

# St William of York Catholic Primary School



## Educational Visits Policy

Signed \_\_\_\_\_ Chair of Governors

\_\_\_\_\_ Head Teacher

Date: 3<sup>rd</sup> April 2024

Review date: April 2026

# St William of York Catholic Primary School

## Educational Visits 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 St William of York 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 the opportunity to take part in educational visits and other activities that add to and complement what they learn in school.

### **2 Organisation**

2.1 At St William of York, we follow the guidelines from Sefton Council. Teaching Staff organising an educational visit should also refer to the DfE & HSE guidance. The school uses Evolve, the LA planning tool which allows staff to plan and submit visits for approval.

2.2 The School Business Manager is the Educational Visits Coordinator.

2.3 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We provide details of visits and activities to parents prior to the visit.

2.5 Visits and activities usually take place within the school day. We follow the Local Authority's guidelines relating to health and safety, and we ask parents to give written consent 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 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 in the local area during their time at the school.

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

3.1 As per DfE guidance all education during school hours is free. We do however ask for a voluntary contribution from parents. 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 for school trips. If the activity cannot be funded without voluntary contributions, the head teacher will make this clear to parents at the outset. The governing body or head teacher also make it clear to

parents that there is no obligation to make any contribution. The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. This forms part of the 'Charging and Remissions' policy.

#### **4 Curriculum links**

4.1 All Learning outside the classroom, educational visits and activities support and enrich the work we do inside the 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 For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the Local 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/design centres;
- IT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.

4.3 We also have regular visits from other professionals and health workers. These visits support the personal, social and health education of our children. We do this with the full agreement of the governing body.

#### **5 Residential activities**

5.1 At St William of York, children in Year 6 have the opportunity to take part in a residential visit. This activity takes place during term-time and is linked to the National Curriculum, so we do not make any charge for the education. We do, however, make a charge for board and lodging, insurance, transport and specialist instruction for certain activities.

5.2 The residential visit enables children to take part in outdoor activities and environmental studies. We undertake this visit only with the permission of the Local Authority 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 guidelines from Sefton Council .The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.

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 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.

6.3 The school has a standard format for risk assessment. Risk assessments are added to EVOLVE and a printed copy is passed to the visit leader. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

6.4 Specific Risk Assessments from the provider are requested, added to EVOLVE and Paper copies passed to the visit leader to share with all adults on the trip.

## **7 Pre-visits**

7.1 In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit.

## **8 Ratio of adults to pupils**

8.1 We follow advice from Sefton Council/DfE on minimum staff/pupil ratios for visits; In all cases one adult included in the above ratios must be a teacher. It must be stressed that these are minimum ratios and that visit organizers must consider the following factors when deciding on the final adult/child ratio: SEN and medical needs; type 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.

## **9 Voluntary Help**

9.1 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 or competent.

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.

## **10 Transport**

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

10.2 Coaches. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. 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 Public transport can also be used including buses for local journeys, either as private hire or public use. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

10.4 Private cars. If staff transport children in their own cars, they are required to have Business Use Insurance.

## **11 Monitoring and Review**

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

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