transport

Parents will always be informed as to the type of transport being provided for an educational visit. The school will only use coaches from reputable companies and coaches will be fitted with seat belts for every seat and these will be worn by every child.

The visit organiser is responsible for the behaviour of the children whilst travelling and must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

Public transport may be used, but an increased adult/pupil ratio must be considered and close supervision of the children must be ensured. (some visits may only be possible and affordable if public transport is used)

Private cars may be used but each driver must have:

- A valid driving licence
- Vehicle road fund licence and MOT certificate
- Vehicle insurance valid for carrying passengers on a school offsite visit

Volunteers cars, usually parents are often used to transport children to sporting functions and on educational visits. The school will ensure that the owner of the car is aware of the insurance provision provided by the Local Authority (see Appendix 6 - model letter ref. Insurance of privately owned vehicles). The teacher in charge of the visit will ensure that the journey starts at the school car park, goes to the venue and ends at the school car park. If parents or other volunteers wish to make further arrangements regarding 'drop-offs', after the visit has completed at the school car park then this is their responsibility along with other parents.

Where teachers offer to use their own vehicles for transporting children, they must ensure they have the appropriate insurance cover for conveying pupils.

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.

The role of the educational visits co-ordinator

- Keep records of all visits throughout the school
- Discuss visits with class teachers to ensure that visits have carefully planned and that CRBD are in place
- Ensure risk assessments meet requirements
- Organise training and induction
- Review systems and monitor practice

The role of the group leader

- The group leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare (see appendix 4 - check list for organisers)
- The group leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LEA's policies and procedures.
- Plan and prepare for the visit and assess the risks
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do Further Health and Safety Considerations

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.

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 or timetable for the activities.

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 safety. This involves taking note of any information provided about medical conditions and ensuring that children are both safe and well looked after at all times.

Monitoring and review

It is the responsibility of the governing body of Werrington Primary School to monitor the effectiveness of this policy. The governing body does this by:

- Requiring the Headteacher to report to governors on the effectiveness of the policy on an annual basis
- Taking into serious consideration any complaints regarding educational visits from parents, staff or pupils
- Reviewing this policy every three years