



OAKWORTH PRIMARY SCHOOL

“committed to the safety and welfare of its pupils”

EDUCATIONAL VISITS POLICY

The school has formally adopted, through its Governing Body, the 'Bradford Guidelines For Off Site Visits And Activities'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

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.

Each year the school 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. We believe that these activities are an essential part of our curriculum.

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
- Regular nearby visits
- Day visits for particular year groups
- Residential Visits
- Adventure Activities, which might be classed as higher risk

Approval Procedure and Consent

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher except for residential and adventure holidays which must be approved by the Governing Body.

Before a visit is advertised to parents/carers the Headteacher, the EVC and, where appropriate, the Governing Body 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. All payments for the visit will be made through the school's accounts.

For out of hours clubs, school teams and nearby visits parents/carers will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents/carers will be given the timetable for the activities that pupils are involved in and will be informed [by letter/phone call/text/through their son/daughter] if an activity has to be cancelled.

For any visit lasting a day or more parents/carers 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/carers' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents/carers 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 a separate policy for 'Charging and Remissions' which applies to all educational visits.

How to arrange a visit

Please remember that any visit is likely to affect school meals, playtime supervision, office staff, school times and the Base Staff.

The visit should be planned when medium term planning and discussed with the Base Co-ordinator and preliminary plans prepared. At this stage the Headteacher should be informed.

Following approval to go ahead, the following conditions apply:

- At least ONE member of staff involved should have a good knowledge of the area and place to be visited. Preliminary visits by all staff involved are strongly recommended. It is important for staff to know where the toilets are, the nearest telephone, the layout of the buildings etc. At this stage a risk assessment should be completed.
- A detailed plan of the visit should be made. This should include all relevant details including dates, times, staff involved, pastoral groups, proposed method of travel, costs, insurance, meals and details of the place to be visited.
- The Head teacher should receive all the above details and will meet with the member of staff prior to approval being given. Letters may then be sent to parents/carers.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. The Headteacher will decide on appropriate staffing for each visit.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The school does not support additional people accompanying educational visits who are not pupils at the school or 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.

Children travelling in staff cars

No child should travel in staff cars without permission from the Headteacher. The Headteacher will need to be satisfied that the driver has a clean licence and comprehensive insurance cover which includes cover for transporting children in the course of the teacher's duty.



Teachers who are given permission to transport children should observe the following:

- Children should travel in the rear seats only, restrained by seat belts.
- Parents/carers should be informed if the proposed travel is known in advance - emergency situations are excluded.
- Maximum number of children will depend on the cars seating capacity - normally 3 maximum.

Mini-Bus Travel

There are very specific rules which apply to schools using mini-buses. Please check with the Headteacher before any arrangements are made.

The Visit

Always ensure that the following things are taken on a visit

- 1 First Aid Kit. The box for visits is kept in the staff room. Check the contents with a First Aider before travel.
- 2 Bucket or strong bags for travel-sick children.
- 3 Cash for emergencies.
- 4 Admission fees.
- 5 Class list - this can be provided by the administrator.
- 6 School telephone number.

The following should be adhered:

- Children should not be given travel pills under any circumstances.
- Teachers should frequently check and re-check numbers.
- Children should not go into public toilets on their own.
- A strong swimmer should always be present when the visit is near water.
- Teachers should be confident that any child in their care knows what to do if they should get lost. Remind children of "stranger danger". This is an important part of the preparation for any visit. Children should not be given visible labels bearing their names as the good intention here may, in fact, lead an unsuspecting child into danger.
- Teachers are expected to supervise the children at all times. Teachers should not smoke or drink alcohol whilst supervising children.

Return from visit

Check that children have not left any belongings behind. Inform Headteacher of your return.

Emergency Procedures

The Headteacher is the emergency school contact for each visit. All major incidents should immediately be relayed to her, 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 emergency school contact, including the home contact details of parents/carers/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the Bradford Emergency Procedure. All incidents and accidents occurring on a visit will be reported back through the school systems. The school will have emergency funding available to support the Group Leader in an emergency.



Evaluation

All visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be made available for the Governing Body.

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 is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

This policy will be reviewed every three years, or earlier if necessary:

A handwritten signature in black ink, appearing to be 'A. J. G.', is written over a horizontal line.

Signed

Chair of Governors

Dated 21.11.2018