



**Proud to learn
Proud to achieve**

Barnes Junior School

Mount Road
Sunderland, SR4 7QF
Headteacher: Mr S R Ward

Tel: 0191 553 5968

Email: barnes.junior@schools.sunderland.gov.uk

Web: www.barnesjunior.co.uk

Educational Visits Policy

Date: February 2017

Person Responsible: Donna Scott

Review Date: February 2018

Links: Health and Safety, Risk Assessment, PE, Medication Policy, Safeguarding Policy, Charging and Remissions Policy, SEND

Rationale

At Barnes Junior School we believe that all children should have the opportunity to explore the wider world in both urban and rural settings.

Starting in their own locality and then exploring settings further afield the children will be taken to places of interest that fulfil one or all of the following criteria:

- The visit directly supports curriculum work
- There is an opportunity to expand on sporting or adventurous pursuits
- There will be a link to Personal, Social and Health Education

Not all children in this school get a great experience or variety of visits to places of interest within the family and, for them, it is especially important to ensure that they are allowed to develop their knowledge and curiosity about the world around them.

In providing such opportunities we will also be developing greater independence and self reliance which will provide a sound basis for later life.

Aims

- To organise activities within the guidelines outlined in all the documents relating to the health and safety of all pupils and staff
- To support curriculum work in school
- To broaden the experience of pupils and allow them to explore an ever wider world
- To increase independence by allowing the pupils more opportunity to be responsible for themselves and their possessions
- To ensure all staff involved in supervision of the activity have the necessary experience and qualifications to carry out their duties effectively

Content

In a typical year every pupil will have the opportunity to take part in at least one visit which is within Sunderland but not in the immediate environment of the school and at least one other trip elsewhere in the North East of England.

In addition pupils in Years 5 and Year 6 will have a residential opportunity. In Year 5, children will be given the chance to go to Derwent Hill for a number of nights and Year 6 will have the opportunity to take part in a city break. This will be to take part in a wide range of adventurous activities.

Planning an Educational Visit

Staff planning a visit should:

- Decide on where and when they would like to go out and confirm the suitability of this with the Deputy Head (DH) who is the Educational Visits Co-ordinator (EVC) before booking anything else.
- Consider any risks involved in the trip to make sure it is appropriate.
- Work out approximate costs including both entry fees and bus costs and again discuss the price for the children with the Head or Deputy.
- Book the venue themselves and travel via the School Office.
- Prepare a letter to go out to the pupils and show this to the Year Group leader.
- With other staff prepare a risk assessment (RA) for the visit using generic forms and those personalised to the trip. Download any RA's provided by the venue. Ensure that these are seen and signed by all the responsible adults on the trip.
- Consider the health and safety of their pupils when planning activities.
- Depending on the nature of the visit, complete a Risk Assessment on Sunderland's Evolve website. This is passed to the EVC who forwards it to the Headteacher.
- Complete the checklist to confirm all the required elements are ready e.g. First Aid, Equipment, Staff Mobile Numbers, any extra information.
- Take time to consider what went well and what could be improved on for next year.
- Lessons learned will be shared with wider staff teams and the Board of governors.

Considerations

Post approval visit procedure

- Are there children for whom special arrangements should be made? Will this enable them to access some/all of the event? Do they need extra adult support?
- Which staff are responsible for the event (this may be all/any of the school staff but would not usually include a helper)?
- What will happen in the event that a key member of staff takes ill?
- Are there enough helpers?

- Walking around Sunderland minimum 3 adults per class (more if a child has specific needs).
- Trips which are fully staffed at the venue may have a 1:15 ratio for the bus trip but should always have at least 2 adults.
- Non urban trips 1:8 (preferably also one car available)
- Residential opportunities 1:7 (one car available)
- Have all of the helpers who are going to be with the group got a CRB/DBS clearance?
- If any private transport is used, is it insured for business use?

The relevant risk assessment will include procedural information about the day of the visit itself, along with emergency procedures.

Evolve

For visits identified as needing approval from the Authority we use Sunderland's Evolve system, run by Derwent Hill. This includes residential visits, inside and outside of the UK, visits involving water or other adventurous activities, farms or theme parks. For other visits, staff are to complete a school risk assessment form and pass to the EVC for signing.

Visit Leaders

A mobile phone must be taken on the visit to ensure that staff can be contacted by school and vice versa in the case of an emergency. They are responsible for following appropriate and correct procedures in the event of an incident, accident or emergency.

Parent/Carer Consent

A generic permission letter for parents to sign is completed at the start of the academic year for local area visits within school time. For other visits, a letter must be sent to parents requesting permission. Details and the purpose of the visit should be explained to parents.

Links to SEN, Equality of Opportunity and Disability Discrimination

All children should have an equal opportunity to take part in the programme although in certain circumstances this may have to be amended to fit in with the specific needs of the child.

For trips with limited numbers the procedure for gaining a place should be clearly stated, fair and transparent.

Payment

No child will be debarred from any trip in school time because a parent has not made a contribution to that event. On many occasions a request will be made for a voluntary payment because, without this parental support, the budget would not be able to fund the range of activities we would wish to offer.

For residential events there will be a need to ask for payment although any parent who feels that they cannot afford for their child to take part may ask for support and the school will try to make as much available as possible.

Please refer to Barnes Junior School's Charging and Remissions Policy for further information.

School lunches

The school kitchen will provide packed lunches as required for children who receive Free School Meals.

Conclusion

It is important that all children have an opportunity to expand their experiences and this is a priority of the school. Every effort will be made to ensure that a wide variety of opportunity is offered.

MONITORING AND EVALUATION:

This policy will be reviewed annually by the Deputy Headteacher. Any alterations that come from this review will be discussed with the Head teacher and ratified by teaching staff and appropriate governing body sub- committee.

Presented to Governors on.....13.2.17.....
Chair of Governors.....P Forster.....Date:..13.2.17.....
Presented to staff on.....14.2.17.....

