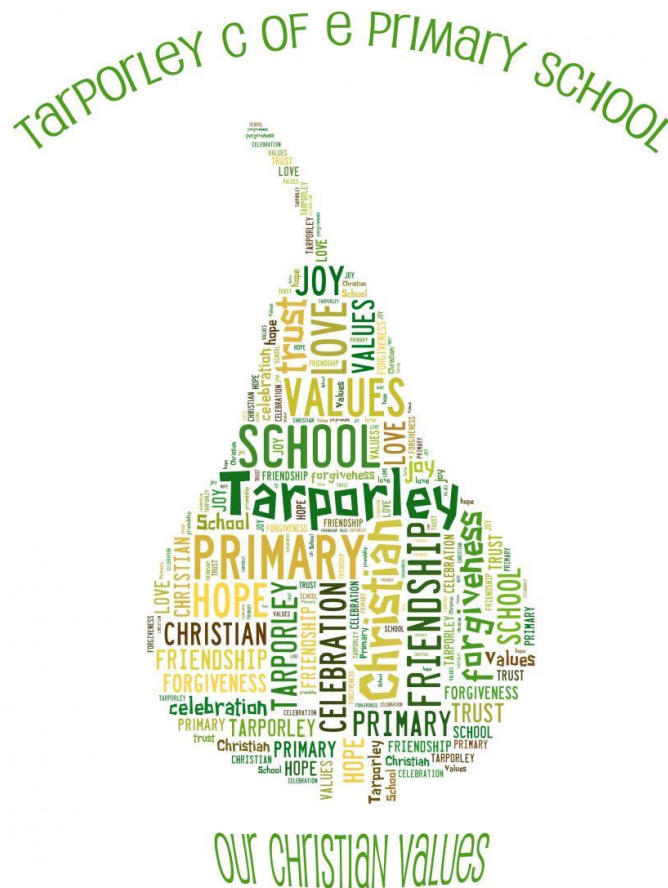


# TARPORLEY CE PRIMARY SCHOOL

## *Let Your Light Shine (Matthew 5)*

Tarporley Church of England Primary School is a welcoming and friendly Church school that provides high quality education for children aged 5-11. As a Church school we hold our Christian Values at the heart of everything we do. These are: **LOVE, FRIENDSHIP, TRUST, HOPE, FORGIVENESS, JOY & CELEBRATION**



It is very important to us that the children are happy and experience the best education possible. We value strong links and a close partnership between home, church and school and recognise the importance of trust and shared responsibility in education.

## Education Visits and Offsite Activities Policy

# **TARPORLEY CE PRIMARY SCHOOL**

## **EDUCATION VISITS AND OFFSITE ACTIVITIES POLICY**

### **1 Introduction**

- 1.1** Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose or support mental health and wellbeing, which we believe will enhance and enrich our children's learning experiences.
- 1.2** In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils and adults at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.
- 1.3** Definitions of the types of visits undertaken are as follows:

Adventure Activities: Activities that take place in challenging environments that can present technical or environmental complexity in the organisation or delivery of the activity. Many adventure activities have well established National Governing bodies that train, assess and validate the competency of staff to lead in the activity.

Educational Visits: All visits with a group of young people that leave a school site to journey to another location either during the school day or for extended periods beyond the school day. This usually does not include work experience or activities in schools on split sites. This activity is planned and organised by the school.

Off-site Activities: Activities that occur away from the base of regular work with children or young people, organised by staff who work within Children's Services.

Learning Outside of the Classroom (LOtC): An activity that takes place on the school site and further afield. Some of this work falls under the category of Educational Visits.

### **2 Aims**

- 2.1** The aims of our off-site visits are to:

- enhance curricular, cultural and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short visits into the local area and beyond for Reception and Key Stage 1 pupils, and progress to residential experiences for all Key Stage 2 pupils including a short one-night residential for Year 2 pupils to support transition to Key Stage 2.

### **3 Curriculum links**

- 3.1** At Tarporley, we follow our **BOOKS** approach:

**Bravery**

**Outward-facing**

**Opportunities**

**Knowledge and Skills**

**Spirituality**

We believe that encouraging our children to be outward facing – to look beyond our school to the wider world – and have a range of opportunities both inside and outside the classroom are vital. A rich range of experiences including visits will enhance our curriculum and deepen our children's understanding.

**3.2** For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LEA:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to high school, visits to science museums;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and Design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear, school choir;
- Design and Technology – visits to local factories or design centres;
- Computing – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy;
- PSHE and Citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers.

#### **4 Residential activities**

**4.1** Children from Year 3 to Year 6 have the opportunity to take part in a residential visit. As these activities are in school time and linked to our curriculum, we ask for a voluntary contribution for the education or cost of travel and make a charge to cover the cost of board and lodging, insurance and specialist instruction for certain activities. Parents in receipt of free school meals / pupil premium can be subsidised by the school. Visits take place on a 2-year cycle to mirror our 2-year rolling curriculum.

Currently these visits are:

Year 3 and Year 4	Kingswood, Colomendy & White Moor Lakes Lichfield
Year 5	Aldeford Lakes
Year 6	The Conway Centre, Anglesey (transition to high school)

#### **5 Local visits**

**5.1** We define local visits as visits and off-site activities that will usually be within walking distance of the school. In September, we seek consent from all parents to take children on local trips throughout the year. These visits may be visits to our local church, nature walks, sporting events held at Tarporley High School and field trips around the village.

**5.2** When planning and leading a local visit, visit leaders will:

- Ensure parents are made aware of the date, location and purpose of the trip, and that children are dressed appropriately;
- Assess weather conditions and decide if the trip can still take place;
- Take First Aid kits including inhalers on the visit;
- Maintain appropriate staff to pupil ratios;
- Communicate with staff, pupils and volunteers regarding the timings, itinerary and purpose of the visit;
- Carry class lists and emergency contacts;

## **6 How visits may be authorised**

**6.1** The headteacher will appoint a visit leader to be responsible for leading the visit or offsite activity. This will normally be a teacher employed at the school.

The Headteacher is responsible for ensuring that any activities falling within the scope of this policy are:

- Adequately resourced (in terms of planning, time, staff and budget) to secure compliance with the requirements of this policy and any associated procedures.
- Ensure visits are led by suitably trained, qualified and competent people.
- Checked comprehensively. If external organisations and third party providers are providing the activity, the Headteacher/Head of Establishment is responsible for ensuring that checks are carried out to ensure so far as reasonably practicable, that suitably trained, qualified and competent people deliver the activities that they have been contracted to provide. These checks also need to ensure that the external provider carries a minimum of £5m for lower level activities and £10million public liability insurance coverage for adventurous activities from an approved UK insurer. It is the responsibility of third party providers to carry out suitable and sufficient risk assessments for all Educational Visits and Offsite Activities that they provide for the particular school. This can be checked by using an LOfC/AAL provider or using the External provider form.
- Covered by suitable and sufficient risk assessments and these are brought to the attention of all staff, including volunteers involved/supporting the activity. These should be checked in relation to risk management systems. Risk management systems are required to be in place using a risk benefit assessment tool to ensure that adequate risk management measures are implemented. For activities provided and delivered by third parties reasonable checks of the provider using the risk management system should be used. The Head teacher/Head of Establishment is not responsible for Providers' risk assessments and should not undertake any further risk assessments of a Providers' activities.
- Monitored and any significant findings reported to the Edsential's Educational Visits Advisor and to the school's Governing body so they can maintain effective oversight of these activities.

**6.2** The school's educational visits coordinator (EVC), who is the Deputy Head, will be involved in the planning and management of off-site visits.

The EVC will:

- Ensuring that you have an understanding of how Learning Outside the Classroom (LOtC), offsite activities and visits can support a wide range of outcomes for children and young people, and raise achievement.
- Ensuring that you have attended EVC Training as recommended or required by your employer.
- Ensuring that LOfC, offsite activities and visits meet guidance requirements.
- Ensuring that establishment managers, visit leaders, assisting staff and voluntary helpers understand that all staff involved in LOfC, offsite activities and visits require access to training at an appropriate level to ensure that the employer's guidance and establishment procedures are properly understood.
- Ensuring that you have an establishment visit policy. As a minimum, the policy will need to make a link between the establishment's procedures and this guidance.
- Supporting the head/manager with approval and other decisions.
- Ensure visits are submitted to Head or Edsential within specified timeframe.
- Monitoring Visit Leader planning and sample monitor visits.
- Organising the training of Visit and Assistant Leaders (including voluntary helpers).
- Ensuring that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management.
- Ensuring that DBS/ISA checks are in place as required.
- Reasonable comprehensive checks of any external organisations that are contracted to provide any activities regardless of whether these activities are being undertaken on or off-site are carried out to ensure that the external organisations are suitably trained, qualified and competent to provide such

activities. These checks also need to ensure that the external provider carries a minimum of £5m public liability insurance coverage from an approved UK insurer. £10m is the preferred amount of liability cover.

- Ensuring that establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent.
- Checking that there are two 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place.

Visit Leaders will:

- Enter the details onto the Evolve system for authorisation. This will then be checked by the EVC and Head for authorisation, including visits which require authorisation from CWAC;
- ensure that risk assessments are completed;
- liaise with county officials over risk assessments;
- support the headteacher and governing body in their decisions on approval;
- assign competent staff to support with trips;
- highlight needs related to staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from the coach company (see 6.5) assures us their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the Evolve system, regulations, advice and procedures published by the LEA (available from the headteacher). All off-site activities must take place in accordance with the LEA's instructions.

- 6.3** Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.
- 6.4** Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and the Local Education Authority before permitting the activity to take place.
- 6.5** It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

## **7 Risk assessment**

- 7.1** A comprehensive risk assessment is carried out by the group leader before the proposed visit, following county guidelines and procedures. This is uploaded via the EVOLVE system. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:
- What are the hazards?
  - Who might be affected by them?
  - What safety measures are needed to reduce risks to an acceptable level?
  - Can the group leader put the safety measures in place?
  - What steps will be taken in an emergency?

- 7.2** Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgments about the risks it may involve. The LEA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.
- 7.3** It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit planning must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.
- 7.4** An activity should normally have sufficient adults taking part to provide the following minimum ratios:
- 1 adult to between 10 and 15 pupils in Years 4 to 6;
  - 1 adult to 6 pupils in Years 1 to 3;
  - 1 adult to 5 pupils in Early Years.
- Any trip will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases.
- 7.5** A risk assessment must also cover transport to and from the venue, including liaising with the coach company over;
- the provision and required use of seat belts;
  - proper vetting of the driver by the police;
  - proper insurance for the driver;
  - details of first aid and emergency equipment;
  - breakdown procedures.
- 7.6** The group leader will double-check that all adults helping to supervise the trip have been subject to DBS checks (see 5.2 above).
- 7.7** A copy of the completed risk assessment will be given to the headteacher, the governing body, the LEA (where appropriate), our educational visits coordinator, and all adults supervising the trip.

## **8 Transport**

- 8.1** The costing of off-site activities should include any of the following that apply:
- transport;
  - entrance fees;
  - insurance;
  - provision of any special resources or equipment;
  - costs related to adult helpers;
  - any refreshments the school has opted to pay for.
- 8.2** Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.
- 8.3** Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, checking that each driver has been subject to DBS checks (see 5.2) and that booster seats are provided for children under 135cms tall.

- 8.4** The school sometimes uses a minibus. This is driven by a member of staff who has the appropriate mini bus driving qualification. Each seat has a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.
- 8.5** In cases of emergency it may be necessary to transport a child to A&E by car. Parents will be kept informed of the transport arrangements.
- 9 Communication with parents**
- 9.1** The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit, and parents are invited to attend a meeting prior to a residential. Parents must give their permission in writing before a child can be involved in any off-site activities. Local visits in the village are covered by an annual permission letter.
- 9.2** Funding for off-site activities is provided mainly by parental contributions, with a limited subsidy from the school in cases of financial difficulties. This must be made clear to parents in all correspondence about an educational visit at the planning stage.
- 9.3** No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.
- 9.4** The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time.
- 10 Further health and safety considerations**
- 10.1** All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.
- 10.2** Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with copies of the consent/medical forms and a programme and timetable for the activity. Visit leaders also carry a list of emergency contact numbers for staff.
- 10.3** The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.
- 10.4** Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that child from the activity.
- 10.5** More detailed guidance on procedures, requirements and latest guidance can be obtained from Edsential Evolve.
- 10.6** The EVC will ensure their training up to date, and will communicate with staff any new guidance or statutory responsibilities relating to visits.
- 10.7** During the COVID-19 pandemic, visits will still take place when CWAC and national government policy states they can go ahead. Additional measures, such as sole occupancy of a venue, hands-face-space and LFTs before departure will be described in the risk benefit assessment for the trip.

## **11 Visit plan**

**11.1** The visit plan for intended educational visits should include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities including timings (itinerary);
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteacher;
- medical questionnaire returns;
- first-aid kits including tick removers, Cal-Pol and anti-histamine.

## **12 Monitoring and review**

**12.1** This policy is monitored by the governing body and will be reviewed every three years or before if necessary.

## **13 On return**

Parent will be made aware if children have visited a site where ticks are likely to be found, and will be given guidance on how to check their child for ticks.

All educational visits will be reviewed and evaluated by the visit lead via Evolve. Changes to future visits will then be made as appropriate.

**Reviewed:**      **March 2019**  
                     **Summer term 2020**  
                     **January 2022**  
                     **March 2023**

**Next Review:**   **January 2026**