

# Marlfields Nursery & Primary School

## Educational Visits and Activities Policy

### 1 Introduction

- 1.1 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.
- 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. 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.

### 2 Organisation

- 2.1 The National Curriculum and Early Learning Goals define what we teach the children in school. This is the basis for each class's programme of learning for each school year.
- 2.2 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We plan other activities as the school year progresses, and inform parents of these in due course.
- 2.3 Visits and activities usually take place within the school day. We follow the LEA's guidelines relating to health and safety. At the beginning of each academic year 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 this written permission, the child will be unable to participate.

### 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 but we do request a voluntary contribution. 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.

### 4 Curriculum links

- 4.1 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.
- 4.2 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 LEA:
  - English - theatre visits, visits by authors, poets and theatre groups;
  - science - use of the school grounds, visits to gardens, Science museum;

- mathematics - use of shape and number trails in the local environment;
- history - castle visits, study of local housing patterns, local sites of historical interest, local museum;
- geography - use of the locality for fieldwork, village trails;
- art and design - art gallery visits, use of the locality, Tattenhall Centre;
- PE - range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- music - range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- design and technology - visits to local factories/design centres;
- ICT - its use in local shops/libraries/secondary schools etc;
- RE - visits to local centres of worship, visits by local clergy.

.3 We also have regular visits from our local fire officers and health workers. These visits support the personal, social and health education of our children. Local clergy take assemblies on a regular basis.

## 5 Residential activities

.1 Children in Year 6 and class 7 have the opportunity to take part in an annual residential visit. Other classes may go if the class teacher deems appropriate. These activities are linked to the National Curriculum, so we do not make any charge for the education. We do, however, make a charge for board and lodging, insurance, specialist instruction for certain activities and transport.

5.2 The Y6 residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LEA. This also applies to any visit that involves water. All specialist activities are undertaken with qualified instructors.

## 6 Links with other Policies/Documentation

Equal Opportunities Policy  
Charging & Remission Policy  
Planning Checklist

Health & Safety  
Advice to GB on EV  
Application for the approval of EVs

## 7 Evaluation & Review

Approved September 2008

Signed \_\_\_\_\_ (Chair of Govs)

Review September 2010

## Educational Visits and Activities appendix

### 1. Responsibilities

#### a) **Governors**

- Assess proposals for certain types of visit
- Provide emergency telephone contact for the duration of the visit where necessary
- Ensure that training needs have been addressed
- Maintain appropriate insurance cover
- Have procedures in place to monitor and review safety during off site activities
- Ensure that the visit has a specific and stated objective
- Ensure that the EVC/Group Leader shows how his/her plans comply with regulations and guidelines, and completes an evaluation form after the visit.
- Ensure that they are informed about less routine visits well in advance
- Assess proposals for certain types of visit, (e.g. for overnight stays or visits outside the U.K.) and, if appropriate, submit these to the LEA for notification or approval

#### b) **The Headteacher/Educational Visits co-ordinator**

Headteachers/EVCs should ensure that:

- (i) visits comply with regulations and guidelines
- (ii) the group leader is competent to monitor the risks throughout the visit
- (iii) they are clear about their own role, if taking part in the visit as a group member/supervisor.

They should also ensure that:

- adequate Child Protection procedures are in place
- all necessary actions have been completed before the visit takes place, and appropriate safety measure are in place
- training needs have been assessed by a competent person, and the needs of staff and pupils have been considered
- the group leader has experience in supervising the age groups
- the group leader (or another teacher) is competent to instruct in the activity, and is familiar with the location/centre
- group leaders are given sufficient time to organise the visit properly
- the parent helpers are vetted for their suitability
- the supervisor - pupil ratio is appropriate
- parents have signed consent forms (where appropriate)
- arrangements have been made for the medical and special educational needs of all pupils
- adequate first aid provision will be available
- the mode of transport is appropriate
- travel time, pick up and drop off points are known
- there is adequate and relevant insurance cover
- they have the address and phone number of the venue, and a contact name
- a school contact has been nominated with details given to the group leader
- the group leader, supervisors and school contact all have a copy of the emergency procedures, the names of everyone in the group, and contact details of the next of kin
- there is a contingency plan for any delays, including a late return home.

#### c) **The Group Leader/Teacher**

S/he should:

- obtain the Headteacher's/EVCs prior agreement for the visit and complete the Risk Assessment
- follow the health and safety regulations, guidelines and policies
- appoint a deputy
- clearly define each group's supervisor
- be able to control and lead pupils of the relevant age group
- be suitably competent to instruct pupils in an activity and be familiar with the location/centre
- be aware of child protection issues
- ensure that adequate first aid provision will be available
- undertake planning and preparation for the visit, including briefing group members and parents
- review visits/activities and advise the Head where adjustments may be necessary
- ensure that teachers/supervisors are aware of what the visit involves
- have enough information to assess the suitability of pupils proposed for the visit
- ensure an appropriate pupil/supervisor ratio
- consider stopping the visit if the risk is unacceptable, and have procedures in place for this
- ensure that supervisors have details of the school contact, and that they and the contact have a copy of the emergency procedures
- ensure that supervisors have details of pupil medical or special educational needs
- carry a mobile phone

#### **d) The Role of Teachers**

Teachers on school led visits act as employees of the LEA or Governing Body, whether the visit takes place within or outside normal school hours. They must do their best to ensure the health and safety of everyone in the group, follow the instructions of the group leader, and help with control and discipline. They should also consider stopping the visit/activity (notifying the group leader) if they consider the risk is unacceptable.

#### **e) The role of Adult Volunteers**

Non-teacher adults should be clear about their roles and responsibilities. Those acting as supervisors must:

- do their best to ensure the health and safety of everyone in the group
- not be left in sole charge of pupils (unless previously agreed)
- follow the instructions of the group leader and teacher supervisors, and help with control and discipline
- speak to the group leader/supervisors if concerned about the health and safety of pupils at any time during the visit
- follow the school guidelines to adult helpers
- Complete the Drivers Transporting Children form if transporting children.

#### **f) The Responsibilities of Pupils**

The group leader must make it clear to pupils that they must:

- not take any unnecessary risks
- follow the instructions of the leader and any other supervisors (including those at the venue)
- dress and behave sensibly and responsibly
- if abroad, be sensitive to local codes and customs
- look out for anything, which might be a threat, and tell the group leader or supervisor about it. Pupils whose behaviour may be considered to be a danger (to themselves or the group) should not be allowed on the visit. If this occurs, the curricular aims of the visit should be fulfilled in other ways wherever possible.

## 2. Planning Visits

All visits, regardless of duration, must be authorised by the Headteacher/EVC, this must be done by completing a Risk Assessment. The Head/EVC will keep a copy.

## 3. Supervision

Cheshire's suggested ratios for local/whole day visits are as follows.

- One adult for every 4-5 pupils N-R
- One adult for every 6 pupils Years 1-3
- One adult for every 10-15 pupils years 4-6

Other key areas should be considered; Length of journey, Nature of the visit, Age and understanding of the pupils, Sex of the party.

For visits involving an overnight stay the minimum ratio is 1:10 subject to there being at least 2 staff. For mixed groups an adult member of each sex must be included.

Marlfields School policy is that the **minimum** ratio that be observed is **1 adult to 10 children at Key Stage 2 & 1 adult to 6 at Key Stage 1**.

This does **not** involve adults on the staff of the centre to be visited.

## 4. Preparing Pupils

Teachers should make it clear to pupils what they will need for any proposed visit, when they will go, and when they will return, what is expected of them in terms of clothing and behaviour.

## 5. Communicating with Parents

Parents should be informed of the details of the day to day visits by letter. Parental consent for visits within normal school hours will be obtained at the beginning of the school year.

Parental consent for residential visits is an additional requirement.

A meeting must always precede residential visits with parents to brief them on the proposed activities.

## 6. Transport

For all activities coaches/buses must be fitted with lap belts, and the policy of the school is one person to one seat.

Eating or drinking on the coach is forbidden

A head count should be taken when getting on and off the particular coach.

## 7. Insurance

The school currently insures both pupils and adults for off-site visits. However, outdoor activities sometimes carry greater risks. The implications for insurance of said risks must be checked with the Head/EVC in advance of the proposed visit.

## 8. Emergency Procedures

When parties are taken on a visit organised entirely by the school itself, such as a residential visit to Llangollen, then plans must be made to deal with emergencies. A supply of first aid equipment must be taken, and it must be decided which member of staff will administer first aid, and take decisions if necessary. Naturally, any teacher with the party can give first aid that any parent would administer if circumstances require it. The address and telephone number of the nearest doctor and hospital must be obtained. A record of all pupil's home address and telephone number must also be taken, as must an up to date record of any allergies/medical conditions, and any medication required.

When parties travel by coach or ship, then first aid kits must be to hand, and if staying in a hotel or education centre, then reasonable facilities for dealing with emergencies can be expected. Nevertheless, the accompanying staff must always make enquiries over first aid provision, hospital treatment and fire escapes. The pupil's teachers must explain the latter clearly to pupils.

When an emergency does occur over a particular child the parents must be informed if possible, either directly or through the school contact at home. It is important that the Headteacher or school contact is also informed as soon as possible after the event of an emergency.

If for some reason the return to school is delayed, the Headteacher must be informed in order that parents awaiting children can be notified of the delay and the revised return time.

**MARLFIELDS NURSERY & PRIMARY SCHOOL**

**FORM EDUVISIT 1**

(TO BE COMPLETED BY THE HEADTEACHER FOR AUTHORISATION)

<b>DATE OF VISIT</b>		<b>GROUP LEADER</b>	
<b>DEPART</b>	<b>RETURN</b>	<b>TEACHERS :</b> <b>LSAs :</b> <b>ADULTS HELPERS :</b> <b>RATIO :</b>	
<b>CLASS / YEAR GROUP</b>		<b>NUMBER OF CHILDREN :</b> <b>SEN/MEDICAL NEEDS :</b>	
<b>FIRST AIDER :</b>			
<b>ADDRESS &amp; TELEPHONE NUMBER OF VENUE</b>			
<b>PURPOSE OF VISIT AND SPECIFIC EDUCATIONAL OBJECTIVES :</b>			
<b>BRIEF OUTLINE OF INTENDED ACTIVITY(IES)</b>			
<b>COST (INC. TRANSPORT) PER CHILD</b>			

The above visit is authorised by the Headteacher subject to full compliance with the School's Educational Visits Policy.

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

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

## EDUCATION VISITS - GUIDELINES FOR ADULT SUPERVISORS

Dear Helper,

Thank you for your support on today's visit. It would be very difficult indeed to staff such visits without your help and support. This is very much appreciated. In order to ensure an enjoyable and safe visit, please read the guidelines below:

- You will be given responsibility for a group of children. Please ensure they are within your sight at all times.
- Please insist upon high standards of behaviour and courtesy from the children - no less than the standards we expect in school.
- Please ensure you have a group register - check it periodically.
- Your own child may not be in your group
- Please ensure you are clear about today's planned programme - if not, ask the teacher in charge.
- If any problems should arise, do not hesitate to contact the teacher in charge.
- Please report all accidents no matter how insignificant to the teacher in charge.
- If a child goes missing, keep your group with you, and immediately contact the teacher in charge.