



# Christ the King Catholic Primary School



## Policy

Issue

06

## Educational Visits and Activities

Date

01/06/21

## Educational Visits and Activities Policy

### Introduction

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.

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 educational visits and other activities that add to and complement what they learn in school.

### Organisation

The school follows the guidelines contained within the Coventry Local Authority document "Policy and Guidance for Educational Visits- March 2007". This document is stored in electronic format as 'Ed Visits Policy' (also on CD) and is referred to as 'LA Guidance' in this policy. All Staff organising an educational visit should also refer to the DFES guidance.

The named Educational Visits Coordinator is Jennifer Riach

The National Curriculum prescribes what children are to be taught in school. This is the basis for each class's programme of learning for each school year. In addition, teachers and governors agree a corresponding programme of visits and activities at the beginning of each academic year.

Within each phase's programme of work teachers plan educational visits and activities that support the children's learning. Details of these visits and activities are given to parents as the school year progresses, and parents are kept informed of activities in due course.

Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. The school follows the Local Education Authority's guidelines relating to health and safety, and parents are required to give written permission for their child to take part in any activity that takes children off the school site and out of the City limits. If the school does not receive this written permission, the child is unable to participate. At the beginning of the school year or when a pupil joins the school, each parent is asked to sign a document giving permission for their child to take part in activities within the city during their time at the school.

### Charging for school activities

All education during school hours is free. The school does not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. Refer to the governing body's 'Charging and Remissions' policy for details of the activities where a charge can be made.

## **Curriculum links**

Educational visits and activities support and enrich the work done in school. The work of the school is supported by visitors with special knowledge or skills: some visits relate directly to areas of learning for individual classes, whilst others relate to all children.

For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are performed in line with the guidance published by the Local Education Authority, and may include:

- 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, Music School, concerts for parents to hear;
- Design and Technology – visits to local factories, Partnership Centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.

## **Residential Activities**

Children in Year 5 have the opportunity to take part in a residential visit to Alton Castle. This is a retreat centre in Staffordshire, the visit is linked to the RE curriculum as well have outdoor activities. A charge for transport, board and lodgings, insurance and specialist instruction for activities is made. Parents in receipt of benefits are supported with the cost. Risk assessments are provided for all of the activities.

Children in Year 6 have the opportunity to take part in a residential visit to Plas Dol-y-Moch, North Wales. This activity takes place during term-time and is linked to the National Curriculum. A charge for board and lodging, insurance and specialist instruction for certain activities is made. Parents in receipt of state benefits are exempt from payment. The school pays 50% of this cost.

A residential visit enables children to take part in outdoor activities and environmental studies linked to their science work. We undertake this visit only with the written agreement of the Local Authority 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 Assessment in the LA Guidance. The risk assessment is intended to identify significant risks and take measures to control them using the HSE 'Five steps to Risk Assessment' model.

A risk assessment must be undertaken prior to all educational visits and off-site activities. The Headteacher delegates this responsibility to the member of staff organising the visit or activity but must approve and sign the risk assessment before the visit/activity is allowed to go ahead. 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 approved by the EV Co-ordinator. Risk assessments are kept on file, and can be amended when further visits are organised. All adults accompanying the visit must be given a copy of the risk assessment and made fully aware of their responsibilities. Staff must also be made aware of the Lost Child Policy Procedure.

## **Pre-Visits**

In order to undertake a full and comprehensive assessment of risks, a pre-visit is essential; even where the visit is made regularly, risks should be re-assessed from time to time. It is the responsibility of the visit organiser to carry out a pre-visit.

## **Adult/Pupil Ratio**

The school follows the LA Guidance on minimum staff/pupil ratios for Type A visits; in the case of Type B visits, these ratios are mandatory:

Nursery	1 : 2 -3 (minimum of 2 staff)	KS1	1 : 6 - 10
Reception	1 : 3 – 6	KS2	1 :10 - 12

In all cases at least one adult included in these ratios must be a teacher. These are minimum ratios and visit organisers must consider the following factors when deciding on the final adult/child ratio:

- SEN and medical needs;
- types 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.

## **Voluntary Help**

The school recognises 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 and will provide opportunities for those volunteers to meet the pupils for whom they will have responsibility, learning their names and getting to know them.

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

The visit organiser is responsible for ensuring that each volunteer knows precisely the nature and extent of their role and understands that they have a responsibility to carry out that role.

Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent has responsibility.

All volunteers accompanying a residential visit will be required to obtain a Criminal Records Bureau Disclosure.

## **Transport**

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

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

Public transport will only be used in exceptional circumstances. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

Private cars will only be used in exceptional circumstances. When used, the school will ensure that each driver has:

- a valid driving licence
- a vehicle road fund licence and MOT certificate
- vehicle insurance valid for carrying passengers on a school off-site visit.

Volunteers will be required to sign a declaration that all of these requirements are in place. Where teachers offer to use their own vehicles for transporting children, they must ensure they have appropriate insurance cover for conveying pupils during the course of their professional duties. The school will not reimburse parents or teachers for the use of their vehicles as this will invalidate insurance cover unless the vehicle is specifically insured as a taxi.

### **Check List**

The visit organiser will complete the 'Check List for Visits' and give a copy to the Headteacher no less than 24 hours before the visit is due to take place.

### **Monitoring**

The governing body will monitor the effectiveness and suitability of this policy by requiring the Head Teacher to report to governors on an annual basis on the effectiveness of the policy, and taking seriously any complaints regarding educational visits from parents, staff or pupils.

### **Review**

This policy will be reviewed periodically according to the School's policy review cycle.

### **Review history**

Issue 01	Policy approved by Governors	04/03/13
Issue 02	Reviewed	04/03/14
Issue 03	Reviewed	10/03/15
Issue 04	Reviewed	10/03/16
Issue 05	Reviewed	15/03/17
Issue 06	Reviewed	01/06/21

## Appendix

### Statement to be included in letter to parents regarding Type A visits

In order for this visit/activity to take place, we ask you to make a contribution of £..... Although such a contribution is voluntary, in reality we have no alternative source of funding. One week before the date of the visit/activity the Governors will assess whether sufficient contributions have received to make the visit/activity financially viable. If it is not considered viable, it will be cancelled and all contributions will be refunded. In cases of financial hardship, any requests for the contribution to be waived will be treated sympathetically; do come and talk to me in confidence if this is the case. As this educational visit/activity is taking place in school hours, we are not permitted by law (Education Act 1996) to exclude from such a visit/activity children of parents choosing not to contribute to the cost.

### Statement to be included in letters to parents regarding visits

"The Education Act 1996 includes a section dealing with charges that schools may levy for activities such as day visits and residential experiences, such as our visit to .....

The Act specifies that any activity which takes place in school time, or mainly in school time, must be free except for the cost of board and lodging, although the school may request voluntary contributions.

We would very much like to take the children to .....

but there are no funds available to subsidise the activity. Therefore it can only take place providing the parents of all children participating are prepared to pay for their board and lodging, and to voluntarily meet the transport costs involved. The visit will otherwise not go ahead.

The cost of the visit to ..... will be £..... comprising:

£..... board and lodging

£..... transport to and from .....

£..... visits while at .....

Anyone who is in receipt of income support, income-based Jobseeker's Allowance, Working Families Tax Credit or Disabled Persons Tax Credit is entitled to claim exemption from payment for board and lodging and should contact the Head Teacher, who will deal with the claim in strict confidence.