

Grand Avenue Primary And Nursery School

Educational Visits **Policy and procedures**

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Agreed by staff and Governors – Summer term 2021
Review date – Summer term 2024

Rationale

We aim to organise educational visits off the school site to compliment the curriculum provided in school. We believe that these first hand experiences enhance the learning of our pupils. Providing a variety of real life opportunities enables children to achieve a fuller understanding of the world around them. We believe that Educational visits are an essential element of good primary practice.

School Objectives

- Visits will have an educational focus and enhance the curriculum.
- Visits will involve either follow up activities undertaken in the classroom after the visit has taken place or be the stimulus at the beginning of a unit of work.
- Visits will be properly assessed beforehand to ensure educational focus and value for money
- Parents will be informed of a visit at least two weeks before the visit is to take place
- Risk assessments will be completed at least two weeks prior to departure from the school site.
- Visits will be fully evaluated on return to school.

Procedures

Class visits may be organised with initial consent of the Headteacher. When a visit is being considered the following needs to be taken into consideration:

- The appointment of a group leader
- Appropriate date/time
- Cost
- Number of adults required (DBS checks needed for all adults)
- Impact on the curriculum
- Logistics
- Insurance (for all visits outside RBK)

The Role of the group leader

The group leader is responsible overall for the supervision and conduct of the visit. The group leader is usually appointed by the Headteacher. This decision will be made by considering the nature of the trip, experience and capability

The group leader will

- Appoint a Deputy
- Be able to lead pupils of the relevant age range
- Undertake the planning and preparation of the visit (this usually includes a pre-visit)
- Brief all adults attending visit
- Undertake a risk assessment
- Ensure a qualified first aider is available during the visit(not legally required)

- Have regard for the health and safety of the group at all times
- Ensure that any instructors have the required qualifications
- Ensure that all pupils are prepared for the visit and are aware of expectations in terms of behaviour/learning/dress code/what to do if emergency etc..

Information to parents/carers

When the visit has been booked, organised and costed a letter is sent to parents/carers informing them of the off site activity. The letter includes;

dates/times
 purpose and aims of visit
 name of group leader and staff attending
 dress code/kit list
 activities planned
 lunch arrangements (if applicable)
 transport to and from the venue
 accommodation (if applicable)
 security
 number of parent helpers needed
 cost (if applicable)
 a reply slip (to be returned by a set date)

A standard letter proforma is used – available from the office

Parents/carers of children joining visit

Parents/carers are asked to complete a consent form by a certain date. They are also asked to give the group leader any information about their child's health which may be relevant to the visit. If a consent form is not readily available on the day of the visit a verbal message may be taken as consent.

Should a parent/carer withhold consent then the pupil will not be able to take part in the visit. Wherever possible the aims of the visit will be delivered to the pupil in another way.

Parents/carers are asked to give consent and any monies for the visit via the school gateway system.

Teachers and other adults accompanying the visit

All adults joining the visit need an up to date DBS check. Parents may be asked to accompany the class on their visit. (Leaflet available for guidance) They will be briefed on the specific nature of the visit, the educational aims and any health and safety issues. They will be given a timetable for the day and if necessary a map of the venue. They will normally be allocated a small number of children to work with (This may or may not include their own child)

All adults will

- Do their best to ensure the health and safety of all the group
- Care for individual pupils as any reasonable parent would
- Follow the instructions of the group leader
- Report to the group leader any issues or concerns during the visit

Accompanying adults are reminded not to take photographs of the children during the visit. Photographs will be taken by school staff only and shared appropriately (See GDPR and Safeguarding)

Risk Assessments

A Risk assessment form is completed and handed to the Educational Visits Co-ordinator at least two weeks before the visit takes place. When assessing risks the following needs will be taken into account

- The type of activity and the level at which it is being undertaken
- The location
- The competence, experience and qualifications of supervisory staff
- The group members age, fitness and temperament
- Pupils with SEN or medical needs
- The quality and suitability of equipment to be used
- Seasonal conditions, weather and timings

The Risk Assessment also includes the ratio of adults to pupils. Guidelines are 1:4 for FS/KS1 and 1:6 for KS2 . There need to be enough supervisors to cope effectively with an emergency situation, several factors need to be considered

- Sex, age and ability of group
- Special needs pupils
- Nature of the activities
- Experience of adults supervising the activity
- Duration and nature of the journey
- Type of accommodation
- Competence of staff

A Risk Assessment proforma is available on the main admin system under Teachers/ School procedures/proformas. This form outlines measures undertaken to keep the children and adults on the visit safe. Should the venue provide a risk assessment this can also be attached.

Voluntary Contributions

With regard to day or half day visits, a charge may be required which needs to be met by parents. Information regarding costs are included in the initial letter to parents. It is made clear to parents that the contribution is voluntary; however should a number of parents not contribute the visit may need to be cancelled. The school is willing to support low income families in this instance. Bookings will not be confirmed until funds are available. Visits which incur a cost over £60 maybe paid for in installments.

SEND/Medical Needs

The needs of pupils with SEND or those who have medical needs are considered when booking visits. Any reasonable adjustments to the organisation of the visit will be made to ensure equality of opportunity.

The adults supervising the visit will be made aware of the needs of the identified children.

Educational visits form part of our curriculum and wherever possible all pupils are invited to attend. Should a pupil display behaviour in school which puts him/herself or others at risk then the school reserve the right to ask parents to attend the visit.

Communication

Communication between school and staff attending a visit is a priority. Staff members off site will leave their contact details at school should the need to communicate arise.

Mobile phone numbers of staff attending the visit will be shared to ensure good communication during the visit.

Concluding statement

We are committed to providing high quality educational visits for all the children in our care, irrespective of age, ability, gender, ethnic origin or race. Careful planning and preparation ensures any risks are kept to a minimum and all involved are aware of our expectations in terms of behaviour and learning before they leave the school site.