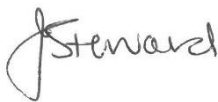





EDUCATIONAL VISITS & ACTIVITIES POLICY

Formally adopted by the Governing Body of Sheringham Community Primary & Nursery School	
On	13 th September 2023
Chair of Governors	
Head Teacher	
Last updated	13 th September 2023
Review	13 th September 2024

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.

What is an Educational Visit?

An Educational Visit is defined as an out of the classroom learning activity, which takes place beyond the school grounds, under the supervision of school staff. An Educational Visit will enable children to encounter learning experiences which are unavailable in the classroom.

An Educational Visit will enhance the children's ability to develop initiative, resourcefulness, independence, interpersonal skills and environmental awareness as well as adding to their sense of community. It will also benefit their emotional and physical well-being.

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 school's 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 long and medium term plans there is space for Outdoor Learning opportunities that will broaden and enhance the curriculum to be added. Each year we 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
- 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. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Statements or other assurance checks are required.

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

Parental Consent

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra information or measures required.

These include: 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. For all residential visits parents will be invited to a briefing

meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

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

All visits off site will be recorded on EVOLVE for approval by the EVC and Headteacher. These should be submitted for approval **at least** 2 weeks in advance. Residential or adventurous activity visits will also require LA approval and **must be** submitted **at least** 30 days beforehand, ideally much earlier.

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 if they do not have pupils at the school or are 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: **Staff**, **Activity**, **Group**, **Experience**, (of Staff/accompanying adults and children) **Distance** (the distance away from school and the travelling time needed to get support whilst there in the event of something unexpected occurring).

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'.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School.

No alcohol shall be consumed by visit staff either before or during the visit. Visit staff will not be under the influence of drugs, prescribed or otherwise, such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessments

The main purpose of **risk assessments** are: To identify health and safety hazards and evaluate the **risks** presented within a specific setting. They enable us to evaluate the effectiveness and suitability of existing control measures and should be an integral, essential element when planning any educational visit.

Although we have access to several generic risk assessments and Standard Operating Procedures in EVOLVE, it is essential that we also have written **Event Specific** risk assessments carried out. These are the most important part of risk management and assessment as they include additional issues and considerations in order to do everything that we can to ensure the safety of everyone involved.

Risk management and assessment should be dynamic and on-going as well as being written down as part of the planning process for an educational visit. This will not be written down as it occurs but may trigger the need to review or update a generic risk assessment on return to school.

Separate, specific risk assessments should be completed where necessary, taking into consideration any medical/health needs and behaviour management considerations. These may also be needed for staff, particularly if taking part in a residential visit.

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. 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.

Teachers should have the EVOLVE App on their school tablet computer and this should be taken on the visit in order to be able to access emergency contacts and details of the visit off site as required.

Use of Mobile Phones

There are two school mobile telephones which are kept on charge in the school office. One of these is the visit leader contact number as stated on the EVOLVE form as part of the approval process.

The appropriate phone MUST be signed out by the Visit Leader before leaving the school site and returned there as soon as possible on return to school.

In no circumstances should a visit take place without the Visit Leader taking a school mobile phone with them. In the event of a trip involving more than one coach or minibus and there being no other school visits taking place at the same time, both school mobile phones should be taken, with the visit leader informing the office as to the member of staff responsible for it, from the additional coach or minibus. The school mobile phone must be switched on and kept close enough to the visit leader (and nominated second member of staff as appropriate) to be heard in the event of it ringing at all times.

No member of staff or school adult volunteer, attending a school visit in a supervisory capacity should use their personal mobile phone for any reason unless in exceptional circumstances, such as the school mobile developing a fault or being out of signal, as approved by the visit leader. It should then only be used to contact the school office/EPOC as appropriate.

The school mobile phones will both have emergency contact telephone numbers for the Head and Deputy Head in the event of an emergency. These are stored as 'Emergency contact 1' and 'Emergency Contact 2'. Landlines and Mobile Telephone numbers will be included.

Evaluation

The Group Leader will evaluate all visits, completing the form on EVOLVE, within 7 days of return from the visit.

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 **September 2024**.