REDLAND PRIMARY SCHOOL EDUCATIONAL VISITS AND RESIDENTIAL TRIPS POLICY

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Redland Primary School Educational Visits and Residential Trips Policy

Rationale

Children's learning is greatly enriched and enhanced by visits outside of school. Visits, such as to museums, galleries, sporting events and residential visits, provide children with experiences that cannot be achieved within the school grounds and which contribute to raising achievement and enjoyment in school.
Educational visits have a clear aim and targeted outcomes. They also need to be well planned and maintain a high focus on health and safety. While we do not wish to reduce the positive impact of activities on pupils by attempting to eliminate all element of risk, we will manage and assess risk carefully, reducing it to an acceptable level.

Risk Assessment Co-ordinator

The Education Visit Co-ordinator (EVC) is responsible for monitoring all visits. The EVC can offer advice and support on completing Risk Assessments and the Forms required for a visit.

All visits

- Children must be reminded of our expectations of the very highest standards of behaviour towards their hosts and those accompanying them on the trip – children and adults.
- Teachers are responsible for ensuring that legal and appropriate adult/pupil ratios are maintained on these trips. These ratios will vary depending upon the location of the visit and the age of the children.
- The DfE states that all schools will determine the number of adults required depending on the nature of the outing. See appendix 1 for ratios.
- An online Risk Assessment (via Evolve https://evolve.edufocus.co.uk/) must be completed prior to these activities.

Local Visits

- When children start school, parent and carers receive a pack which includes a form for local area visits. These are visits when a written permission slip will not be required.
- These visits will involve trips in the locality where children walk and no transport cost is required.
- Children and adults must wear high visibility jackets. If it is a large trip, jackets will be spread evenly throughout the group.

Arranging a Visit

- Teachers should aim to arrange educational visits well in advance. These must be approved by the Headteacher. All residential visits must be approved by the Local Authority.
- If possible, a pre-visit should be carried out by the lead member of staff in order to assess risk and help organise the visit.

- A Risk Assessment Form must be completed via Evolve for all visits.
- In consultation with the member of staff, letters will be sent out to parents and carers outlining the activities and educational value of the visit.
- The lead teacher must take a copy of the parent/carer consent form containing medical information on the visit, and leave the original in school. Children will not be taken on a visit without the consent form.
- All members of staff taking part in the visit must have clear roles and responsibilities.
- The lead teacher or EVC must make all members of staff and volunteers aware of emergency procedures.
- The Headteacher or EVC must ensure there is appropriate insurance cover.
- Parents or carers accompanying the visit should have completed a DBS (Disclosure and Barring Service). Volunteers without these may in some circumstances accompany the trip, but cannot lead a group of children.
- Volunteers and helpers should be briefed about the visit, expectations of behaviour and learning before the trip takes place.

Carrying Out a Visit

- All members of staff are First Aid trained
- First Aid equipment must be taken on the visit
- Medication for pupils with medical needs must be taken and teachers should liaise with parents or carers to ensure that the care provided in school is maintained for the duration of the trip.

Residential Visits

- The Local Authority must approve all residential visits in advance via the Evolve website.
- If possible, a pre-visit should be carried out to any new residential centres by the lead member of staff in order to assess risk and help organise the visit.
- All adults accompanying children on a residential visit must all be subject to enhanced DBS check.
- We do not take parents and carers on residential visits unless there are exceptional circumstances.

Following a Visit

- The Headteacher or EVC should be informed of any issues that caused concern on the trip (pupil behaviour, poor quality of trip etc.) These may need to be followed up with the establishment.
- The Headteacher or EVC should be informed of the success of the trip. A particularly good visit can be followed up with the establishment and a note can be made to use that venue again.
- Poor behaviour outside of school is taken very seriously and will not be tolerated. Poor behaviour on a school trip affects the reputation of all the children attending

Redland Primary School. The school reserves the right to refuse to take children on a trip if their behaviour could impact on the safety of others.

Staff using cars to transport children

Members of staff occasionally transport children in their own cars. In order to do this, they must satisfy the following requirements:

- Fully comprehensive insurance including business use identified on the policy
- Car seats must be used for all children below 1.35m which must be provided by parents.
- A copy of insurance and drivers' licence must be provided to the school office.
- Any vehicle used must have an up-to-date MOT.

Equal Opportunities

Adult to pupil ratios are a minimum guide only. If a child has significant additional needs then appropriate 1:1 support may be used, even if 1:1 support is not received in school. The teacher leading the class should ensure that children with additional needs are in close proximity to her/him throughout the visit.

The school aims to include all pupils on school trips and will provide additional support for children with physical, learning or behavioural needs. However, if a child's behaviour in school indicates a significant risk to the safety of themselves or the people (adults and children) with them, they may not be allowed to participate and will remain in school.

We aim to support families financially where we can, to enable children to participate in trips and visits, for example children in receipt of pupil premium.

Children's ethnicity and religion may need to be taken into account on rare occasions. While this may not mean a trip does not go ahead, it will be considered when planning events.

Appendix 1

Ratios for educational visits:

Non-hazardous activity	**Ratio**	**Minimum number of adults to accompany groups**
Primary day visit/activity Under 8 School year FS2, 1 – 3	1:6	2
Primary day visit/activity School year 4 – 6	1:15	2
Primary residential visit/activity Under 8 School year 1 – 3	1:6	2
Primary residential or day visits extending beyond midnight School year 4 - 6	1:10	2