

RAMSEY MANOR LOWER SCHOOL
EDUCATIONAL VISITS AND JOURNEYS POLICY

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.

Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

STATUS: OTHER

DATE ADOPTED: January 2008

Policy agreed by staff: RS date: March 2018

Policy agreed by Governors: JS date: March 2018

Date of next review: March 2023

STAFF RESPONSIBLE: Alex Freaks, Headteacher

INTRODUCTION

At Ramsey Manor Lower School we aim to enhance the first-hand experiences of all children by providing opportunities for day and residential visits. These support the social, moral, physical and academic needs of the children. All visits will be well planned, organised and worthwhile, with clear links to the National Curriculum. The visits will not be taken in isolation and will either be a stimulus, or consolidate work already covered. At all times the safety and welfare of the children will be paramount, and any arrangements made should take this into account. The Headteacher bears ultimate responsibility for any visit, so all staff will liaise with the Headteacher concerning the arrangements, and follow the guidelines of this policy.

AIMS AND OBJECTIVES

Visits, both day and residential, are an integral part of life at Ramsey Manor. They serve to provide experiences that will aid the acquisition of new skills and attitudes, and a better understanding of the wider world.

Visits aim to:

- provide first-hand experience
- support class lessons
- foster a concerned awareness and sensitivity about the environment
- develop co-operation
- enhance personal and social development
- maximise every child's potential through a variety of learning experiences
- develop skills of observation, research and recording
- show that life outdoors can be a source of continuous enjoyment

PLANNING AND PREPARATION

Every aspect of planning for a visit is included in the Department for Education and Skills' good practice guide for Health and Safety of Pupils on Education Visits, and should be adhered to. The Educational Visits Co-ordinator (EVC), has a copy of this guidance and has also undergone training as part of the Central Bedfordshire Council EVOLVE (see link <https://evolve.edufocus.co.uk/>)

Each visit, be it day or residential, needs rigorous planning, including a preliminary visit.

To summarise:

- Any visit, even a local walk, needs the approval of the Headteacher.
- Any visit which includes overnight stays needs approval from the Governing Body and Local Education Authority Visits Co-ordinator. The Headteacher will arrange for this to be completed.
- All visits will involve consideration of any dangers or difficulties (risks). A formal assessment should be made with the aim of preventing/reducing risks.
- Each leader will carry out a risk assessment, record it and provide the Headteacher and all accompanying staff with a copy.

HEALTH AND SAFETY

It is essential that the health and safety of all children be of paramount importance during all visits. When in loco parentis all teachers must take the same care that a reasonably prudent and careful parent would take in the same circumstances.

Any staff taking part must have the confidence of the Headteacher and Governing Body. The lead member of staff must appoint a deputy. Volunteer helpers need to CRB checked if they are to be left in sole charge of pupils or if the trip is residential. The group leader should ensure that they are well informed and prepared for the visit.

We follow Central Bedfordshire Council and the Department for Education and Skills' guidelines for levels of supervision taking into account the level of risk associated with the activity. There must always be enough supervisors to cope effectively with an emergency, i.e. there is still adequate coverage where an adult is dealing with a sick/injured child. Supervision levels should be set according to the risk involved but also following the stated ratios.

A mobile phone will be taken on all visits. Any delay in return times should be communicated to the Headteacher and/or School office, and parents will be informed by a notice or via the emergency/contact tree in the case of residential visits. Each leader and accompanying staff should be aware of the procedures, regarding emergencies, as detailed in Central Bedfordshire Council's guidelines.

FIRST AID

A qualified First Aider must accompany every educational trip. All staff involved in visits should be aware of any medical issues regarding the children. This information is given in a medical form. Medicines relating to particular children and information regarding administration should be given to the designated member of staff. Asthmatic children should carry their own inhalers as appropriate (a spare being carried by staff).

For day visits a first aid kit will be made available, and a more comprehensive kit will be used on residential visits. The School office will ensure these are complete.

Any accident must be recorded in the School Accident Book, and any other health issues related to the parents.

LIAISON WITH PARENTS

It is imperative that parents are given full and complete written details regarding the organisation of any visit off the School site. For local School outings within the village, a letter will be sent to parents each year. For other visits, including residential, the letter will be pertinent to that visit. Copies of such letters should be given to the School Office. Teachers should complete an online EVOLVE proforma

Residential visits involve a parent/teacher meeting where information is reiterated and emergency procedures explained. A Parental Consent Form should be completed for each pupil.

FINANCIAL AND CHARGING ARRANGEMENTS

The School Finance Manager or Office Manager keep official and separate accounts for all costs and payments. Residential visit payments can be staggered but paid in advance.

On residential visits there may be a non-refundable deposit and details of this will be given with the payment advice. All payments will have a receipt issued by the School Finance Manager or Office Manager, Costs itemised for a visit are: transport, entrance fees for all involved and in the case of residential visits, extra staffing/supply cover, board and lodgings, materials, hire of equipment, any additional insurance or charges for activities. Parents, wherever possible, are given details of the cost of a residential trip at least three months beforehand.

When organising school trips or visits which enhance the curriculum and educational experience of the children parents are invited to contribute to the cost of these. All contributions are voluntary, but if we do not receive sufficient voluntary contributions, we may cancel the trip (see School Charging and Remissions Policy).

If a parent wishes their child to take part in a school day trip, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip as long as parental consent is given. For residential trips the governors will make every effort to financially support a child's participation in a visit, where parents are undergoing financial difficulty. Parents can discuss any difficulties in confidence with the Headteacher who will assess the situation in line with the Charging and Remissions Policy.

TRANSPORT

The School Finance Manager or Office Manager will arrange for an appropriate coach company for day visits; residential visits may be booked by the leaders involved, or the tour operator. All children will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Children should be made aware of basic safety rules for travel. Children should not sit in the two front rows of the coach, or in the middle, back row seat. Adults should be seated throughout the coach.

INSURANCE

The county council arranges insurance for off site activities. A copy of this is available in the school office.

EQUAL OPPORTUNITIES

Every effort will be made to ensure that School journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

PUPILS WITH SPECIAL EDUCATIONAL AND MEDICAL NEEDS

Wherever it is feasible, pupils with special needs should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations are to be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios. Each leader, for information, should hold summary sheets containing details of the child/children's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the teacher.

EVALUATION AND REPORTING

An evaluation of each visit should be made within a reasonable time, e.g. one month, and discussed with the teachers/adults concerned. After consultation any issues should be addressed, resolved and noted. Children can also be involved in this process.

A verbal report on a day visit should be given to the Headteacher and a written report for a residential visit. Any appropriate letter of thanks should be written

and sent. Accounts should be checked, finalised and closed.

MANAGEMENT AND DEVELOPMENT

It is the Headteacher's responsibility to:

- Update, communicate and discuss School policy in relation to trips/visits
- Provide support, along side the EVC, for staff planning and organising trips
- Advise and liaise on current Department for Education and Skills' guidelines, especially Health and Safety issues
- Monitor the work carried out during and as a result of the visits
- Oversee the balance of visits within a year group, and in a child's time at Ramsey Manor.

The guidance provided in this document, and Central Bedfordshire Council and The Department for Education and Skills' guidelines ensures that due care is taken over the health and safety of all young people, teachers, and other adults taking part.

LINKS TO OTHER POLICIES AND DOCUMENTS

Special Educational Needs Policy
Equal Opportunities Policy
Inclusion Policy
Health and Safety Policy