

Hartford Infant and Preschool & Hartford Junior School



Educational Trips and Visits Policy

November 2023

Lead person: Mrs Rae Lee
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Aims

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.

At **Hartford Infant and Preschool & Hartford Junior 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 'learning outside the classroom' (LOTC), educational visits and other activities that add to and complement what they learn in school.

Hartford Infant and Preschool & Hartford Junior School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people. The school works within the requirements set out in Cambridgeshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oeapng.info/>). All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

Organisation

There is an Educational Visit Coordinator who is responsible for ensuring visits are approved as necessary and that all visits approved can be accommodated within the timetable. The EVC's have received relevant training in order to:

- grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable;
- check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA/MAT as required;
- ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance.

The EVC's will ensure that Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits. Visit Leaders will have over-all charge of the visits they lead, which will effectively be supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary. If we do not receive this written permission, the child will be unable to participate. At the discretion of the Visit Leader verbal permission may be granted. When joining the school, each parent is asked to sign a document giving permission for their child to take part in activities within the town during their time at the school.

Procedures

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from an EVC to plan a visit. Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. These visits (such as Grafham Water and Burwell House) must be logged on the EVOLVE system and will automatically pass such identified visits to the LA for approval. EVC's will also automatically be sent a copy for checking and approval that the planning and risk management for the visit follows employer policy and guidance. An EVC will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

Visits requiring LA approval should be submitted four working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

Parents shall be given notice as early as possible about the details of visits, especially when due to take place beyond usual school hours.

Charging for school activities

The EVC's and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449- 462 of the Education Act 1996 and detailed in the Charges for Off-Site Activity guidance document (published in 2012 by the Outdoor Education Advisers' Panel).

See Section 7, Learning Beyond The Classroom (LBTC) 2005. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, however, voluntary contributions will usually be asked for. There are some circumstances when the school can make a charge for certain activities. The governing body has a 'Charging and Remissions' policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

The Governing Body has agreed the wording of the statement, relating to charging and voluntary contributions, for both establishment approved visits and LA approved visits (see LBTC 2005 Section 9 point 52 on for explanation of visits types). This is included in letters to parents regarding educational visits and can be found in the 'Charging and Remissions' policy.

Curriculum links

All learning outside the classroom, educational visits and activities support and enrich the work we do inside the 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 range of learning activities, including visits by specialists, such as:

- English/Literacy theatre visits, visits by authors, poets and theatre groups;
- science - use of the school grounds, visits by speakers;
- mathematics - use of shape and number trails in the local environment;
- history - castle visits, study of local housing, local museums;
- geography - use of the locality for fieldwork, village trails;
- art and design - art gallery visits, use of the locality;
- PE - cluster and other sports activities, extra-curricular activities, visits by specialist coaches;
- music - range of specialist music teaching, extra-curricular activities, concerts for parents to attend;
- design and technology - visits to local factories/design centres/theme parks
- computing - their use in local shops/libraries/secondary schools etc;
- RE - visits to local centres of worship, visits by local clergy.

We may also have visits from our neighbourhood police officer and health workers. These visits support the personal, social and health education of our children.

Residential activities

At **Hartford Infant and Preschool & Hartford Junior School**, children in **Year 4** and **Year 6** can take part in residential visits. Parents / Carers are asked to voluntarily contribute towards travel, board and lodging, and specialist instruction. As a school, we do our best to ensure that finance is not a reason for children missing out on these opportunities. Parents in receipt of some state benefits will be offered help to meet these contributions.

The residential visits enable children to take part in outdoor activities and develop co-operation skills. We undertake these visits only with the permission of the Local Authority/Multi Academy Trust and follow the LA Guidance in the organisation of the visit. All specialist activities are undertaken with qualified instructors.

Risk Assessment

The school follows the guidelines on Risk Management in the LA Guidance. The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.

A risk assessment must be undertaken prior to all educational visits and off- site activities. It is the responsibility of the member of staff organising the visit or activity to complete the risk assessment, and this must be approved by an EVC. The risk assessment must include the SEN/medical needs of the specific group of children participating.

The school has a standard format for risk assessment. Risk assessments should be completed and handed in to the school office where it should be placed in the file in the main office. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

Pre-visits

To undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed considering current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit.

Ratio of adults to pupils

At **Hartford Infant and Preschool & Hartford Junior School** we follow LA Guidance on minimum adult/pupil ratios for day visits:

- Preschool - 1:4
- Year R - 1:6
- KS1 [Year 1 & 2] - 1:10
- KS1 [Year 3] - 1:10
- KS2 [Year 4/5/6] - 1:15

All visits will include at least one teacher. It must be stressed that these are minimum ratios and that visit organisers must consider the following factors when deciding on the final adult/child ratio:

- SEN and medical needs;
- type of activities to be undertaken;
- experience and competence of all adults accompanying the visit;
- duration of the visit;
- competence and behavioural history of the group of children.

We reserve the right to ask for Parents/Carers to accompany a child if an individual risk assessment is completed to ensure the safety of the child and their peers.

For residential trips the adult/pupil ratios will be enhanced.

Voluntary Help

At **Hartford Infant and Preschool & Hartford Junior School**, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.

Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visit organiser retains overall responsibility.

The school will appoint volunteer helpers as far in advance of the visit as practical.

The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.

The visit organiser is responsible for ensuring that each volunteer has the information they need, knows precisely what their role is and understands that they have a responsibility to carry out that role.

All volunteers accompanying a residential visit should obtain a DBS check. Only those who have received a DBS check will be allowed to spend any time on their own with a group of children. Volunteers without an enhanced DBS check must, when with children, remain in the company of another adult who does have one.

Transport

Parents will always be informed as to the type of transport being provided for an educational visit.

Coaches

Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. The visit organiser is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

Public transport

Public transport can also be used, including buses for local journeys, either as private hire or public use. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

Private cars

Teachers will only be allowed to use their private cars to transport children when they are accompanied by another approved adult and have business insurance. Parents will be allowed to transport their own children to and from trips and visits.

Travel time shall be taken into consideration by the Visit Leader when visits are planned. We will generally aim to plan visits with a maximum journey time of approx. 1 hour (less for younger children). However, on occasion, staff may feel that the educational value of a more distant location make a longer journey worthwhile. In such cases, more local destinations must first be ruled out.

Monitoring and Review

It is the responsibility of our governing body to monitor the effectiveness of this policy.
The governing body does this by:

- taking into serious consideration any complaints regarding educational visits from parents, staff or pupils;
- reviewing this policy regularly.

This policy should be read in conjunction with DfE guidance on educational visits, found at <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>