



**Church of England
Primary School**

Educational Visits Policy

Review Frequency	Three Yearly	Review date	June 2022
Governor Approval (date)	June 6 th 2019	Website	YES

1. Aims and Purpose

- 1.1. This policy outlines the organisation and processes for planning and delivering educational visits. It describes the measures put in place to ensure the safety of our visits is managed and monitored and the steps we take to ensure everyone can access these valuable experiences.

2. Vision and Values

- 2.1. The school endeavours to deliver on its motto of 'Shine Brightly' for all children through our Christian values of: Respect, reverence, hope, peace, thankfulness, compassion, endurance and forgiveness.
- 2.2. Educational visits are greatly valued by the school as opportunities to provide exciting and memorable learning experiences where we can instil a sense of awe and wonder within children's learning. As such, educational visits can be closely linked to our value of reverence. Educational visits can also serve to provide aspirational experiences for children and, in this, way are linked to our value of hope. Moreover, the expectations placed on children to represent our school and be respectful, polite and courteous when representing our school on educational visits provides a close link to our value of respect.

3. Organisation

- 3.1. There is an *Educational Visit Coordinator* (EVC) for the school, responsible for ensuring visits are approved, planned for and risk assessed as necessary. The EVC's have received relevant training in order to:
 - grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable;
 - check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA and headteacher as required; and
 - ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance.
- 3.2. The EVC's will ensure that Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits. Visit Leaders will have over-all charge of the visits they lead, which will effectively be supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary. If we do not receive this written permission, the child will be unable to participate.
- 3.3. When joining the school, each parent is asked to sign a document giving permission for their child to take part in activities within the local area during their time at the school.

4. Procedures

- 4.1. Staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from an EVC to plan a visit and review this policy. They should note that approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead so more time is required for the planning and permitting of these visits.
- 4.2. All visits are logged on the EVOLVE system as per the steps outlined in Appendix A.
- 4.3. The EVC will be sent a copy of the EVOLVE documentation for checking and approval that the planning and risk management for the visit follows employer policy and guidance. An EVC will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.
- 4.4. Once approved by the EVC the EVOLVE documentation will be automatically forwarded to be approved.
- 4.5. Adequate time is be provided by class teachers when planning educational visits so that the steps in Appendix A can be followed and families can be given adequate time to give permissions, plan and make contributions as necessary.

5. Charging for school activities

- 5.1. The EVC's and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the [Charges for Off-Site Activity guidance](#) document (published in 2012 by the Outdoor Education Advisers' Panel).
- 5.2. See Section 7, [Learning Beyond The Classroom \(LBTC\) 2005](#). All education during school hours is free. We do not charge for any activity undertaken as part of the curriculum entitlement for all children, however, voluntary contributions will usually be asked for. There are some circumstances when the school can make a charge for certain activities. The governing body has a 'Charging and Remissions' policy that details the full range of activities where a charge can be made. A copy of this is available from the school office or school website.
- 5.3. Where voluntary contributions are requested to support the costs of an educational visit but not enough contributions are received to cover the costs required, it may be necessary to cancel the educational visit.

6. Curriculum links

- 6.1. All learning outside the classroom, educational visits and activities support and enrich the work we do inside the 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.
- 6.2. For each subject in the curriculum there is a range of learning activities, including visits by specialists which the school may participate in, such as:
 - English– theatre visits, visits by authors, poets and theatre groups;
 - science – use of the school grounds, visits by speakers, museums, visits to local industry, universities or research facilities related to science;
 - mathematics – use of shape and number trails in the local environment;
 - history – historical site 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 – sports tournaments and competitions, extra-curricular activities, visits by specialist coaches;
 - music – range of specialist music teaching, extra-curricular activities, Music School, concerts for parents to attend;
 - design and technology – visits to local factories/design centres/theme parks
 - Computing – their use in local shops/libraries/secondary schools etc; and
 - RE – visits to local centres of worship, visits by local clergy.
- 6.3. We also often undertake visits from our local emergency services and health workers. These visits support the personal, social and health education of our children.
- 6.4. The leaders of the local churches lead assemblies and activities in school regularly.

7. Residential activities

- 7.1. We provide children in Key Stage 2 with a residential visit opportunity each year. Families are asked to voluntarily contribute towards travel, board and lodging, and specialist instruction. As a school, we do our best to ensure that finance is not a reason for children missing out on these opportunities and encourage all families concerned about costs to engage with school so we can support wherever possible.

8. Risk Assessment

- 8.1. The school follows the guidelines on Risk Management in the LA Guidance. The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.
- 8.2. A risk assessment must be undertaken prior to all educational visits and off-site activities. It is the responsibility of the member of staff organising the visit or activity to complete the risk assessment, and this must be approved by an EVC. The risk assessment must include the SEN/medical needs of the specific group of children participating.
- 8.3. The school has a standard format for risk assessment. Risk assessments should be completed and saved in the risk assessment folder on the school's network. These can then be amended when further visits are organised. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

9. Pre-visits

- 9.1. In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit (see Appendix A)

10. Ratio of adults to pupils

- 10.1. We use the following ratios as a guideline to help us plan for adult numbers on visits:

- Reception stage 1:5
- Year 1/2/3 1:10
- Year 4/5/6 1:15

- 10.2. Visit organisers must also consider the following factors when deciding on the final adult/child ratio: special educational needs, disabilities 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; and distance from school site.

11. Voluntary Help

- 11.1. 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.
- 11.2. 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. They will be provided information as per the steps outlined in Appendix A.
- 11.3. The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.
- 11.4. The visit organiser is responsible for ensuring that each volunteer has the information they need, knows precisely what their role is and understands that they have a responsibility to carry out that role.
- 11.5. All volunteers accompanying a residential visit should obtain an enhanced DBS (disclosure and barring service) check. Only those who have received a satisfactory DBS check will be allowed to spend any time on their own with children. Volunteers without a satisfactory enhanced DBS check must, when with children, remain in the fully supervise and in company of another adult who does have a full DBS.

12. Transport

- 12.1. Parents will always be informed as to the type of transport being provided for an educational visit.
- 12.2. For coaches, seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. 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.
- 12.3. Public transport can also be used, including buses for local journeys, either as private hire or public use. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

- 12.4. Teachers will not be allowed to use their private cars to transport children, unless they are accompanied by another approved adult (recorded on single central record with DBS and two references) and permission is sought from the head teacher.
- 12.5. Travel time will be taken into consideration by the Visit Leader when visits are planned.

