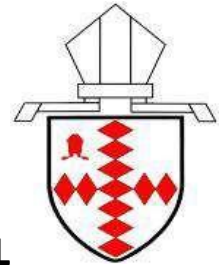




**St PAUL'S (C OF E) PRIMARY SCHOOL**



**Outdoor Education and Off – Site Education Visits Policy**

**Faith – Hope – Love**

**Reviewed                      September 2024**

**Next Review                 September 2025**

## Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum and this is part of our whole school curriculum intent **'Our curriculum intent: At Paul's C of E Primary our intention is that our curriculum extends opportunity, raises aspiration to those of all backgrounds and beliefs, opens our children's eyes to the world beyond their immediate environment and enables our children to live happy, healthy and productive lives.** Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes St Paul's C of E Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

### **An Educational Visit will be defined as:**

- Children taken off-site, accompanied by the minimum recommended number of approved adults to a venue that will meet the criteria set out above.
- Visiting performers, professionals and instructors, to the school, who will meet the criteria set out above.
- A residential visit for which there is a separate section.

The Headteacher and Governing Body are also committed to ensuring that each visit is safe, represents value for money; that all costs associated are reasonable and that it is within the scope of the majority of families.

## Charges

Where there is a charge for any part of or all of the visit then a 'Voluntary Contribution' will be requested from the parents/carers of each child. If a contribution is not made the trip may have to be cancelled. The voluntary contribution will be calculated for each visit and could include any of the following;

- The charges of any commercial provider.
- Part or all of a transport component (Residential Visits are treated separately and will not include transport costs)

- Entry charges to facilities including those for adults who are supervising and/or accompanying the children.
- Any equipment hire.

If the overall cost of a day trip or visit, including transport, exceeds £10 per child the school will consider subsidising the excess costs. However, it may have to be changed or cancelled if it is deemed too expensive. Families who have genuine financial hardship will be offered support on an individual basis depending on circumstances. The headteacher, or the member of staff delegated responsibility, will make this decision

## **The following procedures should be followed by staff planning and arranging educational visits.**

- The school diary should be consulted when making a provisional booking, avoiding days when there is swimming, school photographs, medicals etc.
- Transport considerations - It is free to use public transport if reasonable and safe to do so. Coaches can be in short supply during the summer term. All coaches have seat belts and usually seat up to 53 persons. Office staff will book coaches and send a confirmation letter.
- Ensure that there will be enough adults to accompany the children (i.e. staff and parents). Do not assume that staff are available for the trip. The ratios shown below are a guide as these will depend on factors detailed in the RISK ASSESSMENT, which is authorised by the Head Teacher

Nursery: 3 : 1

Reception: 3 : 1

Years 1 - 3: 6: 1

Years 4 - 6: 10 : 1

- Full details of costs (including entry fees and transport for adults and children) should be given to office staff who will calculate the cost per pupil. If this is approved by the Phase Leader and Headteacher the office staff will then prepare the permission letter for parents and order packed lunches as necessary. Volunteer adults do not pay. Organising staff will then receive a copy of the letter and a check list that must be observed.
- A RISK ASSESSMENT MUST BE CARRIED OUT AND THE APPROPRIATE FORMS COMPLETED TO ENSURE THE SAFEGUARDING OF ALL THOSE TAKING PART IN THE TRIP. Forms are available from the school office.
- It is the responsibility of the organising staff for collecting and recording which children have paid. Money must be sent to the office and NOT kept in the classroom.
- In the event of payments made directly to the office, the signed permission slip will show that payment has been made and passed to the organising staff.
- Registers must be completed before leaving the school premises on the day of the visit.

## **Roles and responsibilities**

**Visit leaders** are responsible for the planning of their visits, and handing in paperwork as required. They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

**The Educational Visits Coordinator (EVC)** is Mrs Tracey Crannitch, the Deputy Head Teacher, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans before submitting them to the Head. The EVC sets up shares relevant paperwork including generic school documents, etc.

**The Head Teacher** has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the SDBE MAT for approval.

**The Governing Body's** role is that of a 'critical friend'. Individual governors may be given 'read-only' access to EVOLVE.

**The SDBE MAT** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## **Staff Competence**

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## **Emergency procedures**

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

The trip leader is required to contact a member of the SLT at school and act on any advice given if necessary. They are to follow guidance from the venue and/or relevant onsite staff and then relay information to the school accurately to parents can be informed accordingly.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the SDBE MAT.

## Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. The school obtains blanket consent at the start of each year for certain other routine activities, eg. after school fixtures, etc.

The normal school learning area is any trips that are walking distance from the school and used regularly by the school throughout the year eg: The Elephant and Castle Leisure Centre, Burgess Park etc...

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting through a traditional paper consent form.

## Inclusion

All children have the right to participate in Educational Visits and this should be provided through direct accessibility or realistic adaptation and modification.

It is unlawful to:

- treat a disabled person less favourably

We must:

- take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

## Transport

The grouping of children on public transport or coaches will consider any needs for individual children as will the supervision of particular groups or individual children by adults accompanying the trip. This will be the responsibility of the trip leader and will be outlined in the Risk Assessment section of the paperwork if needed.

## Insurance

All staff need to check the additional insurance required for their trip if necessary and does not fall under the school insurance.

## Other topics

**Swimming Lessons** - children will be supervised by an adult outside the changing room door. The children will not be changing where members of the public can enter.

**Dismissal of pupils after evening activities** – a member of staff will stay with children who are collected late. Parents will be contacted and a member of the Safeguarding team alerted if no family member is contactable.