



Sundon Park Junior School

EDUCATIONAL VISITS AND ACTIVITIES POLICY

1. 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.

Visits and activities usually take place within the school day, and the governing body approves all such visits in advance (see Appendix A). We follow the LA'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. If we do not receive this written permission, the child will be unable to participate.

2. Curriculum links

In our 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 what they learn in school.

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 in advance of each academic year.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each school term in our school newsletter. We plan other activities as the school year progresses, and inform parents of these in due course.

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.

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 LA and may include:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to the River Lea;
- Mathematics – use of shape and number trails in the local environment;
- History – study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- Design Technology – visits to local factories/design centres;
- ICT – its use in local shops/libraries/secondary schools;
- RE – visits to local centres of worship, visits by local clergy.

We also encourage regular visits from our police school liaison officer and health workers. These visits support the personal, social and health education of our children. Local religious Leaders take assemblies in the course of the school year. We do this with the full agreement of the governing body.

3. Charging for school activities

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are circumstances when the school does ask for a contribution for certain activities.

3.1. Residential activities

Children in Year 4 have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so we do not make any charge for the education or cost of travel. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Parents in receipt of state benefits pay a reduced amount of money.

Children in Year 6 have the opportunity to take part in a 'fun' residential trip. This is not directly linked to the curriculum and therefore parents are asked to contribute to the whole cost.

4. Educational Visits Coordinator (EVC)

Under guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Coordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfES Requirements and LA guidelines.

This name of the school's EVC is clearly displayed in the staffroom and available from the school office.

The role of the EVC is detailed in the Educational Visits Guidance folder compiled by the local authority.

5. Organisation and Management of Visits

All Visit Leaders are required to be familiar with the guidance in conjunction with this policy. All forms referred to in this policy are available from the EVC, or may be downloaded from EVOLVE.

5.1. Approval for Visits

Before any trip or visit can be confirmed it must be agreed by the Headteacher. Those organising trips and visits must not enter into any financial obligation without the express permission of the Headteacher. It is best practice to plan visits as part of long and medium term planning for curricular activities. For sporting or musical activities, the cumulative effect of such visits must be considered to ensure the basic entitlement to education is not unduly effected. In the case of visits which are:

- overseas
- residential or
- involve an adventurous activity

the Governing Body will also need to be informed prior to a commitment being made.

Once a visit has been approved by the Headteacher the EVC must be consulted. Visits that are distant, but still within the UK need entering onto the EVOLVE system but approval is delegated to the Headteacher. However; visits that are either:

- overseas
- residential or
- involving an adventurous activity

will require the additional approval of the LA (Visit Form online through EVOLVE).

If an external provider or tour operator is being used, they must complete the detailed Luton Provider Form at the time of the provisional booking.

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC.

5.2. Competence to Lead

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC. In the case of the leading (ie instructing) of adventurous activities the assessment is undertaken by the LA by means of an online Activity Leader Form, available via EVOLVE.

5.3. Reasons for Visits

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

5.4. Health and Safety

When organising and running educational visits all staff must carry out a risk assessment and follow the school guidelines. The Educational Visits Coordinator ensures the risk assessments are comprehensive and ensures all necessary paperwork is approved by the link Governor and LA. These are then held in school, unless the activity is a high risk one when they need to be sent to the LA.

5.5. Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic risks – normal risks attached to any activity out of school. These will be covered by careful completion of the 'Educational Visits Checklist'.
- Event specific risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on ESRA Form.
- On-going risk – the monitoring of risks throughout the actual visit as circumstances change.

5.6. Plan B

Despite the most detailed and diligent pre-visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of **Plan B**.

5.7. Staffing Ratios

A professional judgement must be made by the Visit Leader, Headteacher and Deputy as to the appropriate ratio for each visit.

This will be determined by:

- Luton Borough Council guidance on minimum ratios (See Appendix B)
- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved.

A guide for visits to local historic sites and museums or for local walks, in normal circumstances is:

- 1 adult for every 6 pupils in school year 3
- 1 adult to every 10 - 15 pupils in school years 4 to 6

For swimming activities at a local pool:

- 1 adult for every 12 pupils in school years 4 to 6.

5.8. Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils
- age of pupils
- responsibility of pupils
- competence/experience of staff
- environment/venue.

5.9. Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care.

5.10. First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid. The Appointed Person First Aid Certificate is the minimum requirement for residential visits.

First aid kits are available from the office. During the visit, the first aid kit would be held by the appointed first aider. If the visit involves the party splitting up by any distance, a kit should be taken for each group.

5.11. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

Seat belts should be worn at all times if available. If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to

check the seat belt of their neighbour but it is the responsibility of the supervising staff to ensure compliance.

If any pupils are to travel by car, the driver must complete the Volunteer Driver Form from the LBC guidance document. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year. Members of staff will be required to provide evidence that they hold a full drivers licence, valid insurance, that their car is taxed and, if required, has a valid MOT certificate. This evidence will be recorded by the School Business Manager who will ensure the details are checked when they are renewed.

5.12. Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is available via EVOLVE in the Guidance and Resources section.

5.13. Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits. A copy of this is available via EVOLVE in the Guidance and Resources section.

5.14. Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

The reply slip should read:-

"I give permission for my child _____ to take part in I have read and understand the information about the visit. I enclose my voluntary contribution."

In the case of sports fixtures, the reply slip should read:-

"My child _____ is able to play in the match (at) on
I have read and understand the information in the letter, and give permission for my child to take part."

5.15. Before the Visit

- Fill in the school's preliminary forms at least 2 months in advance. Copies should go to the office and EVC.
- In the case of residential, overseas, or adventurous activities, complete relevant forms as detailed in 'Approval for Visits' above.

If approved:-

- Complete ESRA Form
- Book Visit
- Book Transport
- Send letter home
- Complete Educational Visit Checklist and copy to EVC

5.16. On the Day of the Visit

Be sure to:-

- Collect first aid kit(s)
- Collect bucket if appropriate
- Send pupils for asthma inhalers
- Brief supervising parents
- Give supervising parents their lists of pupils
- Ensure that a minimum of one mobile phone is working, and that the office has the number(s)
- Count pupils

During the course of the visit, pupils should be counted regularly as appropriate, and always when changing locations. Always 'double-count'.

The mobile phone(s) should be switched on during the entire homeward journey.

5.17. After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

June 2012

Proposal and Initial Approval Form

Establishment Name: Sundon Park Junior School

Dates of Departure and Return	Location and Name of Accommodation	Names of Leader and Deputy Leader	Age Range	No of Pupils	Activities	Names of Contracting Agencies	Visit ID (LBC use)	Visit Type (LBC use)

The proposed educational objectives, leadership and contractual arrangements for the above visit(s) have been approved in accordance with the checklist for initial approval as outlined in the Luton Borough Council Off Site Visits Policy Guidance

EVC: _____ Headteacher: _____ Nominated Governor: _____

This form should be sent to Luton Borough Council, Outdoor Education Advisers, Wigmore Hall Date sent to LBC: _____

Appendix B**Minimum Ratios on School Visits for KS2 and Above**

Risk assessments would have to justify why only the minimum ratios should apply

Number of Pupils	Distant Visits <i>Teacher must be the party leader</i>	Residential Visits	Overseas Visits
20 or less	1 teacher and 1 adult	1 teacher and 1 adult	2 teachers
21 – 30	1 teacher and 1 adult	2 teachers	2 teachers
31 – 40	1 teacher and 1 adult	2 teachers and 1 adult	2 teachers and 1 adult
41 – 50	2 teachers and 1 adult	3 teachers and 1 adult if more than 45 pupils	3 teachers and 1 adult if more than 45 pupils
51 – 60	2 teachers and 2 adults	3 teachers and 1 adult	3 teachers and 1 adult
61 – 70	2 teachers and 2 adults	4 teachers and 1 adult	4 teachers and 1 adult
71 – 80	3 teachers and 1 adult	4 teachers and 1 adult but 2 adults if more than 75 pupils	4 teachers and 1 adult and 2 adults if more than 75 pupils
81 – 90	3 teachers and 2 adults	5 teachers and 1 adult	5 teachers and 1 adult
91 – 100	3 teachers and 2 adults	5 teachers and 2 adults	5 teachers and 2 adults