



EDUCATIONAL VISITS & ACTIVITIES POLICY

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| Formally adopted by the Governing Body of Sheringham Community Primary & Nursery School | |
| On | 9 th July 2020 |
| Chair of Governors | <i>Steward</i> |
| Head Teacher | <i>Rearter</i> |
| Last updated | 9 th July 2020 |
| Review | 9 th July 2021 |

Be all that you can be...



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The school has formally adopted, through its Governing Body, the Norfolk CC 'Guidance for Educational Visits & School Journeys' Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned Educational visits.

This is part of the schools required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Within each Year Group's curriculum map there is space for Outdoor Learning opportunities that will broaden and enhance the curriculum to be added. Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of activities are outlined in the school prospectus along *with the criteria by which pupils are able to access them* and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities *being* arranged in support of the educational aims of the school:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School teams away fixtures
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
- Day visits for particular year groups
- Residential visits (for which there is a separate policy)
- Overseas visits
- Adventure Activities

Approval Procedure and Consent

The Headteacher has nominated **Miss Helen West** as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person will have attended the LA EVC training course (and updates) and will be given sufficient time and resources to carry out the role. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher.

The Head will keep the Governing Body aware of its Educational Visits events & programme via the normal Head to Governors reporting process. The school will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents the Headteacher & the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils.

The LA Providers Contract form will be used.

All payments for the visit will be made through the school's accounts via the cashless system on Parent Mail.

For regular out of hours clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the information for the activities that pupils are involved in and will be informed by ParentMail / phone call / through their son/daughter if an activity has to be cancelled. **This will normally be updated each term.**

For any visit lasting a day or more or involving significant travel, or adventurous activity parents will be asked to sign a letter, which consents to their son/daughter taking part. The school has a standard model letter, which should be used for this purpose.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit.

The school has separate policies for 'Charging and Refund' and 'Equality (*Equal opportunities*)', which applies to all educational visits.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that DBS checking is available for volunteer adults assisting with educational activities and visits. The school does not normally support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training

courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The school recommends that members of staff as group leaders should use the following ratios as guidance when arranging the levels of supervision for the children during the visit.

| Age of children | Desirable ratio | Minimum ratio |
|-----------------|-----------------|---------------|
| Year N to R | 1 : 3 | 1: 6 |
| Years 1 to 3 | 1 : 6 | 1: 8 |
| Years 4 to 6 | 1 : 10 | 1: 15 |

When considering the ratios of children to adults it is essential to make a specific plan for each specific trip, taking into account the children in the group as well as the details of the trip itself and the travelling arrangements.

Ensure that all of these factors are considered: **S**taff, **A**ctivity, **G**roup, **E**xperience, **D**istance.

The school provides **Standard Operating Procedures** for regular visits (Such as sports fixtures and swimming lessons). These detail how a regular visit should be organised to ensure uniformity across the school and the safety of the group involved. These are available on EVOLVE in the 'Establishment Documents Section'.

Refund Policy

Where non-chargeable education is provided during a residential visit, the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support
- Family credit
- Income based job seekers allowance
- Disability working allowance

The School may ask for Voluntary Contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is not permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

Emergency Procedures

The Headteacher is the designated Educational Visits Point of Contact. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the Headteacher, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The group Leader will take with them a copy of the NCC Emergency Procedure. All incidents and accidents occurring on a visit will be reported back through the school systems.

Evaluation

The Group Leader will evaluate all visits.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader (with administrative assistance) is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.

This policy will be reviewed annually. The next formal update will be **July 2021**.