

Policy Number CHI16

EDUCATIONAL VISITS POLICY

Produced by Childwall Church of England Primary School

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Our Mission Statement

“And the child grew and became strong; He was full of wisdom and God’s blessings were upon Him.” (Luke 2:40)

Our Vision

We strive, with God’s grace, to enable every child to grow academically, socially, morally, spiritually and culturally in the knowledge they are loved by God and are safe and valued within our school community. Our core Christian values are woven throughout our curriculum and wider school ethos to fully prepare each of our children to achieve the highest holistic outcomes. Our mission statement, “And the child grew and became strong...” (Luke 2:40) embodies our vision and commitment to equip children with the values and tools to enable them to thrive and flourish, embracing both success and challenge, prepared for “life in all its fullness.” (John 10:10)

DOCUMENT STATUS

Version	Date	Action
Version 1	February 2018	Updated and newly formatted Policy agreed by Standards & Quality Committee and ratified March 2018
	February 2020	Reviewed and approved by S & Q Committee
	November 2022	Reviewed and approved by S & Q Committee
Review Period	2 yearly	
Review Date	November 2024	



1. Statement of Intent

- 1.1 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.
- 1.2 At Childwall CE we ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All children are entitled to the development of knowledge, understanding, skills, and attitudes.
- 1.3 To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school. These include residential trips, cultural trips, outdoor adventurous activities, enrichment activities and sports events.
- 1.4 The policy aims to set out:
 - 1.4.1 The planning and implementation of educational visits organised by Childwall CE Primary School.

2. Basic Principles

- 2.1 We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- 2.2 The Headteacher and Governors agree the corresponding programme of residential visits and activities in advance of each academic year. We plan other activities as the school year progresses and opportunities arise, informing parents of these in due course.
- 2.3 Visits are co-ordinated by the staff member who will be leading the visit. Each visit is authorised by the Headteacher and will be checked by the Educational Visits Co-ordinator (EVC). L Duckworth (Deputy Headteacher) is also given delegated responsibility to authorise visits on behalf of the Headteacher. We follow the LA's guidelines relating to health and safety, identifying any possible activity or teaching risks and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the school will endeavour to gain verbal permission. If we are unable to do so, the child will not be able to participate.



3. Finance

3.1 We do 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. 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 on the school website.

3.2 Parents may be invited to make voluntary contributions to extend the value of school funds. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

3.3 The school may recover the full costs of activities, which may be provided directly or through commissioned services, but charges will not exceed actual cost.

3.4 If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled, any monies received will be returned. Contributions will not exceed the actual cost.

3.5 No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

3.6 Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium*.

* This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

3.7 Parent/ carers who are not in receipt of the above, may wish to apply to the Trustees for support. Forms are available at the school office.

3.8 All payments must be paid via Parent Mail. These are reconciled by the school Finance Assistant and ratified by the Finance Committee of the Governing Body. The school accounts are scrutinised by the LA.

4. Curriculum

4.1 For each subject in the curriculum there are opportunities to enrich the children's learning which will be considered when planning throughout the year. These may include visits by specialists. All these activities are in line with guidance published by the LA – for example:

4.1.1 English – theatre visits, visits by authors, poets and theatre groups



4.1.2 Science – use of the school grounds, use of local parks etc., visits to science museums

4.1.3 Mathematics – use of shape and number trails in the local environment

4.1.4 History – castle visits, study of local housing patterns, local museums

4.1.5 Geography – use of the locality for fieldwork, mapping trails, rivers

4.1.6 Art and design – art gallery visits, use of the locality

4.1.7 PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches

4.1.8 Music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear

4.1.9 Design and technology – visits to local factories/design centres

4.1.10 ICT – its use in local shops/libraries/secondary schools etc.

4.1.11 RE – visits to local centres of worship, visits by local clergy or other worship leaders

5. Residential Activities

5.1 Throughout school, children may have the opportunity to take part in a residential visit. If the residential is linked to the National Curriculum we do not make any charge for the education aspect of the trip. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Please see section 3 for further details.

6. Sports Tournaments

6.1 Throughout school, children may have the opportunity to take part in various sports tournaments. These visits are co-ordinated by our PE and will be added to Evolve as a Local Visit. The PE co-ordinator will notify the Headteacher of any upcoming events due to take place so we can ensure all necessary risk assessments are put in place.

7. Roles and Monitoring

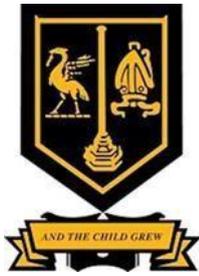
7.1 Governing Body

7.1.1 Responsible for approving, in advance, all residential trips.

7.2 Headteacher



- 7.2.1 Responsible for approving all visits, trip, activities and sports events. All visits must be approved before any bookings or travel arrangements are made.
- 7.2.2 Ensuring that the Visit Leader (VL) is competent and confident to lead the trip.
- 7.2.3 All visits have a rationale to state the purpose of the visit.
- 7.2.4 Checking all requirements of the national guidance check list is met prior to approval
- 7.3 Educational Visits Co-ordinator (EVC)
 - 7.3.1 The EVC is competent to support staff with the planning of visits. They will ensure that all staff are aware of policies and procedures and oversee the health and safety of each visit.
 - 7.3.2 They will help the leader co-ordinate the visit and challenge the Visit Leader about the purpose of the visit.
 - 7.3.3 The EVC is the nominated person to ensure all information is uploaded onto Evolve.
 - 7.3.4 The nominated EVC in school is Mrs L Duckworth (Deputy Headteacher).
 - 7.3.5 Once permission has been given by the Headteacher, the activity will be co-ordinated by the Educational Visits Coordinator (EVC).
 - 7.3.6 The EVC will liaise with the LA, Headteacher and visit leader.
 - 7.6.7 The EVC has authority to authorise trips on behalf of the Headteacher.
- 7.4 Visit Leader (VL)
 - 7.4.1 The Visit Leader has overall responsibility for the learning, development and supervision of the participants and the safety of all, including the rest of the staff team.
 - 7.4.2 The visit leader is a person who is competent to lead, confident and accountable.
 - 7.4.3 They will be a single designated leader who will liaise with the EVC to ensure that the visit has a clear aim and is planned to appropriately balance benefits and risks.
 - 7.4.4 The Visit Leader is responsible for uploading all information about any trip or residential onto Evolve.



8. Procedures and Requirements

8.1 Risk assessments are carried out for all school trips. For none sporting trips the risk assessments are categorised into 2 different categories depending on level of risk.

8.1.1 **Category 1 – Low Risk:** A trip that is low risk will use the LA risk assessment but will have added risk assessments for children with specific medical and special needs.

Category 2 – High Risk: A trip that is a higher risk will have an individual risk assessment completed. If the provider does not have the LOTC Quality Mark they will be asked to complete a provider form to confirm that they have relevant insurance and that all staff hold relevant qualifications required to lead each activity.

8.2 Approval of staff to lead activities and visits will be at the final decision of the Headteacher

8.3 Evaluation of external providers.

8.3.1 Each external provider will be asked if they have the LOTC Quality Mark when planning a visit or trip.

8.3.2 If the provider does not have the LOTC Quality Mark they will be asked to complete a provider form to confirm that they have relevant insurance and that that all staff hold relevant qualifications required to lead each activity.

8.3.3 Any types of visit will only be approved after consultation with the external provider.

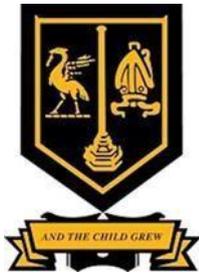
8.4 Information about participants' medical conditions, special needs and any behaviour issues etc. will all be recorded in each risk assessment and the visit leader will have a management plan for each risk.

8.5 All children will be 'checked in' and 'checked out' before, during and after the trip. This is the responsibility of the Visit Leader who will keep a register of children and staff, available at all times.

8.6 The school emergency contacts are Mrs W Mason (Headteacher), Mrs L Duckworth (Deputy Headteacher), Mrs Carew (Assistant Headteacher) and Kristy Owens (School Business Manager).

9. Induction, Training, Succession and Planning

9.1 The Visit Leader will be a competent and confident leader. They will have had experience assisting previous visits and trips before being allowed to lead a visit.



- 9.2 All Visit Leaders have up to date training from the LA.
- 9.3 Records are kept of all relevant training and details of each leader for every visit are registered on Evolve.
- 9.4 A record of staff training will be kept by Mrs L. Duckworth.
- 9.5 The EVC co-ordinator has attended LA training to ensure training is up to date as role of EVC. Training is reviewed regularly.

10. Risk Management and Risk Benefit Assessment

10.1 When deciding the level of risk for each trip and visit we use the SAGED approach.

10.1.1 **S – Staffing:** We consider the competence and experience of the staff leading and supporting the trip or visit. Competence is a combination of skills, knowledge, awareness, judgement, and training and experience. It is not related to age or position within the establishment.

10.1.2 **A – Activity:** We will consider the activity that they are taking part in to decide on the level of risk. Some activities may require specific training or qualifications; some may need specialist equipment; and some may require a particular level of competence or prior training of the participants.

10.1.3 **G – Group:** We will consider the group of children who are attending the trip or visit to decide on ratios required for each trip or visit. The age, competence, maturity and behaviour of the participants must be matched to the other variables, and any individual, medical or special needs addressed. If a group comprises more capable participants, and there is appropriate leader competence, it should be possible for the group to experience a more challenging range of activities and/or environments.

10.1.4 **E – Environment:** We will consider the environment where the trip or visit is taking part and assess the level of risk. All environments and venues present their own challenges for the management of a group of young people. Considerations include whether the environment is indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. The time of day/night, season of the year, weather



conditions can also affect the complexity of the environment, and hence the considerations.

10.1.5 **D – Distance:** We will consider how far away the venue is from school to help decide the ratio of adult support needed.

10.2 Where venues are considered to be a low risk, teachers will refer to the document, 'Managing Risks for Visits'. This risk assessment is kept on file in the Educational Visits file held by the EVC in school.

10.3 Ratios for trips:

10.3.1 A minimum of one qualified and competent Visit Leader is needed for every group or class; they can be supported by other responsible adults. All ratios will be decided by the EVC and Headteacher depending on the venue and group of children attending.

10.3.2 Day Visits of more than 60 miles or one hour from school (minimum of two supervisors required).

10.3.3 Residential Visits, UK or abroad (minimum of three supervisors required).

10.3.4 The mini bus driver will never be included as having responsibility for the children and will not be included in any ratios considered.

11. **Assessing Venues and Providers**

11.1 When selecting venues for trips and residential visits we will always ensure that each provider has required insurance necessary.

11.2 We will also ask the venue to confirm that all staff leading activities have relevant qualifications and training needed to lead activities.

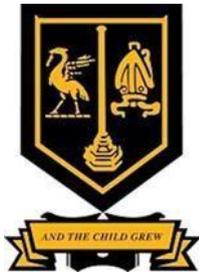
11.3 The school will enquire whether the venue has got LOTC (Learning Outside The Classroom Quality Badge). We will also enquire if venues providing adventurous activities will come under the ALLA act.

11.4 If a venue is not able to provide these details we will ask them to complete a provider form downloaded from Evolve.

11.5 Certain venues may require a preliminary visit by staff to check a venue or provider. A visit will be required for any new venues that the school has not booked previously.

11.6 We will always visit a venue in advance if it is part of a residential stay.

11.7 We will make reasonable adjustments for venues that the school visits often as the risks will have already been established on previous visits.

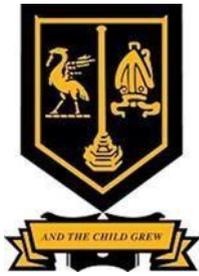


12. Volunteers

- 12.1 If acting on behalf of school then volunteers are considered to be acting as an employee and are covered under school insurance.
- 12.2 During day trips, volunteers will follow procedures in line with our school Safeguarding Policy.
- 12.3 All volunteers will be briefed by the teachers and asked to follow guidelines at all times.
- 12.4 The school will have reasonable caution when asking volunteers to support trips and visits.
- 12.5 If a volunteer is supporting a residential visit then they will be required to have an enhanced DBS.
- 12.6 The EVC and Headteacher will assess the competency of helpers to carry out their role before the visit or trip takes place.

13. Emergency Procedures and Incident Reporting

- 13.1 If there is an emergency during a visit or a trip, staff will follow a set procedure set out by school.
- 13.2 We have a CRIB Card stating what we do in case of emergency and all staff will be given a copy of this to take on trip with them. This will state the nominated people who will provide 24/7 cover at base during a visit.
- 13.3 For every trip staff will take a copy of the risk assessment, details of all medical needs and emergency contacts for pupils and staff attending the trip.
- 13.4 If an incident occurs school will complete a RIDDOR form and details of this will be given to the EVC upon return to school. A copy will be kept for our records and given to the Headteacher. If a major incident occurs, the EVC and visit leaders will follow the school SEMP (School Emergency Management Plan).
- 13.5 For general injuries etc. during a trip or visit, staff will complete an accident form used in school and a copy will be given to parents/ guardians on return to school.
- 13.6 Any medicines administered during a trip or residential trip will be recorded in the administering medicines book.
- 13.7 No medication will be administered without parental permission. For known conditions, parents will be asked to complete a medical requirements



form before the commencement of the trip and this will be checked by staff before the trip or visit takes place.

13.8 All medicines must be provided by the parent and be in the original container as dispensed by the pharmacist. The container must have a label in the child's name and contain the administration, dosage and storage.

13.9 On residential trips, school will take age-appropriate paracetamol, age-appropriate ibuprofen and anti-histamine medication. Permission is always sought from parents/carers before being administered.

14. Behaviour

14.1 Before a residential visit commences, children and parents will be asked to sign a copy of our 'School Trips and Behaviour Policy'.

14.2 For all visits children will be expected to follow the School Behaviour for Learning Policy.

14.3 Children will not be allowed to take mobile phones on any day trip or residential trip.

15. Inclusion

15.1 All children in our school have an entitlement to participate in any trip or residential visit.

15.2 School will explore all reasonable adjustments to ensure accessibility for all children through direct or realistic adaptation or modification to any activities planned during trips or residential.

16. Insurance

16.1 The school uses the Local Authorities Personal Accident and Travel Insurance Policy. Details of this can be found on Evolve and a copy is held in school.

