

# **Broad Chalke CE VA Primary School**

## **Educational Visits and Activities Policy**

Mission Statement: With the love of God we learn, care, grow and share

### **1 Introduction**

- 1.1 All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, social, mental and physical development, and prepares them for the opportunities and experiences of adult life. All educational visits and activities support and enrich the work we do in school. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.
- 1.2 In our school we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes.

### **2 Organisation and Risk Assessments**

- 2.1 The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition, teachers organise the corresponding programme of visits and activities that support the children's learning. We sometimes plan other activities as the school year progresses, and inform parents of these in due course.
- 2.2 Visits and activities usually take place within the school day, and the Headteacher approves all such visits in advance. Category A visits are low risk and the Class Teacher prepares a risk assessment. Category B visits are of a higher risk e.g. involving water. For a Category B visit we use the 'Evolve' online risk assessment procedure. In both cases the Risk Assessment must be seen and checked by the Headteacher. We follow the LA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive permission the child will be unable to participate.
- 2.3 At the end of the visit the person responsible for organising the visit will evaluate the visit with a simple smiley face sign on the risk assessment if all went to plan or they will note any incidents to inform future planning. This enables the Headteacher to monitor educational visits for offsite activities.

### **3 Charging for school activities**

- 3.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum and any contribution is made on a voluntary basis. This will always be made clear on the permission letter. However, there are some circumstances when the school can make a charge and these are outlined in our Charges and Remissions Policy. A copy of this is available on the school website. Class teachers will work out the cost of the trip and, if necessary, ask the Headteacher to contact FOBS for a subsidy to make the parental contribution more affordable.

### **4 CRB / DBS Checks**

- 4.1 There are a number of people who visit the school to support our work. Where the visitors are responsible for a group of children, without a member of staff being present, they must produce a valid DBS certificate. All regular visitors e.g. sports coaches will have to apply for a new DBS certificate and their name will appear on our Single Central Register. Other visitors e.g. grandparents or a member of the local community making a one off visit will not be left in sole charge of the children and will not need to produce a DBS certificate. Volunteers on school trips must hold a DBS certificate and be on our Single Central Register if they are supervising a group and are NOT under the direct supervision of a member of staff i.e. unsupervised access.

**4.2** This is a list of possible visits and activities:

- literacy – theatre visits, visits by authors, poets and theatre groups;
- science – use of the grounds, visits to nature reserves and science museums;
- maths – use of shape and number trails in the local environment;
- history – castle visits, study of local housing patterns, local museums;
- geography – use of the locality for fieldwork, village trails;
- art and design – art gallery visits, use of the locality;
- PE – sporting fixtures, extra-curricular activities, visits by coaches;
- music – specialist music teaching, extra-curricular activities, concerts;
- design and technology – visits to science museums;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local places of worship, visits by local clergy.

**4.3** We occasionally have visits from our neighbourhood police or fire officers and health workers. These visits support the personal, social and health education of our children. A member of the local clergy takes collective worship on a weekly basis. Other visitors may also lead collective worship.

## **5 Residential activities**

Children in Year 5 and 6 have the opportunity to take part in a residential visit annually. This activity is in term time and linked to the National Curriculum. There will be a charge for cost of travel, board and lodging and insurance. Parents in receipt of state benefits as outlined in our Charging and Remissions Policy are exempt from payment. We may be able to point parents towards charitable sources who may be able to help towards the cost of trips. Some residential visits, e.g. The Beacon, enable children to take part in outdoor and adventure activities as part of their PE work. All specialist activities are undertaken with qualified instructors.

Other residential visits, e.g. Bristol, enable our children to experience a multi-cultural setting and city life.

## **6 Transport by Parents' cars or by buses and coaches**

Where parents are volunteer drivers we ask that they complete a form once a year verifying that their documentation is valid and that their insurance covers school trips. We only hire those companies whose coaches have seat belts. We instruct all children travelling by coach or minibus to wear a seat belt.

## **7 Ratios**

In the Foundation Stage the ratio of adults to children is 1:5 or less. In KS1 and up to Year 3 it is 1:6 and in KS2 Y4-Y6 it is 1:8 or 2:15.

If a teacher is taking a small group of pupils out of school e.g. a sports team, they need to have another adult with them in case of emergency.

**Ratified by FGB: January 2014**

**Reviewed: Spring 2017**

**Next review due: January 2020**

Policies to be read in conjunction with this policy: Health and Safety; PE Policy; Child Protection Policy; Single Equality Policy; Charging and Remissions Policy