



## PENS MEADOW SCHOOL

### EDUCATIONAL VISITS POLICY

Date of Policy: July 2018

Policy review date: Annually

Member of staff responsible: Headteacher

This Policy must be read alongside the DfE Guidance Document: Health and Safety of Pupils on Educational Visits.

Also the Pens Meadow Minibus Protocol and off – site visits Risk Assessment Forms

It is also written in accordance with Outdoor Education Adviser Panel guidance. For up to date information please refer to <http://oeapng.org>

#### Introduction

- 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.
- At Pens Meadow School we seek to ensure that our 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 Learning Outside the classroom (LOTC), educational visits and other activities that add to and complement what they learn in school.

#### Organisation

- At Pens Meadow School, we follow guidelines issued by Dudley MBC. The school uses Evolve, the LA planning tool which allows staff to plan and submit visits for approval.
- The Headteacher and School Business Manager are the Educational Visits Coordinators
- Pens Meadow Curriculum defines what we teach the children in school.

- This is the basis for each pupil's learning opportunities for each school year. In addition the TLR responsible for curriculum provision and TLRs agree the corresponding programme of visits and activities at the beginning of each term.
- Within each class's programme of work the teachers plan educational visits and activities that support the pupil's learning. We give details of these visits and activities to parents at the beginning of each topic. We plan other activities as the school year progresses, and inform parents of these in due course.
- Visits and activities usually take place within the school day, and the governing body 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 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 during their time at the school.

### **Charging for school activities**

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

### **Curriculum links**

- 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 pupils.
- For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists, and visits out of school.

### **Risk Assessment**

- The school follows the guidelines on Risk Management in the LA Guidance The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.
- An Evolve Risk Assessment must be undertaken before any visit is undertaken. This must be authorised by an educational visits coordinator, or the Local Authority

- A risk assessment form 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 a member of the Senior Leadership Team 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.

### **Pre-visits**

- 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.

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

- Pens Meadow operates with greater than minimum recommended ratios at all times
- Visit organisers 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.

### **Voluntary Help**

- 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. They will have undertaken Pens Meadow Induction.
- 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
- 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.
- 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.
- 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.

### **Transport**

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

- 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.
- 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.

### **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 two years.

