



Educational Visits Policy

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Summary:	<p>Educational visits and adventurous activities are a valuable way of enhancing and reinforcing work that is being covered within the class and in taking forward the PE curriculum. The local environment should be viewed as an extension to the classroom.</p> <p>It is important that all visits and extraordinary activities are properly organised to ensure they proceed with the maximum of safety and educational value.</p>
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Controlled document

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Educational Visits and Adventurous Activities

The Principal is the Educational Visits Co-ordinator responsible for ensuring visits and special activities are managed in a safe and appropriate manner. It is for the Principal or his appointed Deputy to approve visits and special activities from the perspective of educational value.

Educational visits and adventurous activities are a valuable way of enhancing and reinforcing work that is being covered within the class and in taking forward the PE curriculum. The local environment should be viewed as an extension to the classroom.

It is important that all visits and extraordinary activities are properly organised to ensure they proceed with the maximum of safety and educational value.

Attention is therefore drawn to the guidelines below which should be followed when organising a visit:-

- The minimum supervision for any visit is a ratio of one adult for twenty pupils. (In practice, this means a minimum of three adults per class in case one person is required to assist an individual emergency). A greater level of supervision may at times be required, depending upon the outcome of the risk assessment. For reception or Nursery, the adult child ratio must be 1 to 5 as a minimum.
- At St. Mary's, we recognise that children require active, robust activities linked to learning and taking forward physical and psychological development. Such activities, including educational visits cannot be made risk free but we recognise that failure to take part in them can retard a child's learning and overall development. It is important therefore that risk is recognised and managed in an appropriate and proportionate way. Risk assessment is vital and must be carried out in line with our health and safety policy. Any out of school visit or activity within school which cannot be described as "normal" requires a written risk assessment which should be sent to the Phase Leader, who in turn should forward them to the Principal. If in doubt as to whether an activity is out of the ordinary, please speak initially to the Phase Leader and then the Principal.
- When completing a risk assessment, the activities must be properly assessed and the necessary safeguards made available. Additional advice from KCC or appropriately qualified person may be sought by the Principal for unusual visits, including residential and out of County visits. He will consult with the Business Manager to ensure appropriate insurance cover.
- In normal circumstances, a minimum of a week's notice should be given to Phase Leaders, and the school office of external visits that involve no transport or of an unusual in school activities such as bringing animals into the class.
- For visits that involve the arrangement of transport, at least one month's notice should be given to Phase Leaders and the school office.
- All risk assessments should be completed and given to the Phase Leader at least a week in advance.

A series of prompts have been listed below which should be used as appropriate for the relevant visit or activity. The Principal, or Phase Leaders will cancel or postpone a visit or activity at short notice if they do not feel it has been properly prepared.

Discussion to consider a proposed visit?

- Ask yourself what do I want to do, where do I want to do it, for whom am I planning it, when and why?
- What are the aims and objectives of the visit/activity? Discuss these with year group colleagues and Phase Leaders.
- Draw up a programme for the visit/activity.
- Seek Phase Leader approval.

Planning

Follow points below as appropriate:-

- Consider all the implications of the proposed trip/activity. Check dates and special arrangements with Office.
- "Sound out" pupils/parents.
- When relevant ask office to cost the trip and find out details opening times etc.
- Check with Phase Leader that trip can proceed.
- Office to arrange details of trip.
- Prepare letter to parents, show Phase Leader and give to Office Admin to type.
- As and when appropriate receive signed consent forms from parents and deposits.
- Enquire about medical/dietary issues and manage accordingly.
- Arrange emergency contacts and emergency procedure.
- For adventurous activities or visits out of the UK check insurance issues with Principal/CFO
- Complete residential visits form if necessary.
- Inform office and kitchen of numbers likely to miss lunch with particular regard for those who have free school meals.
- Inform Site Manager as needed.
- Check final details with Phase Leader.
- Inform Phase Leader of any supply necessary.
- Prepare work for pupils on visit and those remaining at school.
- Prepare classes so that full educational benefit is gained.
- Consider (and as appropriate inform) all colleagues who need to know about the visit or activity.
- Arrange groupings of pupils and staff.
- Meet with staff assisting with visit and provide guidance and advice.
- Establish rules and safety guidelines to be followed.
- Sort out items to take on trip (first aid box, gloves etc.)

Operation

- Set out methods of payment.
- Collect all money, record all payments and pass at once to School Office.
- Check all participants know and understand all arrangements and rules and can cope with them.
- Check collection of pupils, outward and return.
- Estimate return times and details; leave copy with Office.
- Regulate pupil behaviour.
- Regularly check that all pupils are present during the trip.
- Follow up experiences with suitable work.

Obtaining parental consent

It is not our policy to seek signed permission for every visit that can be classified as "normal" school work, even if it takes place off site and involves an earlier or later start/finish. At the beginning of each school year the class teacher communicates to parents with an outline of plans for the year including likely visits and what they may involve. Consent is given for any visit classed as "normal" when joining the school. For any residential or out of county trips, consent is sought on a case by cases basis. The parent is expected to provide overall consent for all the activities in the coming year. When the time for particular visits approaches, the teacher must ensure parents are properly informed and when necessary, ask for donations but we do not seek permissions on a trip by trip basis.