

# Chacewater Community Primary School

## Educational Visits and Activities

### 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 Chacewater 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 offer a range of educational visits and other activities that add to and complement what they learn in school.

### Organisation

At Chacewater School we follow the guidelines contained within the Cornwall Council document "policy for the management of off site visits 2014-15. This file is kept in the school office and is referred to as 'LA Guidance' from this point in the policy. Teaching Staff organising an educational visit should also refer to the DFES guidance contained in <http://oeapng.info/U> .

Mr Chris Gould is our nominated and trained Educational Visits Coordinator.

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. To complement this programme, teachers and SLT agree a corresponding programme of visits and activities.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning, and inform parents of these in due course.

### Consent for school visits and activities

These usually take place within the school day, and the SLT approves all such visits in advance. We follow the Local Authority's guidelines relating to health and safety. The school asks parents to give written permission for their child to take part in any activity that takes children off the school site and out of our town/village. If we do not receive this written permission, the child will be unable to participate, unless verbal permission has been given and recorded appropriately in advance, with approval from SLT.

Consent forms and Risk Assessments must be carried for the duration of the visit and then sent to the office for archiving on return to school.

The school must make a note of all children and adults on trip before the party leave the site, and mobile phone contact numbers must be recorded.

## **Risk Assessment**

The school uses the European Education Consultants online system for carrying out risk assessments.

A risk assessment must be undertaken prior to all educational visits and off-site activities. This responsibility is of the member of staff organising the visit or activity. This must be approved by a member of the SLT before the visit/activity is allowed to go ahead.

The ratio for KS1 and Reception class children: adults is 5:1 and the ratio for KS2 children: adults is 10:1 however visit organisers must consider the following factors when deciding on the final adult/child ratio: 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.

On completion of the visit the risk assessment should be sent for archiving as detailed in section 2 above.

## **Pre-visits**

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

## **Voluntary Help**

Some educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school and considered appropriate. 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.

## **Transport**

Parents will always be informed if public transport is being provided for an educational visit, and additional adult:pupil ratios will be considered as part of the corresponding risk assessment for these activities.

The school will only use hired transport approved by the LEA. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a school visit. Booster seats are provided by the school or by parents for all pupils for whom the legal guidelines are applicable.

Private cars will only be used when the school has ensured that the driver has:

- Valid driving licence
- Vehicle road fund licence and MOT certificate
- Vehicle insurance valid for carrying passengers on a school off-site visit.
- Where staff use their own vehicles for transporting children, they must ensure they have appropriate insurance cover for conveying pupils during the course of their professional duties.


