

**Golden Opportunities for Achievement and Learning**

# **Gwladys Street Community Primary and Nursery School**



## **School Policy on Educational Visits**

## **Golden Opportunities for Achievement and Learning**

### **Vision Statement**

To provide the stepping stones for a successful and fulfilling future with the Gwladys Street Family, celebrating generations of success.

### **Aims**

We want our school to be one:

1. Where everyone has access to an engaging, creative and challenging curriculum that promotes a love of learning.
2. Where everyone feels safe, happy and secure in our learning community.
3. Where everyone works in partnership with the wider school community.
4. Where Golden Opportunities are provided in an Inclusive Setting.
5. Where everyone respects each other and works as a team to achieve our GOALS.
6. Where children develop lively, enquiring minds, self-confidence and independence.
7. Which promotes a healthy lifestyle and positive, spiritual and moral values.

### **Aims and purposes of Educational Visits**

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned Educational visits which deepens the pupil's learning and understanding.

This is part of the schools required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school in terms of providing a broad and balanced curriculum for the children.

The Governing Body has given its approval to the following types of activities *being* arranged in support of the educational aims of the school:

Out of hours clubs (music, drama, art, science, sport, homework etc)

School teams away fixtures.

Regular nearby visits (parks, libraries, shops, woodlands, place of worship)

## **Golden Opportunities for Achievement and Learning**

Day visits for particular year groups - related to the thematic curriculum

Residential visits

Swimming

### **Submission of paper work**

The school uses the Liverpool Authority risk assessment templates and documentation to plan all school trips. All risk assessment must be submitted to the EVC 3 weeks before so that they can be processed ready for the event.

### **Evolve**

The Local Authority and Gwladys Street Community Primary and Nursery School use Evolve on line system

This includes:

- submitting approval from HT and EVC (Educational Visits Coordinator)
- submitting risk assessments for approval by HT and EVC
- submitting outline plans of trip for approval by HT and EVC

This is a clear way of evidencing the trips and visits made by the school and ensuring that health and safety is paramount throughout.

### **Approval Procedure and Consent**

The Headteacher and Governing Body are responsible for leading the school in terms of educational visits. The Headteacher who will keep the Governing Body aware of its Educational Visits events & programme via the normal Head to Governors reporting process with support from the Educational Visits Coordinator (EVC)

The school will comply with the LA's guidelines for Educational Visits & Journeys.

When staff plan an educational visit they must adhere to the Educational Visits flow chart and complete each process. (see appendix 1)

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils.

All payments for the visit will be made through the school's accounts.

Parents will be asked for a voluntary contribution but letters will state that visits may be cancelled if appropriate funds are not in place. However parents **MUST** pay for board and lodgings.

For regular local visits on foot parents will be asked to sign a general letter of consent for participation in these activities at the beginning of each academic year. Staff **MUST** however inform parents via letter when these trips occur.

## Golden Opportunities for Achievement and Learning

- For any visit lasting a day or more or involving transport (using school mini bus or transport meeting Local Authority standards), or adventurous/high risk activity parents will be asked to sign a letter, which consents to their son/daughter taking part. The letter should clearly state all 'high risk' activities taking place and outline what it entails. No verbal, text or email permission will be accepted and consent **MUST** be in writing with the date and name of the trip including any allergies or medication needs. All letters **MUST** state at the bottom, *'It is the Parents/ carers responsibility to inform the school in writing of changes of medical conditions.'*

For all residential *visits* parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. At this meeting parents can view and obtain a copy of the insurance policy used by the school.

All high risk activities **MUST** be approved by the Local Authority and Governors before these can take place.

### **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that CRB screening is available for volunteer adults assisting with educational activities and visits.

The school does allow parent helpers to accompany a school visit (not residential) but they must have a risk assessment briefing before the visit and clear expectations and guidelines explained. Parent helpers are not to take children to the toilet or be left alone with an individual or group of children. All parents/ carers will abide by the parent/ carers code of conduct while supporting and representing the school.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff,

## **Golden Opportunities for Achievement and Learning**

accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

### **Remissions Policy**

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a partial remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support
- Working Families Tax Credit
- Income based job seekers allowance
- Disability working allowance

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges set out in the school's remissions policy.

The School may ask for voluntary contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

### **The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school

### **Emergency Procedures**

The school will appoint 2 members of staff as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The group Leader will take with them a copy of the NCC Emergency Procedure.

## **Golden Opportunities for Achievement and Learning**

All incidents and accidents occurring on a visit will be reported back through the school systems.

### **Evaluation**

The Group Leader with the EVC will evaluate all visits.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

After a residential visit, all staff attending must meet for a debrief to evaluate the overall effectiveness of the visit. A cost analysis of the visit will also be completed.

Please read alongside this policy our *Charging and Remissions Policy*

Signed:

Date: