

## HEALEY PRIMARY SCHOOL

### Educational Visits and Activities Policy

#### 1 Introduction

**1.1** 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.

**1.2** We 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 complement what they learn in school.

#### 2 Organisation

**2.1** We follow the guidelines contained within the RMBC Schools Service – Policy and Guidance for Schools on Outdoor Education Visits and Off-site Activities. This file is kept by the Assistant Headteacher and is referred to as 'LA Guidance' from this point in the policy. Up to date information is available from the EVOLVE website. <https://evolve.edufocus.co.uk>. Teaching Staff organising an educational visit should also refer to the DfES guidance contained in 'A Handbook for Group Leaders' <https://www.education.gov.uk/publications/.../DfES-0566-2002>.

**2.2** There is an Educational Visits Coordinator appointed within the school. **Mrs M Ross**

**2.3** 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.

**2.4** Within each class' programme of work the teachers plan educational visits and activities that support the children's learning.

**2.5** Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the LA 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

#### 3 Charging for school activities

**3.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities or may need to ask for a donation. The Governing Body has a 'Charging and Remissions' policy (revised September 2012) that details the full range of activities where a charge can be made. A copy of this is available from the school office.

#### 4 Curriculum links

**4.1** 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.

**4.2** 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 Local Authority and may include:

- *English – theatre visits, visits by authors, poets and theatre groups;*
- *Science – use of the school grounds, visits by speakers, liaison and visits to the local secondary school;*
- *Mathematics – use of shape and number trails in the local environment;*
- *History – study of local housing, local museums, visits from theatre groups;*
- *Geography – use of the locality for fieldwork;*
- *Art & Design – art gallery visits, use of the locality;*
- *PE – Cluster and other sports activities, extra-curricular activities, visits by specialist coaches, Outdoor & Adventurous Activities at Hollingworth Lake for Y5;*
- *Music – range of specialist music teaching, extra-curricular activities, music school, concerts for parents;*
- *Design & Technology – visits to local factories/design centres;*
- *ICT – use of computer suite at local secondary school;*
- *RE – visits to local centres of worship, visits by local clergy.*

**4.3** We also have regular visits from our neighbourhood police officer and health workers. These visits support the personal, social and health education of our children. Local religious leaders also take assemblies in the course of the school year. We do this with the full agreement of the Governing Body.

## **5 Residential activities**

**5.1** Children in Year 6 have the opportunity to take part in a residential visit. This activity takes place during term-time.

**5.2** The residential visit enables children to take part in outdoor activities and team building exercises. We undertake this visit only with the written agreement of the Local Authority and follow the LA Guidance in the organisation of the visit. All specialist activities are undertaken by qualified instructors.

## **6 Risk Management**

Risk management is an inherent part of visit planning. It should be proportionate to the complexity of the visit being undertaken and evidenced. The evidence may include:

- generic risk assessments/ operational procedures
- specific risk assessments
- other visit planning documents

Risk management is the responsibility of the whole staff team led by the visit leader.

**6.1** A risk assessment must be undertaken prior to all educational visits and off-site activities. The Headteacher delegates 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 specific group of children participating.

**6.2** The school has a standard format for risk assessment (see Appendix 2). Risk assessments should be completed and a copy placed on file. These can then be amended when further visits are organised. A printed copy of the risk assessment should be placed in the file in the main office. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

## **7 Pre-visits**

**7.1** 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.

## **8 Ratios and supervision**

As part of assessing the risk of educational visits, outdoor learning and adventurous activities, visit leaders should determine the appropriate supervision arrangements by considering factors including

### **'SAGED':**

#### **- Staffing**

For example: Consider whether the adults have undertaken training, what level of experience they have and whether they know the group. Consider what level of competence is necessary (e.g. skill, knowledge, understanding, fitness) from all of the supervising adults. Ensure that all adults are competent for the roles that are assigned to them.

#### **-Activity**

For example: Consider the nature of the intended activity and whether it requires specialist knowledge and/or equipment. Consider whether the activities might be affected by the location (crowds, remoteness, access etc.).

#### **-Group**

For example: Consider the characteristics of the group and what prior experience they have of the activity and environment; also consider their ability and maturity. If any of the group has behavioural, medical or learning needs, ensure that these can be managed appropriately.

#### **-Environment**

For example: Consider the impact that the weather may have on the group, activity or travel arrangements. Be aware that environmental conditions can change dramatically and ensure that there is a Plan B where appropriate. Where relevant to the location and activity, the visit leader must have a good understanding of how water levels can change and be able to make appropriate judgements.

#### **-Distance**

For example: Consider how far the activity or visit is from the normal support mechanisms of the school and whether it is close enough to rely on immediate support from the school, or further afield where it cannot. The type of transport being used may impact on the level of supervision required (e.g. a coach journey may require a smaller supervision ratio than a visit using public transport). If the visit involves an overnight stay, a higher level of first aid competence may be necessary, and staff may need to operate a supervision rota for longer residential visits.

EVCs and Headteachers are responsible for ensuring effective supervision is in place on all visits.

## **9 Voluntary Help**

**9.1** We are aware that 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.

**9.2** 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.

**9.3** The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

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

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

**9.6** Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.

**9.7** Volunteers must not be left unsupervised with children.

## **10 Transport**

**10.1** Parents will always be informed as to the type of transport being provided for an educational visit.

**10.2** The school will only use hired transport approved by the LA. 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. 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.

**10.3** Public transport will only be used in exceptional circumstances. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

**10.4** Private cars will only be used in exceptional circumstances. When it is used, the school will ensure that each driver has:

- Valid driving licence
- Vehicle road fund licence and MOT certificate
- Vehicle insurance valid for carrying passengers on a school off-site visit.

Volunteers will be asked to sign a declaration that all requirements are in place. When teachers offer to use their own vehicles for transporting children, the school holds global Occasional Use Business Insurance for all employees. 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.

## **11 Inclusion & SEND**

Activities should be available to all, irrespective of special educational or medical needs or protected characteristics (disability, gender re-assignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

The Equality Act states that an establishment (e.g. a school) must not discriminate against a young person because of one of the protected characteristics. There is a duty to make reasonable adjustments.

Establishments must have due regard to equality considerations whenever significant decisions are being made or policies developed. Consideration must be given to the equality implications from the start of the planning process, not as an afterthought. Any individual risk assessment, behaviour/care plan should inform the planning process. Appropriate levels of supervision and staff with the necessary competences/training should be in place (e.g. intimate care/ feeding; manual handling; team teach/ restraint; administering rescue meds etc).

If a decision is taken to exclude a young person (e.g. if the necessary reasonable adjustment(s) would unduly impinge on the learning outcomes for the rest of the group) then:

- All relevant parties must have been consulted throughout the process
- there must be a clear rationale
- the process should be carefully recorded with a clear audit trail evident

### **Behaviour**

It may be reasonable to exclude a young person on the grounds of behaviour if the behaviour is unmanageable and presents a significant health, safety and/or welfare risk to the young person, the group or the leaders. Where behaviour issues are not associated with a protected characteristic then it is unlikely the Equality Act will apply. Refer to National Guidance: 3.2e Inclusion, 4.4i Special Educational Needs and Disabilities

DfE Equality Act 2010: Advice for Schools

## **12 Rochdale Borough Council Procedures**

The online planning and management system ([www.rochdalevisits.org](http://www.rochdalevisits.org)) must be used by visit leaders for the planning and approval of **residentials, overseas visits** and **adventurous activities**.

## **13 Monitoring and Review**

It is the responsibility of our Governing Body to monitor the effectiveness of this policy. The governing body does this by:

- *requiring the headteacher to report to governors on an annual basis on the effectiveness of this policy;*
- *taking into serious consideration any complaints regarding educational visits from parents, staff or pupils;*
- *Reviewing this policy every three years.*

**Appendix 1**

In accordance with the requirements of National Guidance the from Educational Visits Advisory Service for Rochdale Borough Council is currently:

Educational Visits Adviser

**Dave Scourfield**

Email: david.scourfield@rochdale.gov.uk

Telephone 01706 926760

Outdoor Education Officer

**Tom Booth**

Email: thomas.booth@rochdale.gov.uk

Telephone 01706 926759

**The Council's 24 Hour Emergency contact is:**

The LA Safety Team on **01706 925060** (08.30-16.45)

OR

The Emergency Call Out Centre on **0845 1212975** (16.45-08.30)

Educational Visits and Activities Policy

Appendix 2

**PRIMARY SCHOOL**  
**School Visits – RISK ASSESSMENT**

**Date of visit**..... **Duration**..... **Visit to**  
.....

**Visit organiser** ..... **Classes / groups to attend** ..... **Number of children** .....

Hazard	Risk	Level	Control Measures

Signature of Visit Organiser

Signature of Headteacher

Date

Date

**Appendix 3**

**Check List for Visit Organisers.**

<b>Check</b>	<b>Date completed</b>
Permission for visit obtained (Headteacher / Governors)	
Consulted LEA Guidance (Office)	
Pre-Visit	
Risk Assessment	
Visit costed	
Visit logged in office / Headteacher's diaries	
Letter to parents drafted and approved by Headteacher	
Insurance cover checked	
Booking confirmed	
Transport arrangements finalised	
All consent forms in	
Money collected in accordance with school financial procedures	
Adult / child ratio fulfilled	
Kitchen informed	
Free dinners notified for packed lunches from kitchen	
Pre-visit meeting with all adults who will accompany the visit	
Cash/cheque organised	
List of all adults and children completed and given to office	
Duty rota checked and cover arranged	
First Aid Kits collected and medical items for individual pupils	
Sick buckets organised	
Mobile phone organised and number given to office	
Emergency contact numbers collected from office	
Registers completed prior to departure	