

# INGLEBY MILL PRIMARY SCHOOL



## Educational Visits Policy July 2019

| Date Reviewed | Date of Next Review |
|---------------|---------------------|
| July 2019     | July 2022           |
|               |                     |

# EDUCATIONAL VISITS POLICY

## INGLEBY MILL PRIMARY SCHOOL

### **Learning Outside the Classroom : A School Commitment**

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and visa versa.

Learning outside the classroom is about raising achievement through an organized, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

Ingleby Mill Primary School has formally adopted, through its Governing Body, the advice provided by Stockton Borough Council related to educational visits and the Guidance for the Safe Practice of Offsite Visits/Educational Visits publication. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **Educational Visits Policy**

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school arranges a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school;

- Develop confident, secure and happy children.
- Provide a fresh, vibrant and active curriculum that models and inspires enthusiastic lifelong learners.
- Track the progress and attainment of all pupils; celebrate and value their successes.
- Foster love and compassion for each other and the wider community.

- Nurture trust, promote self-discipline and respect within a safe environment

The range of opportunities and activities are briefly outlined in the school brochure along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

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 (choir, languages, arts and crafts , sports, etc)
- School sports teams / inter-school competitions
- Regular nearby visits (e.g. to the church of St Francis of Assisi)
  
- Day visits for particular year groups
- Residential visits Y6
- Adventurous activities, which might be classed as higher risk. Y5 and 6

### **Approval Procedure and Consent**

The Headteacher has nominated the Deputy Head teacher as per DfE guidance as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Head teacher and Deputy Head teacher on behalf of the Governing Body.

Before a visit is notified to parents / carers the Head teacher, and the Deputy Head teacher must approve the initial plan.

Visits that include adventurous activities and/ or a residential element will require consultation with and approval by the Local Authority / Health and Safety Manager. Full Risk Assessment information / Insurance arrangements / and Medical Information will all be elements of this submission for approval.

Where external contractors are involved in organizing 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 specific letter of consent for participation in these activities before their child will be allowed to access the event. Parents / carers will be given the arrangements / schedule for the activities that

pupils are to be involved in and will be informed as soon as possible if an activity has to be cancelled.

### **Staffing**

The school recognizes the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organizing and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The school will ensure that DBS screening is always available for volunteer adults assisting with educational activities and visits.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils

The staff:pupil ratios will not exceed those as recommended by the Local Authority.

Nursery and Reception 1:4, KS1 1:6 and KS2 1:10.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement for the day. Additional adult helpers may include family members, if school is not able to staff the trip, using only members of staff and there are educational benefits for the pupils.

The appointed Visit 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.

### **The Expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents / carers, and will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

## **Emergency Procedures for Residential Visits**

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of the visit and names of all pupils and accompanying adults on the visit with the EVC or appointed member of SLT if the EVC is on the trip, all emergency contact details, including the home contact details of parents/guardians and next-of-kin are available in the school office as required.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Stockton Borough Council Health and Safety Manager should also be advised of any serious incidents or accidents.

## **Evaluation**

All visits will be evaluated by the Visit Leader.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

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

