

ST ANNE'S PRIMARY SCHOOL DENTON

EDUCATIONAL VISITS AND ACTIVITIES POLICY 2.0

INTRODUCTION

At St Anne's we deliver a broad and balanced curriculum to all children regardless of social background, race, gender or ability. We believe that learning is an enjoyable, lifelong process through which everyone can achieve their potential and exceed their expectations. We challenge and support our students to do their very best by providing an extensive range of learning experiences beyond the statutory requirement.

An essential element of this commitment is to provide a wide range of educational visits to enhance all aspects of our curriculum. We are committed to inclusion and will include all students in our offsite activities wherever this is reasonably practicable.

This policy applies to all staff and volunteers involved in organising, running and assisting with offsite / educational visits from St Anne's Primary School.

To enrich the curriculum, we offer a range of educational visits and other activities to support and complement the teaching and learning in the classroom. When planning an activity that involves caving, climbing, trekking, skiing or watersports school will check that the provider currently holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Clarification of roles

The key roles with regard to visits at St Anne's Primary School relate to: The Governors; Headteacher; Educational Visit Coordinator and Visit Leader. The responsibilities of these roles are outlined in 'National Guidance' with a brief summary (including some specific local variations) below.

Governors / Management Board

In line with advice in 'National Guidance' the Governing Body will:

1. Adopt and periodically review this policy, as required.
2. Ensure there is a competent Educational Visit Coordinator (EVC) in place who meets the requirements outlined in 'National Guidance' and has completed EVC training and any updates as required.
3. Review the range of visits provided by the school on a yearly basis

Headteacher

The Headteacher will:

1. Appoint a competent Educational Visit Coordinator (EVC) who meets the requirements outlined in '**National Guidance**' and has completed EVC training and any updates as required.
2. Alongside the EVC, formally 'sign-off' all visits, using the submitted trip form, confirming competence of staff as required for the planned visit.

Educational Visits Co-ordinator (EVC)

The role of the EVC is summarised in National Guidance. The EVC has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to approval by the Headteacher or EVC (as outlined above).

Visit Leader

The role of the visit leader is summarised in 'National Guidance'. Visit leaders must ensure they have met all relevant requirements of the Leader's Checklist in National Guidance.

The Visit Leader has the overall responsibility for supervision and conduct of the Visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should be made.

All visits must be planned and recorded on the trip form at least two weeks prior to the trip's planned date.

Visits must not proceed without approval.

Visit Leader's should evaluate the visit following its completion. Outcomes from evaluations might include

- Amendments to risk assessment for future visits
- A decision not to use a venue again
- Cascading good practice to other staff
- Identifying training or support needs for staff
- Passing on issues and concerns to other staff / departments

Risk management

This is an important element of planning for visits. Visit leaders are normally responsible for assessing and managing the risks of visits they are planning – involving where possible / relevant other staff and the young people involved in the visit. Staff should follow advice on risk management included in Tameside's Local Authority Guidance as well as National Guidance. Training is also delivered yearly to all staff. Advice and support is available from the EVC and other experienced staff. ECTs will complete risk assessments with an experienced member of staff and accompanied by a member of SLT on their first trip.

Risk assessments must be completed on the school's set proforma and given to EVCs at least two weeks prior to the visit. They should then be reviewed the following day.

Generic risk assessments may be available for visits previously run in which case the visit leader is responsible for reviewing and modifying these as required, to allow for the specific circumstances of the visit. Significant factors (not already recorded on a generic RA form or within this policy) must be recorded via:

- A standard risk assessment form
- A supplementary note on the existing form
- For routine local visits, the lesson plan
- Or other suitable format agreed with EVC

Where external providers are used, they are responsible for risk assessing the activities they provide.

Evaluation of external providers and venues

Visit Leaders are responsible for ensuring that external providers and venues can meet the learning outcomes required for the group of pupils identified to attend and (where appropriate) they offer reasonable value for money.

Pre-visits should normally be made for new visits or if a venue has not been used in some time. In some cases (for low risk visits or if for some reason a pre-visit is not reasonably practicable) a preliminary visit may not be required. Staff should contact

the EVC for clarification. If for any reason a pre-visit is not possible the visit leader should research the venue carefully and contact staff who have been to the venue for advice.

Learning Outside the Classroom Quality Badge (LOtC Quality Badge), AALA assessment and Adventuremark

Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification of these systems should be necessary. The LOtC Quality Badge also covers learning quality.

The provider must have suitable Public Liability cover.

Parental consent

St Anne's Primary asks Parents/Guardians to complete annual consent forms covering local visits that require no transport, visits that have no voluntary contribution and visits that are within the school hours.

Specific consent forms are required for the following types of visit:

- Visits where a voluntary contribution is required
- Visits that are outside of school hours (8:50am-3:15pm)
- Residential Visits
- Adventure activities (including DofE activities)

Parents / guardians should be provided with information on visits in one or more of the following formats:

- Information letter to parents
- Parents' evening
- Termly newsletter
- School website
- Or in suitable circumstances, text message

Information to parents should remind them of the need to update any details that have changed since the beginning of the year.

'Checking out' and 'checking in' before, during and after a visit

1. Prior to departure the visit leader must provide the School Attendance Officer with a list of participants taking part in the visit.
2. The visit leader is responsible for ensuring that all participants are returned to school safely and either dismissed at the end of the day, or continue to subsequent lessons.
3. Pupils should not normally be dropped at locations other than school unless this has been approved in advance and agreed with parents.
4. For residential visits, the visit leader should confirm safe arrival/return by phone call or text message to the EVC/Headteacher.

Emergencies

All visit leaders must ensure that adequate arrangements are in place for first aid and emergency numbers are carried where appropriate. The school should be notified at the earliest opportunity in the event of an emergency.

In the event of an emergency, the school's critical incident team will assess and respond to the situation with support from Tameside Council if required.

Monitoring

The running of visits is an important professional role for all staff and monitoring the running of educational visits in the field may form part of the professional assessment of staff. This may be undertaken by the EVC or other senior staff.

Transport arrangements

Transport arrangements must be approved as part of the visit planning process

Coaches / Minibuses with drivers

Coaches and minibuses with drivers are booked via the school office to ensure they meet required standards and to obtain best value

Taxis

Taxis should be booked through the school office to ensure they meet required standards and to obtain best value

Volunteers

Visit leaders are responsible for briefing and supervising volunteers.

Visit leaders are responsible for ensuring that volunteer staff on visits:

- have clearly defined roles
- are clear about expectations of them

The school has a duty of care for all participants including volunteers and the visit leader should ensure this is considered as part of the planning and risk assessment.

Where appropriate the competence of volunteers should be verified by the EVC.

Behaviour

The school's Behaviour Policy applies off site as well as in school. Staff should apply the same behaviour management principles and pupils must understand that the same expectations apply.

Inclusion

Visits should be planned with a presumption of entitlement to participate, ensuring integration through participation with peers wherever possible. Accessibility should be ensured through direct or realistic adaptation or modification if required. Advice is available from the EVC where necessary.

Insurance

St Anne's Primary School currently buys into an annual policy with Thameside Council which provides personal insurance for all educational visits.

Finance

The Governors have approved a charging policy. (see separate policy)

Some visits are funded entirely by school. We currently fund the Year 6 trip to Safe Squad (formally Crucial Crew). Children are not excluded from visits if parents/carers are unable or unwilling to make a voluntary contribution.

ORGANISATION

We have a programme of visits to support the curriculum and enhance learning. The visits are reviewed annually.

Governors will be advised of visits based on the revised curriculum as they arise.

The majority of visits take place during the school day. We currently organise two residential trips. Year 5 children have a one night stay in Castleton and Year 6 children have a two night stay at Robinwood Activity centre.

WHOLE SCHOOL VISITS

Whole school visits to the theatre are organised approximately every two years. This depends on what shows etc are on at the theatres.

RESIDENTIAL VISITS

Local Authority (LA) guidelines are followed for residential visits. Written permission is obtained from parents/carers and all residential visits have to be approved by the Governing Body.

EDUCATIONAL VISITS/ACTIVITIES CO-ORDINATOR

The school's educational visits co-ordinator is currently Mrs S Potter.