

# **ST. GEORGES C.E. FIRST 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 In St. George's we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender, or differences of ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our pupils, we offer a wide range of educational visits and other activities that add to what pupils learn in school.

### **2 Organisation**

- 2.1 The National Curriculum defines what we teach the children in school. This is the basis for each class' programme of learning for each school year.
- 2.2 Within each class' programme of work the teachers plan educational visits and activities that support the children's learning. We plan other activities as the school year progresses and inform parents of these in due course.
- 2.3 We follow the Outdoor Education Advisers' Panel (OEAP) National Guidance [www.oeapng.info](http://www.oeapng.info). Visits and activities usually take place within the school day. We ask parents to give written permission for their children to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.

### **3 Charging for school activities**

- 3.1 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 e.g. school trip. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available on our website or from the school office.

### **4 Curriculum links**

- 4.1 All educational visits and activities support and enrich the work we do in school. We also invite people, often specialists, to visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all pupils.

- 4.2 For each subject, visits and/or visitors may be used to enhance the curriculum, e.g.
- English – theatre visits, visits by authors, poets and theatre groups;
  - Mathematics – use of shape and number trails in the local environment;
  - Science – use of the school grounds, visits to botanical gardens;
  - History – study of the locality and historic buildings for fieldwork;
  - Geography – study of the locality and field centres for fieldwork;
  - Art and Design – art gallery visits, use of the locality;
  - P.E. – extra-curricular activities, local sports fixtures, weekly swimming lessons, visits by specialist coaches;
  - Music – range of specialist music teaching, extra-curricular activities, local schools' choir/orchestra, concerts for parents and guests;
  - I.C.T- its use in local shops/ libraries/ factories etc;
  - R.E. – as recommended in the 'Every Faith Matters' document, visits to our parish church, local centres of worship beyond the Christian faith, Worcester cathedral, visits by local clergy;
- 4.3 We also have visits from our neighbourhood police officer, fire service, health workers etc.. There are good links with local clergy and members of the local community (Open the Book Team), who lead Collective Worship. We do this with the full agreement of the governing body.

## **5 School transport**

- 5.1 The school charges children if they are transported [by coach] to outside events. The charges cover the expenses of the journey and insurance only; the school does not make any profit from this.
- 5.2 Hired transport meets national guidelines and each seat has a belt. The school only uses those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt.

## **6 Equal Opportunities**

- 6.1 Whilst aiming to encourage the involvement of all children in all activities, we also recognise that some activities are not suitable for all children. Risk assessments support staff in making decisions about suitability.

**January 2017**

## St George's C.E. First School Visit Guidance

The school has appointed an Educational Visits Co-ordinator [EVC] who has received training from the L.A.      **CURRENT EVC – Mrs C Redfern**

The school has adopted the web-based guidance found on [www.oeapng.info](http://www.oeapng.info)  
Further information can also be found on the shared staff network.

### Guidelines

- For any trip or visit one member of staff must take overall responsibility and where possible a named second in charge.
- Advance notice must be given to the Headteacher and office manager and the trip detailed in the diary.
- Then Headteacher/ EVC must consider the competency of staff involved for the particular activity and ensure suitable replacement staff in the event of absence.
- If the teacher in charge does not know the venue, then it is expected that the teacher will visit the venue to ensure that they are well prepared. If possible, staff who have not previously visited, should visit prior to the trip.
- If a teacher knows the venue and is confident that they are adequately prepared for the visit, they should contact the venue by phone to confirm arrangements at the venue and check that there are no new factors to be taken into consideration.
- The party leader of trips involving transport must find out if there are first aid facilities and qualified 'first aid at work' personnel available at the venue. If not a qualified first aider from school should attend.
- A risk assessment must be completed in advance and copies distributed to all accompanying adults. The risk assessment must address risks specific to the venue e.g. farm, swimming pool, etc. A copy of the risk assessment should be kept in the 'School Visits' folder held in the school office.
- Parent helpers must have a DBS form if they are going to be alone with children at any point during the visit.
- The adult /pupil ratio will be guided by the nature of the trip and children involved.
- In addition to the risk assessment, the party leader must consider contingency plans to meet foreseeable problems.
- Every party must take at least one mobile phone and mobile numbers for adults in the party must be shared with all school staff in the party and with the office manager / Headteacher.
- Separate risk assessments may need to be completed for pupils with behavioural or specific medical needs.
- Emergency contact lists must be available in advance to accompany class teachers. Permission slips should be taken on the trip.
- A list of those pupils and adults on the trip must be left in the school office and must also show which children remain at school. Class lists are available by request from the school office.

- Parents must be notified of the trip/visit and the possible activities to be experienced, including alternative activities in poor weather etc.
- For walks and visits in the locality and normal curriculum activities, such as weekly swimming lessons, local sports fixtures and forest school activities, the general consent form will suffice. Office staff must check to see if a current consent form has been given. Advanced notice of the visit is therefore essential.
- For other visits a separate consent form will be needed.

### **Critical Incident and Emergency Support for Visits**

To access LA support for a critical incident during a visit, continue to use the following telephone numbers:

Office hours: **01905 766171**

All other times (24 hour service): **07624 909756**

**For residential, hazardous activities and/or visits over 50 miles from school form OS5 must be completed and sent to the LA two months before the visit.**

**Teaching staff are reminded that they are responsible for the safety and well-being of pupils. If they consider that an activity or situation presents a danger to the members of the party they will be expected to take action to reduce that risk.**

**Teachers must report any accidents causing concern to the Headteacher or Deputy Headteacher as soon as possible following the return to school.**