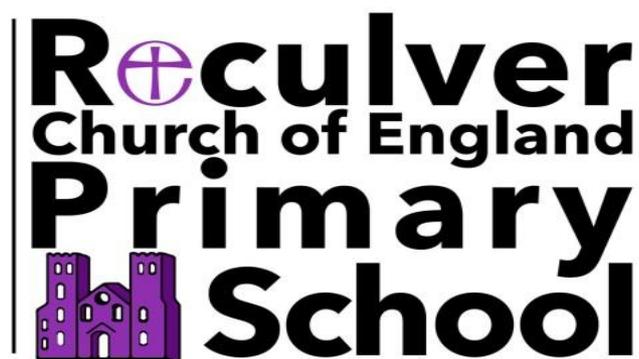


*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary,
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



Reculver Church of England Primary School



Educational Visits Policy

Date adopted by Local Governing Body: September 2016

Date of next Review: September 2018

EDUCATIONAL VISITS AND LEARNING OUTSIDE THE CLASSROOM POLICY

Introduction

This policy is written in accordance with the DfES Good Practice Guidance and supplement for Health and Safety of Pupils on Educational Visits (HASPEV), 1998, Standards for Adventure, 2008 it considers the suggestions made in the DfES Learning Outside the classroom Manifesto, 2006, and is informed by the Council for Learning Outside the Classroom, Out and About Guidance document 2006. The recommendations from these sources are reflected in this policy. Educational Visits and learning outside the classroom are an integral part of life at Reculver CE Primary School, furthering the education of the pupils. Educational visits and learning experiences outside the classroom are arranged for pupils at Reculver CE Primary School not only so pupils learning will benefit but also so that knowledge, understanding and skills can be developed through experience that is not achievable in the classroom.

‘When you step outside the classroom you have the opportunity to transform learning and raise achievement. Learning outside the classroom allows participants to learn in context, to learn by practical engagement, and to learn by personal discovery.’

DCFS, Council for Learning Outside the Classroom, Out and About Guidance
2006

Educational visits and learning experiences outside of the classroom are defined as the use of alternative places other than the classroom for teaching and learning. Learning opportunities outside of the classroom commonly use; the school grounds, the school field, the local environment, places further afield and residential activity centres.

Educational visits and learning outside of the classroom is a school wide activity and should be encouraged at every opportunity. The Revised Early Years Foundation Stage (EYFS) curriculum, which became statutory in September 2014, places a strong emphasis on the importance and value of out of the classroom learning experiences. It is important to note that whatever the age of the children, experiences should not to be taken in isolation. Children need to be well prepared, supported, resourced and informed to prepare for any learning experience to reap maximum benefit. All visits and learning outside of the classroom opportunities should be planned by a colleague nominated as party leader, with the health, safety and welfare of the children of paramount importance.

Research has shown the importance of Educational visits and Learning outside the classroom as learning in a practical environment can raise achievement, increase motivation, and develop understanding in all children. Colleagues benefit from being given the opportunity to develop leadership skills; all staff are encouraged to liaise with the Head concerning any arrangements for any visit.

All educational visits and learning experiences out of the classroom should be approved by the Head. In accordance to national recommendations all Educational visits and learning outside of

the classroom experiences should consider the outcomes defined in the Every Child Matters agenda, and reflect the ethos of the school by living, sharing and celebrating the love of learning.

General Information

Early planning is essential for any visit.

Outdoor and adventurous activities should be within the ability of the children participating and the accompanying staff.

No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to health and safety measures can reduce the number of accidents and lessen the seriousness of those that do happen. The management of risk should be done in accordance with the Health and Safety policy at Reculver CE Primary School.

It is the visit leader's responsibility to ensure all documentation is complete and left with the relevant members of staff.

Staffing Requirements

Visit Leader

If a qualified colleague wishes to take a group of pupils out of school, they assume responsibility for the planning, risk assessment and risk management of the educational visit or experience outside of the classroom. They accept all reasonable responsibility for the well-being and safety of all participants attending the learning experience at all times.

Prior to the visit the visit leader must complete a 'Pre visit Cost Analysis and Feasibility Form' (Appendix 5) to ensure that full cost of the trip will be covered. In the event of insufficient funds the trip will not be able to go ahead so visit leaders will need to factor in any cancellation timescales. The school will support Pupil Premium children with payment if required and the parents/carers will be asked to meet with the Head Teacher to discuss their individual needs.

If more than one class/school is involved in a visit, a visit leader should be identified. This is normally the staff member with the most appropriate experience, competence or most relevant qualification, which is visit specific. For any Educational day visit or learning outside the classroom experience to go ahead, the ratios of staff to children must be correct and in accordance with best practice.

If a child requires learning support for a behavioural or medical need, an extra adult should accompany them on the visit.

The visit leader is responsible for ensuring children eligible for a school packed lunch have completed the necessary paperwork and returned it to the kitchen at least two weeks prior to the visit. (Appendix 1)

The visit leader is responsible for informing the parents and accompanying staff of their responsibilities.

Voluntary Helpers

The visits leader is responsible for ensuring that voluntary Helpers are selected carefully and are well known to staff and the Head at Reculver CE Primary School.

All voluntary helpers should let the school know as soon as possible if they are unable to accompany the children for any reason, so that an appropriate replacement can be found. Any documentation already given to them should be returned to school.

Voluntary helpers are made aware of the extent of their responsibilities as detailed in the school's 'Volunteer Helper in School Policy'. Visit leaders must ensure that all volunteer helpers complete Appendix 2, 'Volunteer Agreement' and Appendix 3 'Off Sites - Volunteer Agreement' prior to the educational visit.

Reculver CE Primary School does not permit staff and voluntary helpers to assume responsibility for any activity for which they are not qualified.

First Aid

On any visit, at least one of the supervisory staff will be a competent First Aider, holding a valid first-aid certificate and carrying an appropriate first-aid kit. This person will also be responsible for the inhalers and Epipens for all children attending the visit. Reculver CE Primary School takes advantage of a recognised first aid organisation for training resources and facilities for obtaining first-aid qualifications and revalidation, normally every three years.

Transport

Reculver CE Primary School has a policy that all coaches used are fitted with seat belts when booked. All seats should be forward facing and seat restraints should comply with legal requirements. The drivers should be suitably qualified and experienced.

On rare occasions, children may travel in staff or parents' cars. Children travelling thus should comply with the legal requirements. A member of staff transporting a child must hold business insurance and have evidenced this by showing a copy of their insurance policy schedule to Mrs Jenny Ashley-Jones, Mrs Stella Collins or Mrs Kathy Newing . Booster seats are legally required for all children travelling in a car under the height of 140cm. Parents must provide consent in writing, with a signature, to the school of the travel arrangements they have arranged for their child. No signature or notification results in the child not travelling to learning experience outside the school. Except in emergencies, staff are not permitted to transport children unless written consent from the Head and parent of the child is obtained.

Supervision

- At least two members of staff should supervise the pupils getting on and off the coach – one on the coach and one by the steps.
- Check numbers on outward and return journeys and at any point where children or adults disembark and subsequently embark onto the coach.
- Do not let pupils sit on the first two seats facing the front window or next to the emergency exit where ever practicable.
- Ensure pupils are settled and seat belts fastened before setting off.
- Pupils must wear their seat belts throughout the journey unless told to remove them in an emergency.

- When leaving the coach, check for lost property and litter.
- At least one colleague should be on each coach or minibus and have a mobile phone with them.

Pupil Organisation

Regular sessions are generally held with pupils to prepare them for the visit, so that they obtain maximum benefit from the educational visit or learning outside the classroom experience.

Group lists are prepared for all staff and helpers attending with the visit, with emergency contact numbers added. Lists should be collated prior to the visit and included with the risk assessment documentation handed to the head in advance. Copies of all groups should be given to the school office before departing on an Educational visit or learning experience outside of the classroom. The visit leader should maintain copies of the lists and carry them at all times when on the visit. Group leaders should keep a copy of their group at all times.

Adult: Pupil Ratios

Reculver CE Primary School set guidelines with regard to adult: pupil ratios that are required on any educational visit or learning outside of the classroom experience. The normal maximum ratio of adults to children should be 1:4 for Reception, 1:6 for Years 1-3 and 1:10 for other years but this should be confirmed as part of the risk assessment.

Pupil Welfare

All accompanying adults have a duty of care. Colleagues should remember that they are in *loco parentis* at all times on the visit and thus are legally responsible for the well-being and safety of the children.

Children should never be left on their own or isolated from their group.

When deciding groups, children should be considered individually according to need and placed with a suitable adult who can best enhance the learning experience. Groups and group leaders should be decided in advance and attached to the risk assessment.

Information Available at School

The visit leader, Head and school hold the visit information for the duration of the visit. The information should contain details of:

- Risk assessment (Appendix 2)
- itinerary
- contact points
- mobile phone number(s)
- staff – colleague in charge, deputy, helpers, etc. (Appendix 3)
- emergency contacts
- copies of Parental Consent Form
- copies of any insurance documents, critical incident policy, contracts, etc.
- emergency procedures.
- names of children that are on the visit.

Reporting Accidents

The standard procedures for reporting accidents are followed at all times. Injuries to any person (adult or child) attending a learning experience outside the classroom must be recorded in

accordance to HSE guidelines and school protocol as stated in the school first aid policy. Completion of the relevant forms detailing injury, location, time, date and treatment given is essential.

Emergencies

Despite good planning and organisation, emergencies that require immediate response by the leaders sometimes occur. The visit leader ensures the safety of the group as a priority and contacts the appropriate emergency/rescue services. The Head at Reculver CE Primary School should be contacted as soon as practicable.

Unrelated School Educational Visits

The guidelines in this document relate only to activities connected to the work of the school. Where a member of staff takes charge of children voluntarily on an activity out of school hours i.e. one which is not organised by the school (and not approved by the Governors) but involves children from the school – no responsibility is accepted by the Head or the Governing Body at Reculver CE Primary School.

Evaluation

An evaluation form should be completed for any off-site visits outlining any issues or concerns that arose to ensure that these do not occur again. (Appendix 4)

Educational Visits or Learning Experiences Outside the Classroom – 1 day or less

The educational experiences and opportunities of the educational centre should be obtained, and all information about the proposed visit collated, before a request is submitted to the Head.

Planning

A meeting of all those involved is held to formalise the administration and organisation of the educational visit. Specific duties are allocated and a School Party Leader clearly identified.

Risk assessment

Risk assessment is a process. The group leader initially draws up a visit plan and timetable (who, what, where, why, when and how?).

For any educational visit learning outside the classroom experience, an exploratory/risk assessment visit will be made by the school party leader of the group and a written copy kept (Appendix 2). This will be used in addition to the generic risk assessments e.g. low level walks, using public transport and coach travel, which will also be required.

This is to acquire knowledge at first hand:

- that the venue is suitable
- to acquire site specific risks and to ascertain category level of activity
- that the venue can cater for the needs of all pupils and staff
- to assess potential areas and levels of risk, completing a Risk management Action
- to become familiar with the area before taking the children
- to obtain information concerning staff qualifications and licences

When travel companies offer inspection visits, staff are encouraged to take advantage of this service.

If it is **not possible** to make an exploratory/risk assessment visit, every endeavour is made to acquire information about the centre before the visit. Reculver CE Primary School should, for instance, contact another school, which has already visited the centre, the area, and the site.

If a preliminary visit has not taken place, as a matter of priority when the party arrives, the party leader conducts a visual risk assessment noting down any anomalies and controlling the risks where necessary in order to maintain the safety of all. The party Leader then resolves concerns and informs the Head of any major decisions that need to be made.

Supervision

Supervision of children on all educational day visits or out of the classroom learning experience is close supervision. Close supervision is defined as the group remaining within sight and contact of staff or voluntary helpers assisting on the visit.

Information to Parents for Day Visits

Parents are notified of the arrangements and cost of visits and sign a consent form.

Signed..... Date.....
(Chair of Governors)

Signed..... Date:.....
(Head Teacher)

Appendix 2

Reculver CE Primary School Risk Assessment			
Location/Purpose:-		Visit Leader:-	
Other Staff:-		Number of children:- Ratio	
Identifying the hazards – assessing the risk Risk	Risk Rating (L, M, H)	Controlling measure – reducing the risk	Risk Rating (L, M, H)
Generic/mandatory risk assessment, used and acknowledged			

Employer - risk assessments/guidance used	
Establishment - risk assessment/guidance used	
Alternative plans (Plan 'B' /Plan 'C')	
Emergency contacts and procedures (Next of kin)	
On-going risk assessment	
1. Apply the control measures 2. Monitor how effective they are 3 Change, adapt, revise as required	
Review comments. Record any additional assessments and control measures here if this sheet is used as a generic risk assessment	
Route followed if walking:	
Date Completed	Date reviewed
Visit Leader signature	Authorising signature

Appendix 4

Reculver CE Primary School

Post Visit Evaluation Form

Date

Name of Visit	
Date of Visit	
Party Leader	
Participants(eg Year Group, Class etc)	
Number of Children	
Number of Adults	

Evaluation

Was this visit a valuable tool for learning?

Did the pupils enjoy this experience?

Any comments?

Would you recommend this visit to a colleague? Yes/No

Actual Costs

<u>Entry Fees/Tickets</u>	
<u>Transport</u>	
<u>Adult Tickets (if applicable)</u>	
<u>Additional Costs (if applicable)</u>	
<u>Total Cost</u>	

Was the visit value for money?

Please pass this form to the Educational Visits Co-ordinator.

Received by the EVC (Signed) Date:

Appendix 5
Reculver CE Primary School

Pre Visit Cost Analysis and Feasibility Form

Date

Name of Visit	
Proposed Date of Visit	
Cancellation notice period	
Party Leader	
Participants(eg Year Group, Class etc)	
Number of Children	
Number of Adults	

Actual Costs

<u>Entry Fees/Tickets</u>	
<u>Transport</u>	
<u>Adult Tickets (if applicable)</u>	
<u>Additional Costs (if applicable)</u>	
Total Cost	
Add 1.29% for parent pay	
<u>Payment required per child</u>	
Total number of parent 'commitment to pay' slips returned	
<u>Is the trip feasible?</u>	<u>YES</u> <u>NO</u>

Please pass this form to the Educational Visits Co-ordinator and Finance Manager.

Received by the EVC (Signed) Date:

Received by the BM (Signed) Date:

Dear Parents/Carers,

Costings and Feasibility of Year _____ Trip to _____

We are proposing to spend an enjoyable and educational day at _____ .
Provide some information about the activities and learning that will take place during the visit.

The visit will be on DAY DATE MONTH YEAR and will cost approximately £00.00. Provide information relating to the cost e.g. This includes entrance fee of £00.00 and return coach travel of £00.00. Payments will be collected using the Parent Pay system.

In order to plan for this event, we need to know whether you are prepared to pay the cost of the trip for your child. In the event of insufficient funds received for this event, the trip will not to be able to take place.

Please return the parent commitment to pay slip below by DAY DATE MONTH YEAR .

Yours sincerely,

Year _____ Trip to _____
Parent Commitment to Pay

Child's name _____ Class _____

I am willing to pay the cost of £00.00 using the Parent Pay system for the above mentioned trip.
(Please circle) **Yes/No**

Signed _____ Print Name _____