

# Hill View Infant Academy

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## **Educational Visits and Activities Policy**

Person responsible: Mrs T Crompton

Date: July 2018

Review Date: July 2020

## Introduction

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

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. The School recognises the right of participation of pupils with disabilities on school visits and makes special arrangements and puts procedures in place to support them as appropriate. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

## Organisation

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 agree the corresponding programme of visits and activities in advance of each academic year. With a creative curriculum in place, at times a topic may develop that leads teachers to book visits and activities outside of the yearly plan. These are agreed by the head teacher and are usually linked to children's interests.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each school year in our School Calendar. We plan other activities as the school year progresses, and inform parents of these in due course.

Visits and activities usually take place within the school day. 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. CA First Aider always accompanies the children on the visit and the visit leader always takes a school mobile telephone. If we do not receive this written permission, the child will be unable to participate.

We ensure we have at **least the adult/child ratio of 1:8 for year 1 and 2, 1:4 for reception and 1:2 for nursery for any offsite visit**. Some children may require 1 to 1 support. This is outlined in Risk Assessment prior to the visit taking place.

Following a visit we would complete an evaluation of the visit and any identified incidents would be actioned.

Visits fall into three categories and the requirements of these visits are as follows:

Category	Definition	Requirement for notification & approval
Category 1	Straightforward routine visits defined as Category 1 in a written policy by the school or service concerned, covered by: <ul style="list-style-type: none"><li>• a generic risk assessment, regularly</li></ul>	Evolve may be used but is not required. Must be authorised by the Headteacher / Manager

	reviewed <ul style="list-style-type: none"> <li>• blanket letter informing parent/carer and sometimes consent</li> <li>• school/service operating procedures</li> </ul>	
Category 2	Visits requiring enhanced planning with event specific risk assessment, including: <ul style="list-style-type: none"> <li>• All residential visits not in Category 3</li> <li>• Non-residential visits not in Categories 1 or 3</li> </ul>	Must be authorised by the Headteacher / Manager, using Evolve This provides automatic notification to the Council of the visit.
Category 3	Higher risk visits, defined as: <ul style="list-style-type: none"> <li>• Visits outside the UK</li> <li>• Visits which include adventure activities</li> <li>• Visits to remote or hazardous locations</li> </ul>	Must be authorised by the Headteacher / Manager using Evolve at least four weeks before the visit, and then approved by the Council.

The requirement for Category 3 visits to be authorised by Headteachers / Managers at least four weeks prior to the visit, is to provide time for any issues arising to be dealt with to allow Council approval to be given. For more complex visits, more time should be allowed.

The school takes out annual 'All Risks' insurance cover through the local authority, which covers external visits. Additional insurance cover may be required if the visit is outside of the UK.

### **Charging for school activities**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office or the school website. The school subsidises all school visits and asks parents to make a contribution towards the cost. Parents who are unable to make a contribution may wish to speak confidentially to the Head Teacher. Some children receive pupil premium funding which helps towards their trips. This is outlined in the pupil premium policy and statement, both of which can be obtained from the school office or on our website.

### **Curriculum links**

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LA:

- English – theatre visits, visits by authors, and theatre groups;
- Science – use of the school grounds, visits to Butterfly World, Zoolab visits, Hall Hill farm; scientist visits, planetarium company.
- Mathematics – use of shape and number trails in the local environment.

- History – study of local housing patterns, Beamish museum, Hartlepool Historic Quay, Captain Cook museum; Sunderland winter gardens.
- Geography – use of the locality for fieldwork; beach trips.
- Art and design – use of the locality;
- PE – extra-curricular activities, visits by specialist coaches, after school PE clubs; Sunderland dance (Empire Theatre), Sunderland climbing wall,
- Music – specialist music teaching, extra-curricular activities, concerts for parents to hear, visits to residential homes to perform;
- ICT – its use in local shops/libraries/
- RE – visits to local centres of worship – St Aidan’s church and Bethany Christian Centre, visits by local clergy, Sikh temple.

We also have regular visits from our neighbourhood police officer and health workers. These visits support the personal, social and health education of our children. Local religious leaders also take assemblies in the course of the school year. We do this with the full agreement of the governing body.

### **Travelling**

We only hire those companies whose coaches have individual seat belts (lap straps). We ensure all children travelling by coach or minibus wear a seat belt.

We have insurance for children leaving the school premises, though this does not cover loss of personal property.

### **Conclusion**

Out of school visits enable children to appreciate their surroundings and gain a better idea of the communities and the world around them, and their part in them. This is to help prepare them socially and intellectually for citizenship in adult life. All pupils regardless of their limitations or disabilities, with careful planning and preparation, can attain this.

Above all, visits should be enjoyable and safe experiences for all concerned.

**Named person responsible: Mrs Tammy Crompton**

**Date: September 2017**

**Review: November 2019**

## GUIDANCE FOR OFF-SITE VISITS

Hill View Infant School recognizes that the management of pupils beyond the confines of the school boundaries requires a higher level of management skill and experience than that generally required in the classroom and has adopted and follows the Policy and Guidance provided by Sunderland LEA (see documentation).

### Rationale

Hill View Infant School acknowledges the importance of visits out of school both for the children's educational and social development. By school visits we mean all excursions from the school grounds by individuals, groups or classes of children, either on foot or using transport. The School recognises the right of participation of pupils with disabilities on school visits and makes special arrangements and puts procedures in place to support them as appropriate.

### Purposes

- To relate visits to the curriculum being studied.
- To give children first hand experience of places/times/subjects/environments that they are studying.
- To give children an opportunity to use skills, which have been developed at school e.g. observing, recording information.

### Broad guidelines

1. When a class visit has been decided upon a risk assessment form should be completed and returned to the Educational Visits Co-ordinator (EVC) for approval using EVOLVE. If approved it will be signed by both the Head Teacher and the EVC and then submitted to Derwent Hill.
2. There should be a designated teacher in charge who should liaise with the EVC to ensure an activity/site specific risk assessment has been carried out.
3. Following the information detailed in the school visits procedures will aid the planning of your visit. Information/support can now be accessed on line @ [derwenthill.co.uk](http://derwenthill.co.uk). (Speak to EVC re: password)
4. Visits should be booked **at least one month in advance** as the school kitchen must be informed if the children do not require a cooked lunch.
5. It is the responsibility of all the teaching staff taking part in the visit to make all of the necessary arrangements, which will be monitored the by the EVC, including ratios and correct numbers of adults, ensuring 1-1 is provided for named children and ensuring the itinerary is written and followed.
6. If transport is required please give all the relevant details to the school admin one month in advance.
7. All monies collected to be sent to the school office where a record of payment will be recorded.

8. When all details are confirmed a letter must be sent informing parents of the visit, outlining the itinerary and requesting permission. All permission slips must be returned to enable a child to take part in the visit.
9. The adults ratio on a visit needs to be at least  
**Years 1 & 2 – One adult to every eight pupils.**  
**Reception – One adult to every four pupils.**  
**Nursery – Each child to be accompanied by an adult or 1:2 ratio**  
  
**N.B – Children with Special Needs may require one to one support.**
10. Health and safety guidelines must be adhered to (a copy of LA guidance on off site visits is available in the staff room) a simple health and safety checklist is available to ensure those needs are met (see EVC file in DH room). As a basic guide a mobile phone and a first aid kit must be taken on all visits. All accidents/incidents must be recorded/reported and reviewed to inform future visits. Accident forms to be taken on visit and filled in by First Aider. (Evaluation sheet in EVC file.) A first aider must be present on all out of school trips/visits.
11. All staff involved must be aware of the school's policy on Child Protection/Safeguarding and follow all procedures. This includes use of mobile phones for staff members and visitors. This policy should be read in conjunction with the school's Mobile Device Policy and Protocol. The visit leader and all staff members must ensure that volunteers including parents present on the school trip do not use their mobile phones while in the presence of children and that at no point photographs are taken using personal mobile devices.
12. Staff should take, and use school mobile phones in case of emergency or any need to contact school.
13. Any child with a medical problem needs to be identified and all adults informed. Care plans will be taken on the visit. Any child needing medication will have it administered by a trained person. All medication will be taken by the class teacher and carried at all times on their person.  
**NB** No medication other than that prescribed by a doctor will be given. (See Medication Policy)
14. All accompanying volunteers will discuss the risk assessment at a meeting prior to the visit, the visit leader will outline roles and expectations. As part of this volunteers will be asked to not use their mobile phones whilst in the company of children. These must be switched off or on silent. No digital images should be taken by volunteers on their own personal devices.  
**(See volunteer policy and mobile device policy/protocol)**  
**NB No volunteer will be allowed to go anywhere unaccompanied with a child/children.**
15. The EVC has responsibility for the co-ordination of all off site visits and will liaise closely with the Head Teacher, Governors, LEA Outdoor Education Adviser, staff and volunteers in a bid to develop access to a range of safe and unique experiences outside of the classroom for children. (Subject co-coordinators to hold list of possible visits/venues that enrich children's experiences of their subject).

## **HILL VIEW INFANT SCHOOL - OFF-SITE VISITS VOLUNTEER AGREEMENT**

School trips are an integral part of learning at our school and afford many children opportunities, which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

### **Role of the Volunteer Helper**

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

### **Working alongside school staff**

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

### **What is not permitted**

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to take children to the toilet.
- Volunteers are not allowed to take their group of children off on their own.

## **First Aid**

On the school visit, there will be qualified First Aiders.

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, a trained member of staff will do this unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and First Aid bags will be carried by staff.

## **Emergencies**

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the volunteer Policy

I have attended the meeting with the teacher in charge of the visit and viewed the risk assessment

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

I will treat any information I may hear about children as confidential and will not discuss it out of school. If the conversation is of a safeguarding nature I will follow school safeguarding procedures and inform a member of staff/ DSL's.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_