



TRIPS AND EDUCATIONAL VISITS AND VISITORS POLICY

Approved On: 7th December 2021

Staff: Headteacher

Notes: School Optional

Next Review Date: Autumn 2024

Headteacher: Mrs. Kate Collins



INTRODUCTION

At Sandfield School we recognise the educational, social and personal benefit that is gained through visits. We seek to provide a range of experiences and opportunities for the children that develop their knowledge and skills and awe and wonder of the world; whilst being aware of the risks involved for all. We believe that outdoor education and off-site experiences enable the children to make real life connections with their classroom learning, make sense of the world around them and develop a sense of responsibility and improve their self confidence.

PURPOSE

To provide all those involved in the education of children at this school with clear aims and details of practice for any educational visits and visitors. This will provide consistent practice and expectations across the school.

AIMS

- To ensure visits are well planned, with risks, costs and practicalities thoroughly considered.
- To enhance children's understanding of the curriculum and the world.
- To provide a wide range of enjoyable and memorable experiences for the children.
- To develop social education and citizenship.
- To ensure equal opportunity of access is applied.

PRACTICE STAGES

Stage 1 Planning

Pre-risk assessment

- Phase groups to explore possible location/visitor to support the term's learning. Phase leader to share ideal dates with the Education Visit Co-ordinator (EVC) / Headteacher. Trips/visitors in to school will be organised by phase groups but booked by the phase leader in combination with the admin team.

Note

Avoid trips on a Monday due to problems with getting free school meals ready before trip leaves. Also avoid peak times like private school holidays or religious celebrations, where possible to ensure the site is less congested.

Phase leader to calculate costs, including online payment costs, additional adults, number of children participating, general ratios (See page 1 of risk assessment if unsure)

- Submit the preliminary trip/visitor form to the Headteacher
- If it is viable it will be approved by EVC (Headteacher) within 24 hours
- The phase leader to write the letter to the parents/carers – to be approved by the headteacher before sending.

Stage 2 Letters

Local visits are covered through the generic consent form that is completed when a child starts school; all others must have parental permission. Trips are advertised on the website, the annual calendar and on the newsletter.

If the trip requires parental permission and a "voluntary contribution", a letter will be prepared by the trip co-ordinator, ensure note re: if enough contributions are received the trip will go ahead. Any family unable to pay is encouraged to discuss this with the HSLW.

Voluntary Contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. **However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset.**

When communicating trip/residential details to parents, there is a clear deadline for when payments will need to be received. As a school, our policy is to set this deadline for payment of the full cost, 6 weeks ahead for a visit and 8 weeks for a residential. This gives the school time to avoid paying for trips that we

will then need to cancel if there are not enough funds to cover the trip/residential.

The headteacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

The restrictions on charging for school activities should not in any way prohibit or restrict an LEA or school from seeking voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential, and including inviting parents to supply or pay for materials used in craft and cookery lessons etc where they wish to own the finished product. Such contributions must, however, be genuinely voluntary. Schools must ensure that they inform parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of school visits.

The terms of any request for contributions must make it clear:

- a) that there is no obligation to contribute; and
- b) that registered pupils at a school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

If there are sufficient contributions for the trip / visit / residential – stage 3 can then go ahead

Stage 3 Bookings and Risk Assessments

- Confirm bookings with location/person and coach company (Admin)
- All visit sites must be reviewed personally by the visit leader who will complete the risk assessment afterwards and submit it to the Education Visits Coordinator (EVC) (Headteacher) for approval. At least a week is required for discussion and amendments to take place. Once approved office and Trip Leader to keep a copy.
- Any site must provide qualifications and site risk assessment.
- Overnight visits must have the agreement of the Chair of Governors on behalf of the Local Governing Body

Stage 4 Informing others

- Arrangements for non-attendees must be given to Headteacher, Phase Leader and the Class Teacher at least two days prior to the trip.
- The class teacher is responsible for informing any regular visitors, e.g. music teachers, club leaders, of the date of the visit to ensure alternative arrangements are made.
- Office team will inform catering team.

Stage 5 Day before the trip

- Ensure all parents helping have a have a DBS check where required. (Admin team)
- Pre-meeting with parents/carers who are supporting to discuss the outline of the trip and the expectations and risk assessment.
- Phase leader is responsible for familiarising themselves with the relevant sections of the Emergency Planning document related to potential emergencies on trips/visits.

Stage 6 Day of trip

- Phase leader to take their copy of the risk assessment and Emergency Planning document with them
- Phase leader to leave a list of adults supporting with the trip and the list of children in their care
- Phase leader to ensure that first aid equipment, medicines and emergency medication for all children and adults taking part in the trip has been collected. Parents are responsible for their own medication but must inform the trip leader of any potential emergency situation that may arise.

- Phase leader will have no responsibility for small groups of children and will be solely responsible for the health and safety of the whole group.
- Ensure travel sickness pills have been taken on schedule.
- Ensure a register is taken am and pm (if out of school all day)
- Inform the office when the class are leaving for the trip
- Complete any first aid or near miss records at the end of the trip
- Ensure any information given to parents/carers supporting is collected back in at the end of the trip (GDPR)

Stage 7 After the trip

- Within one week complete the evaluation form and pass it to Headteacher
- Return first aid equipment

Residential

There are two residential trips in KS2, one in Year 3/4 and one in Year 5/6. Year 3/4 have an overnight stay at school and children plan their own activities to complete in the local area. Year 5/6 have a 2-night visit to an outdoor education centre. Risk assessments for the residential trips are viewed by the Chair of Governors on behalf of the Local Governing Body and uploaded on to Evolve.

Valuables

Monies received for visits must be clearly labelled and passed to the office by parents or Year 5/6 children.

Children are not allowed to take money on visits unless it has been authorised by the Headteacher.

Children may bring cameras if appropriate and at own risk.

Sweets are not permitted on visits.

Electrical toys/ mobile phones/ devices are not permitted on trips

Visitors

Visitors are an enriching aspect of a topic or cross-curricular experience. If the visitor requires a fee the same process is followed as for a trip. If it does not involve a cost only complete the relevant sections risk assessment.

Equal Opportunities

Visits and visitors are open to all children of the school regardless of gender, race, religion, age, ability and financial circumstances.

Health and safety

Trips are a valuable enriching experience but precautions must be considered.

Teachers must make a risk assessment before embarking upon a visit and take the reasonable precautions to maintain safety.

When creating the risk assessment, visit leaders must consider all the needs of the children in their care.

They must ensure that all areas on the trip are accessible to all learners.

Where possible a male adult is required to enable boys to enter toilets under supervision. If a male is not present ensure toilets are empty before allowing children to enter.

Consider health and safety matters in relation to the coach layout, separate adults and spread throughout the coach, do not let children sit on the front and rear seats.

Special needs for individual children must be clearly identified on the risk assessment form.

Covid Cancellation Guarantee

Many companies now offer a covid cancellation guarantee, which will refund the total cost paid so far, if cancelled more than 2 weeks prior. Costs will also be refunded for individual pupils that can no longer attend due to a positive PCR test. This is particularly required for residential bookings. Sandfield will actively seek to book with these companies, which offer total refund or part refund as part of the terms and conditions.