

February 2020

'From Acorns to Oaks: Learning and Growing Together.'

Off-site Educational Visits Policy

October 2021



Vision Statement

At Elham Church of England Primary School, we embrace God's creation in our rural setting, striving for our community to be confident, self-aware, positive, happy and kind. We love to learn, contribute and achieve- rooted in the loving hands of God.

We hold each other to high standards because we are all capable of contributing to the common good.

Elham Church Of England Primary School

Elham Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with 6 specific values (perseverance, humility, wisdom, faithfulness, kindness and forgiveness) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

Rationale

The value of class visits in extending and enriching classroom learning and experience has long been recognised and planned educational visits form an essential part of the learning programme.

We aim to ensure that off-site activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc.

Nature and Aims of Educational Visits

At Elham Church of England Primary School we aim to:

- Ensure that children experience a variety of educational trips during their time at Barham and extend their activities and learning experience.
- Provide links with the 'real' world and the classroom and make learning more effective by putting it in context.
- Provide first-hand experience where this cannot be done in the classroom.
- Fulfil National Curriculum requirements for field studies in Science, Geography, History and PE.
- Encourage pupils to give the same high standards of behaviour, responsibility and work in out-of-school learning as they do in school.
- Help the children gain and benefit from an increasing amount of independence from home by developing a programme of visits throughout the school.

Organisation

Most school trips will take place within the school day and are planned well in advance. Children are organised into groups (taking into account of adult: pupil ratios).

Letters are sent home informing parents about trips involving their child's class.

Costs are kept to a minimum and cover the price of entry and travel.

The school does not wish to exclude anyone from educational visits on financial grounds and no children are excluded from trips on the basis of financial hardship; however, the school reserves the right to cancel school trips where insufficient voluntary contributions are forthcoming from parents.

Roles and Responsibilities

If visits are to take place safely and efficiently all those involved need to take account of their responsibilities.

Teachers should:

- Obtain the headteacher's agreement before any off-site visit take place by completing the notification of off-sites visits form (Appendix 2).
- Have a clear objective for the visit.
- Undertake and complete the planning and preparation of the visit.
- Complete risk assessments
- Provide parents with details of time, date, location and purpose of the trip.
- Ensure that adequate First Aid provision is available. A qualified First Aider should accompany all trips.
- Have details of the school contact and carry a list of the school contacts if the trip is taking place outside of school hours.
- Ensure that the ratio of adults to pupils is appropriate for the needs of the group.
- Inform the office to advise the school meal provider that a class will be absent at lunchtime.

The Chairman of the Curriculum and Data committee will be made aware of all school trips and will give authorisation for them to go ahead in liaison with the Headteacher. A list of pending trips will be presented at the meeting of the Curriculum and Data committee.

Staffing and Ratios

Accompanied visits must always be in the charge of a qualified teacher.

The group leader must take responsibility for the whole group and ensure that as a minimum there are never less than two responsible adults with any group, one of whom must be a qualified teacher.

Parents and other responsible adults may be used to supplement staffing ratios. They should be carefully selected and known to the school.

The teacher should ensure group supervisors are fully aware of what the visit entails e.g. the purpose, the timetable for the day, their role and responsibilities etc. Group supervisors should also be aware of any special educational or medical needs that the pupils may have and know how to deal with them

All adult volunteers should be clear of their role and responsibilities throughout the visit and receive a copy of the School Trip Volunteer Procedures (Appendix 3) before the trip begins.

Adult/Child ratios

Minimum ratios

Reception	1:5
KS1	1:6
Lower KS2	1:8 – 1:10
Upper KS2	1:10 – 1:15

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These ratios will depend on the age of pupils, needs of pupils, type of visit and mode of transport so if a visit involves public transport for example the ratios will be higher.

Safety Considerations

The safety of children is given the highest priority and is a prime consideration in all preparation. First Aid equipment accompanies the children on every visit. Teachers will ensure that children's personal medication (e.g. inhalers, Epi-pen) normally kept in school is identified and brought along by a member of staff.

Staff are required to familiarise themselves with the school's emergency plan (Appendix 5) in case of a health and safety situation occurring during an educational visit.

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Appendix 1



Elham Church of England Primary School
Consent Form for Off-Site Activities

Name of Child _____

Date of Birth _____

During your child's time in school all the children will be involved in a variety of activities off the school site. These will include:

- Going to church for a service
- Crossing the road to the village green for games
- Walks to places of interest near the village as part of the school's curriculum

Whenever class trips are organised, parents will be notified and permission slips will be issued for parental consent but for local off-site visits such as those listed above, we ask that you sign the following consent form which will last throughout your child's time in the school.

Please return the form below to school in order that it can be kept in your child's records. If you wish to withdraw your consent at any time, please inform the school.

I consent to my child taking part in the off-site activities listed above. I understand that I will receive an individual letter to give my consent for any school trips involving my child.

Signed: (parent/guardian) _____ **Date:** _____

Appendix 2

Notification of Off-Site trip

Complete form and return to the headteacher at least three weeks before the visit

1. Class:
2. Educational Purpose of Visit:
3. Places to be visited:
4. Date of visit:
5. Means of transport:
6. Staff Group leader: Other teaching staff: Volunteers (if known): Do the staff ratios reflect the ability of the pupils and activities undertaken?

Letter to parents seen by headteacher

Relevant risk assessments have been completed

Signed (group leader) _____ Date _____

Signed (headteacher) _____ Date _____

Appendix 3

Visit outline Plan Checklist

This checklist is to help the group leader to ensure:

- The health, safety and welfare of young people and staff.
- The maximum educational benefit to children and young people.
- Effective management, planning, organisation and leadership.

Off-Site Visit Checklist for Group Leader	Tick when completed
Group Leader has met with EVC (where necessary) to assess risks and manage the proposed activity and has copies of the relevant information, medical needs, documents and forms	
Group leader has made a preliminary visit (or gathered as much information as possible about the venue)	
Risk assessment(s) has been completed	
Headteacher has been given relevant information & has approved of visit	
Staff/pupil ratio is acceptable	
Parents have been informed	
Pupils/staff have suitable clothing/equipment	
Suitable and sufficient First Aid arrangements have been made	
Staff/volunteers have been informed of any medical/dietary arrangements of pupils	
The office has informed school lunch provider	
The school trip has been entered in the school diary	
Volunteers have read a copy of the Volunteer School Trip Procedures	
Staff and volunteers are aware of emergency procedure	

Checklist for day of visit	Tick when completed
Volunteers have read Advice/Procedures	
Risk assessment shared with all adults	
Risk assessment shared with all pupils	
Mobile phone number shared with other staff/volunteers	
Contact numbers for venue and travel company recorded	
First Aid kit ready	
Individual medication & care plans ready	
Lunches & drinks ready	
Permission slip ready	
Camera ready	

Telephone number of travel company

Telephone number of venue

School Emergency Contact Details

Elham Church of England Primary School, Vicarage Lan, Elham. Kent. CT4 6TT

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School telephone number- 01303 840325

Appendix 4



School Trip Parent/Volunteer Advice and Procedures

We value the help and support that parents and volunteers give for school trips. These trips could not be run if we did not have this volunteer help. Thank you for your time and help.

To ensure the safety of the children during the trip please can you read the following procedures:

- Once you have confirmed that you can help on the trip, please inform the teacher immediately if you are no longer able to help. There are ratios for adults to children that have to be adhered to and in the event of you cancelling then a replacement volunteer will be needed.
- The group leader will give you a group list before the group sets off and any details regarding times, workshops, toilet stops and lunch time arrangements etc.
- Volunteers are responsible for supervising the children in their group but they must always be within the same vicinity as a member of staff whilst they are supervising children.
- Volunteers are asked to bring their mobiles for trip emergency use only. Phones should not be used for social/work calls for the duration of the trip as the volunteer needs to be aware of their responsibility for the children in their group.
- It is important that whatever happens concerning individual children on a school trip that it remains confidential. Individual children should not be discussed.
- Children must be in a group to enter toilet areas. If the adult needs to use the facility, the children must be handed to another adult to supervise.
- Photos taken during the school trip must only be taken on the school cameras. Parents/volunteers are not permitted to take photos on their own camera or mobile.
- Volunteers are asked to support children to follow school expectations for behaviour. In the event of any concerns regarding a child's behaviour in their group, the parent/volunteer must refer to a member of staff.

Please sign below to confirm you have read and understood the advice & procedures.

Signed _____ Date _____

**Thank you for volunteering to help at school trips.
We appreciate and value your support.**

Appendix 5

Emergency Plan

General

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonable parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Group Leader should ensure staff have access to:

- First Aid kit
- Mobile phone
- School office number
- Contact details of parents if trip falls outside of school opening hours

If an accident happens, the priorities are to:

- Assess the situation;
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services and everyone who needs to know of the incident

Emergency procedures framework during the visit:

If an emergency occurs on an educational trip the main factors to consider are:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention for them (ring 999 if assessment calls for this)
- Ensure that all group members who need to know are aware of the incident
- Ensure that a staff member accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Inform the school contact. The school contact should be accessible at all times during the visit
- Details of the incident to pass on to the school should include: nature, date and time of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)

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This policy was approved by the Governing Body on.....

Signed..... Date:.....
(Chair of Governors)

Signed..... Date:.....
(Headteacher)