

*This document should be read and understood in conjunction with the following documents:*

- The Teaching, Learning and Curriculum Policy*
- Guidance for Safer Working Practice for Adults Working with Young Children (Sec 26)*
- Health and Safety Policy*
- Behaviour for learning Policy*

### **Principle**

In school we aim to provide a rich learning environment for all children. This complements the learning environment created by parents in the home and by family visits. However rich the classroom environment may be, it can be dramatically enhanced by learning outside the classroom.

Excursions must be carefully planned and structured to achieve maximum benefit. These excursions take many forms and will include:

- walks around the school grounds,
- walks in the local town,
- visits around local areas,
- visits to surrounding villages and/or places of interest (e.g. museums, Roman Baths),
- day visits further a field, and
- residential visits, normally but not exclusive to Year 6

### **Aims**

Through school visits we aim to:

- enhance children's learning through the provision of real or first hand experiences;
- increase knowledge, understanding and appreciation of the local area and other areas that are different in nature and environment from our own;
- further develop skills in observation, recording and reporting;
- assist in the development of confidence, independence, sense of adventure and sense of responsibility, particularly towards their own safety and the safety of others; and to
- assist in the social development of children where they are given the opportunity to live and work with others in a situation different from the home environment.

National Curriculum Statements of Attainment and Programmes of Study in all areas of the curriculum can be enriched by educational visits. In some cases they form an essential component.

### **Obligations**

The school must appoint an Educational Visits Coordinator (EVC) who is responsible for approving visits which fall into Category A and B and for submitting risk assessment and information on visits in categories C & D for the approval of the LA. The EVC is the Deputy Head.

### **Voluntary contributions**

We are obliged to request voluntary contributions for school visits. The Governing Body has a charging policy that details the full range of activities where a charge can be made. Copies of this are available from the school office.

In order to ensure that we don't overburden the parental purse the schools guidelines are:-

- A maximum of one residential visit per year should normally be arranged.
- There should be no more than three visits a year per class, for which a charge is made.
- Any number of cost free local visits may be planned and arranged. Sudden unexpected opportunities or stimuli (such as a JCB digging locally) or some element of the weather should be utilised.

## **Parental permission**

Parental permission must be obtained for all visits, including sports and musical events **Appendix G** is a template for the trip information letter to parents. At the same time, medical information must be obtained, together with contact details for each child. Information regarding medicine and contacts must be taken with the group leader on the trip. A copy of that information (permission slips with contact details and medical information) must be left in the school office so that contact can be made with parents in the event of a critical incident. **Appendix F** is a copy of the form to be sent to parents for contact and medical information.

Every effort will be made to send letters out to parents at least four weeks in advance and must be approved by the HT or EVC prior to being sent. However, sometimes the school is presented with last minute opportunities, which means that shorter notice may be given to parents. This will be avoided whenever possible. **Appendix B** is the "Checklist in preparation for Educational Visits" which clearly sets out the timetable.

## **Organisation**

There are three categories of educational visits and procedures regarding the organisation of each visit depend upon the category in which they fall. Visits can only be lead by people whom the leaders deem to be competent.

**No child or group of children may be taken off site without prior consultation with the Educational Visits Co-ordinator (EVC) or the Headteacher (HT).**

### ***Category A – Low risk activities in the local area- (A list of these trips can be found as Appendix H)***

These visits need to be **approved by the EVC** and include:

- walks in parks;
- visits to Christ Church
- local field studies presenting no technical hazards;
- visits to local youth clubs;
- regular sports functions;
- walking around the local area;
- walk to the local shops;
- visits where no national governing body award is necessary.

#### **(Any walk past water is not included in this category and requires LA permission)**

A standard permission slip to enable children to be taken on local walks is signed by parents at the beginning of each year. It is imperative that parents are informed when these 'walks' are going to take place and staff ensure that the medical information and contact details that they have for that date are up to date in the event of an emergency.

Parental permission only needs to be obtained if children require money for their trip for example to buy a cake or ice lolly.

The school has risk assessed many of these trips and copies can be found on evolve. All staff must make sure they are aware of the risk assessment for these local trips, correct walking route and ensure they have enough staff for the trip to take place. Staff must carry out a risk assessment for the children they are taking on this trip.

### **Category B - Low risk activities Not in the local area**

**These visits need to be approved by the EVC and include:**

- trips off site that are not in walking distance of the school

The full evolve form and attachments are required for this trip, including parental permission. Trips must be planned 6 weeks in advance and evolve forms submitted a minimum of 4 weeks before the trip.

### ***Category C – Higher risks activities***

These visits require approval from the LA through the 'Best Be Safe' web site and include:

- walking in remote countryside;
- camping;
- cycling on roads or off road terrain; and
- low level initiative challenges.
- Any trip near or that includes water.

### ***Category D – The most demanding***

This category comprises any other types of visits and includes the kind of high level activities which would require an AALA licence, such as climbing, caving, water borne activities and all residential visits, whether within the UK or overseas.

**All categories of visit require risk assessments to be carried out. Appendix D** is the risk assessment forms

### **Authorisation for visits**

Category 'A and B' visits need to be approved by the school's EVC, including the suitability of the person leading the visit or activity, category C & D visits need the approval of the LA, including the approval of the leaders and providers.

All Category A- can be submitted a week before the trip, providing parental consent is not required.

All category B visits need to be submitted a minimum of 4 weeks before the trip.

All category B and C visits need to be submitted a minimum of 6 weeks before the trip (it can take a month of the LA to process a trip)

All requests for trips must be done through evolve and the online booking form. All other documents including risk assessments, walking routes, groups, staffing ~~ete~~etc. must be attached to evolve. These will be checked by the office, before being sent onto the EVC and for category B activities the LA.

### **Accompanying adults**

At least one member of staff should accompany all children on an ~~off-site~~off-site visit and a member of staff must be identified as a 'group leader'. An 'assistant group leader' also needs to be identified. At least one member of ~~staff accompanying~~staff accompanying the visit needs to hold a current First Aid certificate and be ~~a the~~the named First Aider. Parental volunteers who accompany children on a class visit must have CRB clearance. An up to date list of all parents/volunteers who currently hold CRB clearance is held in the school office. **Appendix C** is template of the letter that should be sent out in advance to all parent volunteers that are accompanying the trip. It is school policy that if a parent comes as a helper they do not have their child in their group.

### **Adult/Pupil ratio:**

The school requires the following adult/pupil ratios to be complied with:

- The ratio for external activities for children in Foundation Stage and Years 1 to 3 is 1:6.
- The ratio for external activities for children in Years 4, 5 and 6 require a ratio of 1:10/15
- Residential visits require a ratio of 1:10. On residential visits the school also requires two additional members of staff to attend the visit for back up in the event of illness, accidents or emergency.
- If any child needs an extra adult, this adult will not be included in the ratio.
- Staff should follow the SAGE framework (Appendix I) for assessing requirements for ratios and effective supervision

### **Transport**

- No child to sit on the first seats on the passenger side of the coach.
- Before coach leaves the Lead Teacher needs to check all seat belts are fastened and do a tension test on each belt.
- Teachers should be spread throughout the coach.
- Any child who is prone to travel sickness should sit as close to the front of the coach as possible.

### **Pre visit planning:**

If the visit is to a new/unknown place, it is essential that a pre visit planning trip is undertaken in order to carry out a risk assessment. A risk assessment from the venue must also be obtained and copied to the EVC as part of the authorisation process.

### **Sports fixtures/Musical events:**

Where children are required to take part in a sports fixture, either at Christ Church or at another school or venue, parental permission must be sought, together with medical information and contact details using the standard forms.

Should it be necessary for transport (other than a ‘walking bus’), volunteer drivers must be sought together with parental permission for a child to be transported by another parent. A ‘Transport Verification Form’ (**Appendix E**) must be completed in advance of the trip and a copy should be held at the school office. Should a parent already have completed a Transport Verification Form, this will be kept on file for use whilst all certificates are valid. Parents must inform the office of any changes.

Teachers who drive children to fixtures must ensure that their insurance policy covers them to do so (as this would be deemed as “business”), obtain written permission from the parent and ensure that any child carried can be restrained in their own 3 point seat belt, (e.g. in a four-seater car, only 3 children can be transported).

Copies of standard permission/medical forms must be taken to the sports fixture, with copies left in the office. (Appendix F)

Appendix A	Evolve educational visits form (Online)
Appendix B	Check list for educational visits
Appendix C	Parental Volunteer letter
Appendix D	Risk Assessment forms for children
Appendix E	Transport verification form
Appendix F	Medical and consent form
Appendix G	Trip letter to parents
Appendix H	List of category A risk assessed trips
Appendix I	SAGE framework
Appendix J	Evolve General risk assessment