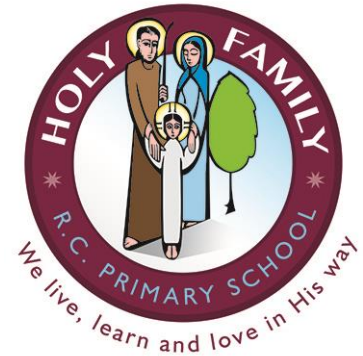


Holy Family RC Primary School

Educational Visits and Activities Policy



1 Introduction

- 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 Holy Family RC Primary School 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.

2 Organisation

- 2.1** At Holy Family RC Primary School, we follow the guidelines contained within the Oldham Metropolitan Borough Council document "Regulations & Guidelines for Educational Visits". This document is part of the LA Health & Safety manual (available on <http://www.oldhamvisits.org.uk>) and is referred to as 'LA Guidance' from this point in the policy. Staff organising an educational visit should also refer to the DCSF guidance contained in 'A Handbook for Group Leaders' which is also available on the above website.
- 2.2** The Deputy Head teacher is the Educational Visits Coordinator.
- 2.3** The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year.
- 2.4** Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details to parents of these visits and other activities as the school year progresses.
- 2.5** Visits and activities usually take place within the school day, and the headteacher approves all such visits in advance. We follow the Local Authority's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site and out of the school locality. If we do not receive this written permission, the child will be unable to participate. When joining the school, each parent is asked to sign a document giving permission for their child to take part in activities within the school locality during their time at the school.
- 2.6** The member of staff is responsible for ensuring that pupils can be easily identified during the trip eg. Uniform, name badges etc.

3 Charging for school activities

- 3.1.1** All education during school hours is free. 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 from the school office.

- 3.2 The Governing Body has agreed the wording of the statement relating to charging that is to be included in letters to parents regarding educational visits. This forms part of the 'Charging and Remissions' policy.

4 Curriculum links

- 4.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

- 4.2 We also have regular visits from our neighbourhood police officer and health workers. These visits support the personal, social and health education of our children. The priest of the Holy Family RC Church regularly leads Mass at school. Other local religious leaders may also take assemblies in the course of the school year. We do this with the full agreement of the governing body.

5 Residential activities

- 5.1 At Holy Family RC Primary School, children may have the opportunity to take part in a residential visit. This activity would take place during term-time and be linked to the National Curriculum, so we would not make any charge for the education or cost of travel although parents are invited to make a voluntary contribution towards these elements. We would, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Parents in receipt of state benefits are exempt from payment.

- 5.2 The 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 approval of the Local Authority via [www. www.oldhamvisits.org.uk](http://www.oldhamvisits.org.uk) and follow the LA Guidance in the organisation of the visit. All specialist activities are undertaken with qualified instructors.

6 Risk Assessment

- 6.1 The school follows the guidelines on Risk Assessment in the LA Guidance. The risk assessment should identify significant risks and take measures to control these, using the HSE 'Five steps to risk assessment' model:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- Record findings
- Review assessment and revise it if necessary.

- 6.2 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 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.

- 6.3 The school has a standard format for risk assessment. Risk assessments should be completed on Evolve and saved computer and saved. These can then be amended when further visits are organised. A copy of the risk assessment will be attached to the visit form **on**

www.oldhamvisits.org.uk . All adults accompanying the visit should be briefed about the outcome of the risk assessment and made fully aware of their responsibilities.

7 Pre-visits

- 7.1** 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.

8 Ratio of adults to pupils

- 8.1** At Holy Family RC Primary School we base staff/pupil ratios on a thorough risk assessment of the issues, including pupils needs (SEN and medical needs), the venue, activity and duration of the visit, transport arrangements, competence and experience of the adults and emergency procedures.
- 8.2** We use recommendations in the DCSF's 'Health and Safety of Pupils on Educational Visits' as a baseline. This document is available on the visits website. For visits beyond the school locality, one adult included in the ratio must be a teacher

9 Voluntary Help

- 9.1** At Holy Family RC Primary School, we are aware 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.
- 9.2** 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.
- 9.3** 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.
- 9.4** The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable.
- 9.5** The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.
- 9.6** Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.
- 9.7** All volunteers accompanying a residential visit will be required to obtain a DBS.

10 Transport

- 10.1** Parents will always be informed as to the type of transport being provided for an educational visit.
- 10.2** The school will only use hired transport from a reputable company. 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 must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

10.3 If public transport is used an increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

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

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

Volunteers will be asked to sign a declaration that all 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.

11 Check list

The visit organiser should ensure he/she has completed the 'Educational Visits Checklist' as part of the planning process on www.oldhamvisits.org.uk

12 Monitoring and Review

It is the responsibility of our governing body to monitor the effectiveness of this policy. The governing body does this by:

- requiring the headteacher to report to governors on an annual basis on the effectiveness of this policy;
- taking into serious consideration any complaints regarding educational visits from parents, staff or pupils;
- Reviewing this policy every three years.

Signed:..... Chair of Governors

Date: December 2015

Reviewed: September 2019

<u>Version</u>	<u>Date</u>	<u>Updated by</u>	<u>Comments</u>	<u>Governor Ratification Date.</u>
<u>1</u>	01/09/19	Alison Booth	No Changes Action – Check Charging and Remissions Policy.	
<u>2</u>				
<u>3</u>				

