

All Saints' CE Primary School



Vision

Learning hand in hand together with God.

Values

Hopeful school through honesty, forgiveness and trust
Achieving school through resilience, respect and ambition
Nurturing school through care, compassion and friendships
Developing school through wisdom, faith and fun
Sharing school through kindness, celebration and love

Educational Visits Policy

Written: Dawn Binney, Educational Visits Co-ordinator

Updated: June 2023

Ratification date: July 2023

Ratified by: NSG (Judith Osborne)

Reviews: February 2024

Review date: June 2025



Educational Visits Policy

Rationale

The Governors of All Saints' C of E Primary School believe that all children should have opportunities to go on educational visits. These visits are integrated in the school curriculum, and are highly valued. Our curriculum is designed so that children can learn about their locality, eg Ilkley and its History/Geographical importance, our city eg Bradford/Leeds, our County (West Yorkshire), the wider UK and the World. The visits enhance the learning experiences by providing:

- a stimulus for further research, discussion or class work, visits enrich the broad and stimulating curriculum we have here at All Saints' C of E Primary School;
- development of each child's social and independence skills;
- an opportunity to broaden their horizons;
- knowledge and understanding of the wider world.

For these reasons the school organises a wide variety of educational visits. This policy informs the school community of the arrangements and requirements which must be in place for school visits to be undertaken.

Range of visits

The school organises a wide range of visits including:-

- walks around the local area to study the environment/infrastructure of the immediate vicinity i.e Nell Bank, woods, The Wharfe, All Saints' Church, The Manor House;
- visits to other schools, in our locality and through our linking schools partnerships;
- visits to places further afield i.e. Saltaire, Harewood, Leeds etc;
- visits out of our county
- Residential visits, for example Ingleborough Hall.

Approval requirements

In general terms, the Governors have devolved the approval of school visits to the Headteacher who takes the ultimate responsibility for the management and organisation of school visits.

Upon admission to the school, the school informs parents that frequent off-site activities occur and that all pupils are expected to take part in these activities. In addition, parental consent is sought when visits requiring transport are planned in advance and parents are required to complete a consent form. If the slip is not returned, parents are contacted and consent is sought by telephone. If consent is not given the child will remain in school and is expected to attend.

Residential visits and visits where there may be water activities e.g. rafting/caving signed off by the Chair of Governors for approval well in advance of visits taking place.



Educational Visits Policy

Governors

The Governing Body will keep this policy under review and ensure that they are kept updated on the provision of school visits and any issues arising from visits (usually via the Headteacher's report). They will endorse the Headteacher's approvals and approve any residential visits (in consultation with the Headteacher and taking into account that all risk assessments are fully carried out).

Headteacher

The Headteacher will keep the Governing Body informed of Educational visits taking place. At All Saints' C of E Primary School, Mrs Dawn Binney had been appointed to the role of Educational Visits Coordinator – ensuring that visits are properly managed and organised and liaising with staff on review and monitoring procedures. They will ensure that all staff, teaching assistants and volunteers are appropriately competent and DBS checked as required. In the absence of the Headteacher the Deputy Headteacher will take responsibility for these procedures.

Teachers

Teachers will seek approval for each visit from the HT (including local visits covered by the initial parental consent) and liaise with office staff to inform parents on Arbor in order to gain parental consent; plan the visit and pupil groupings; carry out risk assessments and complete appropriate forms; make suitable arrangements for children with SEND; alert the kitchen staff that no lunch will be needed (at least one week in advance); ensure that sufficient staff / volunteers are available for supervision (and be given notice of this at least one week in advance).

During the visit one teacher will be group leader and responsible for contacting the school in the event of an emergency. A Deputy Group Leader will also be assigned to lead in the absence or unavailability of the identified Group Leader.

First Aiders

The First Aiders will advise teachers on completing their first aid boxes. **A first aider will accompany classes on all visits.**

Office Staff

The administrative staff will support and advise the teachers, support liaison between staff and parents, administer parental consent forms and deal with financial tasks (e.g. collection of "visit monies", payment of bills, keeping appropriate records, arrange insurance cover and be the first point of contact in case of emergency).

Office staff will also arrange transport and ensure that voluntary contributions have been collected. They will double check that the kitchen has been informed and that the teachers have collected all the medical needs requirements the morning of the visit.



Other Adults

Volunteers will liaise with the teachers and ensure that the teachers have given them a full programme and a list of their children. They will ensure the health and safety of their allocated group at all times. They will have met/liased with the teacher ahead of the visit to go through their responsibilities to ensure a safe visit.

Procedures

When a visit is planned it is expected that the following procedures will be followed:

- approval sought from the Headteacher and the visit is recorded in the school calendar;
- date is booked, transport is booked, financial arrangements made and school kitchen and office staff are informed;
- parents are informed in writing and parental consent gained (where appropriate);
- risk assessments are carried out and special arrangements for pupils with SEND and medical conditions are noted, this is then shared with the EVC and HT, via the Evolve LA system, at least one week prior to the visit (6 weeks if residential or adventurous);
- pupil groupings are planned so that supervisor / pupil ratios are satisfactory (at a minimum: EYFS 1:4, KS1 1:6, KS2 1:10),
- ensure lunch and break duties are covered;
- all concerns and issues are discussed with the Headteacher or a member of the Senior Leadership Team prior to the visit;
- on the day, children are regularly counted and supervisors are responsible for their particular group as indicated by the teacher in charge;
- the teacher will keep his / her mobile telephone switched on and will contact school as soon as possible if a problem / emergency arises, e.g. late arrival of coach, first aid treatment needed etc. The Headteacher or Deputy Headteacher will advise the teacher on the course of action to be followed and inform parents;
- on arrival back at school, accident forms will be completed if necessary, the First Aid box will be returned and replenished as necessary and a review of the visit will be carried out, via the Evolve LA system, in case future action needs to be taken.

Emergency Plan

The school has significant experience over many years with no major emergencies. It is envisaged that, should an emergency arise, school staff will use their initiative to take appropriate action and act 'in loco parentis'. Staff will communicate any such emergency directly with school and a member of the Senior Leadership team will liaise with staff and parents.

A policy such as this cannot cover every eventuality and it is expected that every visit is well organised and managed, with full risk assessments completed, to ensure high levels of safety for all our pupils.