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St Mary's Church of England Primary School

EDUCATIONAL VISITS POLICY 2021

VISION

At St Mary's, inspired by Christian values, we are excited by our learning, proud of our achievements, determined to be the best we can be and caring of all of God's creation'.

VISION IN CHILD SPEAK

Inspired by Christian values, I am excited about my learning, proud of my achievements, determined to be the best I can be and caring of all of God's creation.

MISSION

- Through excellent teaching we will deliver an inspirational curriculum
- We will enable every child to make the very best progress
- We will work in partnership with children and families to further promote confidence and self esteem
- We will prepare children to confidently face the challenges of growing up in the 21st Century
- We will provide children with an understanding of local, national and global communities and faiths
- With St Mary's Church, Brookside Methodist, and other local churches we will further develop understanding of gospel values in action through worship and across the curriculum

Safeguarding Statement of Intent

St Mary's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm to their mental or physical health or development. This is the responsibility of every adult employed by or invited to deliver services at to the school. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. St Mary's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people through rigorous application of Safer Recruitment processes. All applications for staff positions in the school are thoroughly vetted in accordance with policy. DBS checks are undertaken for all staff and for volunteers who work on a regular basis in school.

Approved by:

Full Governing Body

Date: 28.4.21



Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school. Our school adopts the LA guidance to ensure that requirements for educational and recreational visits are adhered to

Aims

Visits, both day and residential, are an integral part of life at St Mary's. They serve to provide experiences that will aid the acquisition of new skills and attitudes, and a better understanding of the wider world.

Aims:

- To provide first-hand experience and learn new skills
- To support class lessons and enrich the National Curriculum
- To foster a concerned awareness and sensitivity about the environment
- To develop co-operation, independence, confidence, personal organisation and team-spirit
- To enhance personal, emotional and social development
- To foster relationships with classmates, teachers, escorts and instructors
- To improve motivation, interest and physical fitness
- To provide challenging situations in a safe, structured environment
- To maximise every child's potential through a variety of learning experiences
- To develop skills of observation, research and recording
- To provide a thoroughly enjoyable, memorable experience
- To have **fun**

Curriculum links

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA:

- English – theatre visits/workshops led by theatre groups;
- Science – use of the school grounds, park, visits to other places of interest
- Mathematics – use of shape and number trails in the local environment;
- History – St. Alban's Cathedral, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork;
- Art and design – art gallery visits, use of the locality;
- PE – access to local pool, visits by specialist coaches;
- Music – a variety of specialist music teaching, extra-curricular activities participation in local music events;
- Design and technology – visits to galleries/design centres;
- RE – visits to local centres of worship, collective worship at church, visits by local clergy.
- PSHE and citizenship – visits by local police officers and health workers.

Residential activities

Children in Key Stage 2 have the opportunity to take part in a residential visit. The residential visit enables children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We seek qualified instructors for all specialist activities that the children participate in.

How visits may be authorised

The educational visits coordinator (EVC) will work with class teachers to appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator, who may be the headteacher, will be involved in the planning and management of off-site visits. S/he will:

- ensure that risk assessments are completed;
- support the headteacher and governing body in their decisions on approval;
- ensure that there are competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults have had satisfactory safeguarding checks, and that the letter from the coach company assures us their drivers too have had safeguarding checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the EVC before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, the headteacher will seek the approval of the governing body and the Local Authority before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year

proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group Leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, including the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the correct ratios. Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

Ratios of Staff to Pupils

Age of young people	Staff: young person ratios (actual ratios must be determined by a process of risk assessment)
Reception	1:3-6 (minimum 2 staff members)
Years 1-2 (KS1)	1:6 (minimum 2 staff members)
Years 3-6 (KS2)	1:10 (minimum 2 staff members)

The risk assessment must also cover transport to and from the venue.

The group leader will double-check that all adults helping to supervise the trip have been subject to police checks.

A copy of the completed risk assessment will be given to the EVC and all adults supervising the trip.

Transport

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Insurance

Our school LA insurance provides cover for off-site activities.

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle.

The timetable for the payment of contributions should allow for the Headteachers to make a decision about the financial viability of the activity in reasonable time.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteachers the possibility of making additional arrangements for that child.

Group Leaders' planning

Group Leaders must read thoroughly the appropriate guidance for off-site activities:

They must consult the LA's documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

Visit plan

The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;

- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteachers;
- medical questionnaire returns;
- first-aid boxes.

Monitoring and review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Headteachers regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed every three years, or before if necessary.