

The Bishops C of E & RC Primary School

EDUCATIONAL VISITS 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 At The Bishops' Primary 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.

2. Organisation

- 2.1 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
- 2.2 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. Parents are given details of these activities in advance of the event.
- 2.3 Visits and activities usually take place within the school day. 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.

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, although we do ask for donations. 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. We encourage disadvantaged families to participate in all school activities without charge.

4. Parental Consent:

Written consent from parents is not required for pupils to take part in activities within walking distance of the school (with the exception of nursery age children) as these activities take place during school hours and are a normal part of a child's education at school. Written consent will be required for residential and adventurous trips, sporting fixtures, any trips outside of normal school hours, any 'special interest' trips that are distinct from the normal curriculum. E.g. Art Club visits to galleries and museums and any trips requiring transport.

5. 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 some subject in the curriculum there is a corresponding programme of activities which includes visits by specialists.

Such as:-

English	theatre visits, visits by authors, poets and theatre groups;
Science	use of the school grounds, visits to botanical gardens, visits from specialist scientists, astronomers etc;
History	castle visits, study of local housing patterns, local museums, visits from historians and theatre groups;
Geography	use of the locality for field work;
Art and Design	art gallery visits, visits from artists;
PE	range of sporting fixtures, extra-curricular activities, visits by specialist coaches, physical activities on residential trips;
Music	range of specialist music teaching, extra-curricular activities, concerts in school, visits to ballet and concerts;
ICT	extra-curricular activities, use in local shops, libraries, secondary schools etc;
RE	visits to local centres of worship, visits by local clergy.

6. Residential activities

- 5.1 Children in Year 6 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. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. The Governing Body approves the residential visit in advance.
- 5.2 The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. All specialist activities are undertaken with qualified instructors.

7. Coach travel

- 6.1 Charges made for coach travel to and from trips and sports fixtures cover the expenses of the journey only; we do not make any profit from this.
- 6.2 We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach to wear a seat belt, unless otherwise instructed by the individual parent.

8. Educational Visits Coordinator

- 7.1 The Deputy Head teacher is the school's designated Educational Visits Coordinator.

9. Risk Assessments

We follow Essex guidance by using Evolve. All Risk Assessments outside the Springfield locality or those requiring transport are completed online and submitted to the EVC/HT at least a week prior to the visit.

Risk assessments are shared with all adults supporting and supervising visits, including parents. Children are also made aware of all risks and how to keep themselves safe.

Ratios are determined by the make-up of each group, risk and in accordance with Essex Policy. At The Bishops' we have agreed a minimum ratio of 1:8 for KS1 and 1:11 for KS2 with a minimum of three adults for any group that is going outside of the school environment (This does not include the field by the Parish Centre).

For local visits in the Springfield area or within walking distance, which do not require transport and are not 'hazardous' activities, there is a generic Risk Assessment that has been agreed by staff. (See Appendix 1 & 2) Approved staff need only complete the '*local visits*' form on Evolve or record the visit on the '*signing out sheet*' which will be then left in the office at the time of leaving. (See Appendix 3)

For visits to London and other places which may pose external threats (eg terrorism), safe places should be identified on the Risk Assessment so that there is an agreed place for pupils to meet if the group is dispersed.

The school has some mobile phones which should be taken on every trip, and should be with the Visit Leaders from each class. It is the responsibility of the Visit Leader to ensure that every adult has the mobile number for the school mobile phones and the other adult members of the group.

10 Emergency / Critical Incident Procedures

All leaders must carry the school's 'The Critical Incident Action Plan' (see Appendix 4) which includes emergency school and ECC telephone contacts. Group leaders should follow the set procedures and record any 'critical incidences'.

On all trips, the class teacher or designated adult will carry with them the phone numbers of all pupils.

11. Crossing Roads

Children and adults should be wearing the highest possible proportion of Hi-Viz jackets.

When crossing roads adults will ensure that traffic has been stopped, that there is a member of staff in the road, and members of staff either side. Children will cross in twos unless there are good reasons to cross in a larger group.

Agreed by the staff team: September 2021

Agreed by the governors: October 2021

Date for review: September 2023

Appendix 1 Extended Learning Locality

We define the 'extended learning locality' as localities that are reached by walking from The Bishops' Primary.

We use this extended area on a regular basis for a variety of learning activities.

Approved staff are allowed to operate in this area by either completing the *Local Area EVOLVE* visit approval process or by completed on a '*Signing-out sheet*' to be left with the office, providing they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of 3 adults, apart from when visiting the field next to the Parish Centre.
- Staff are familiar with the area, including any local hazards.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. In general this means that children are to stay where they are until they are found by a member of staff.
- When on trips outside of the school, children will be paired in 'buddy pairs' as a minimum to aid their safety.
- Pupils are guided to wearing appropriate clothing and footwear prior to leaving school.
- Children and adults should be wearing the highest possible proportion of Hi-Viz jackets.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will inform the office of the proposed route and an estimated time of return..
- A school mobile is taken with each group and the office have a note of the number.

**Appendix 2: Generic Risk Assessment for Off-site Visit
within Walking Distance**

1. Significant Hazards and Identification of Risks: <i>Those hazards and risks that may result in serious harm or affect several people</i>	2. Control Measures: <i>Controls, including relevant sources of guidance</i>
Crossing roads	<ul style="list-style-type: none"> • The planned route will cross roads only at designated crossing points or at specified locations which are considered to be low risk • Young people will be briefed not to cross roads, unless and until specifically instructed to do so by staff • Children will cross in twos unless there are good reasons to cross in a larger group.
Collision with vehicular traffic	<ul style="list-style-type: none"> • One supervisor (or appropriate group member) will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the young people and the road itself • As high as possible proportion of High-Viz jackets will be worn on each trip • The route will be planned to avoid fast or dangerous junctions or sections of road • Staff will be fully briefed with respect to supervisory responsibilities
Being approached / confronted by a member of the public.	<ul style="list-style-type: none"> • One supervisor (or appropriate group member) will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the young people and the road itself
Young people lost or separated from group, inadequate supervision	<ul style="list-style-type: none"> • Ensure supervising staff are competent and understand their roles and are aware of any risk assessments • Staffing ratios will be in line with LA guidance • Young people will be briefed as what to do if separated from group. • Leaders to conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups.

Appendix 3 Signing-out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues.

(Leave this completed form in the office or other agreed place when you go out.)

<u>Date</u>		
<u>Visit Leader</u>		
<u>Accompanying Staff</u>		
<u>Volunteers</u>		
<u>Group/Class/Form</u>		
<u>Activity</u>		
<u>Destination/Venue details</u>		
<u>First Aid kit / Emergency Card taken?</u>		
<u>Time out</u>		
<u>Time back</u>		
<u>Contact number</u>		
<u>Any other relevant details/issues (eg pupil medical/behavioural needs)</u>		

Appendix 4 Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage critical incidents and emergencies effectively

Educational Visits Support Critical Incident Action Plan

Action By Visit Leader

Start Here

- Safeguard yourself
- Remain calm and assess the situation
- Establish nature and extent of emergency
- Identify people involved and any casualties
- Are emergency services required?

Check Your Group

- Are the group safe?
- Are all group members accounted for?
- Are all leaders present?
- Have you briefed the group to ensure they know what to do to remain safe?
- Delegate assistant leaders if possible

Any Casualties?

- Member of staff to accompany casualty to hospital with relevant medical details
- Staff name and contact number:
- Who has gone and where:
- Carry out First Aid to the best of your abilities
- A - Preserve life
- B - Prevent condition worsening
- C - Promote recovery

Notify Establishment Base

Your essential emergency contacts: ESTABLISHMENT MAIN PHONE: 01245 460107

NAME: Greg Waters CONTACT NO: 24 01245361642 MOBILE: 07450229702

NAME: Gary Fisher CONTACT NO: 24 01376519028 MOBILE: 07852464017

Information needed (Please use notes section overleaf):

What happened? When - date and time? Where - location?

Who was involved / injured? Names of all involved? Actions taken so far?

Agree contact numbers to use and pattern of future contact

Action By Establishment

Is this a Critical Incident?

.....YES.....

.....NO.....

- Launch the Critical Incident Plan
- Follow & adapt if necessary
- Involve outside support if necessary

- Agree actions with Visit Leader
- Contact parents?
- Seek advice from Education Officers?
- Seek advice from Outdoor Education Advisors?
- Media management by establishment?
- Insurance?

Ongoing

- Record of incident
- Follow-up paperwork
- Actions taken
- Review incident



