

# Educational & Off-site Visits Policy

# 2024

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 the Banks Road Infant and Nursery School we seek to ensure that the National 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 educational visits and other activities that add to and complement what they learn in school.



## **Introduction**

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the head teacher or other designated member of staff.

The National Curriculum defines what we teach the children in school. This is the basis for each class’s programme of learning for each school year. In addition teachers agree the corresponding programme of visits and activities during each academic year.

Within each class’s programme of work the teachers plan educational visits and activities that support the children’s learning. We give details of these visits and activities to parents at the earliest convenience.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

## **Legislation and Guidance**

This policy is based on the Department for Education’s guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## **ORGANISATION**

At Banks Road Infant and Nursery School, Teaching Staff organising an educational visit use Evolve, the LA planning tool which allows staff to plan and submit visits for approval. **Maria Holmes** is the Educational Visits Coordinator.

***Visits and activities usually take place within the school day, and the governing board 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 and out of the Toton area. 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 within the local environment during their time at the school.***

## **ROLES AND RESPONSIBILITIES**

### **Headteacher**

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

### **Trip lead**

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour

### **Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils’ needs
- Look out for the health and safety of themselves and those around them

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- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

**Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

**Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

**Pupils**

Our school Relationships and Behaviour Regulations policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's policy at all times.

## **PLANNING AND PREPARATION**

The decision on whether or not a visit will take place will be made by the head teacher and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information. Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

### **Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

### **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 board 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 from the school office.

### **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 children.

For each subject in the curriculum there is a corresponding programme of activities which may include visits by specialists. These activities may include:

- English/Literacy – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits by speakers;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and Design – art gallery visits, use of the locality;
- PE –Cluster and other sports activities, extra-curricular activities, visits by specialist coaches;
- Music – range of specialist music teaching, extra-curricular activities, Music School, concerts for parents to hear;
- Design and Technology – visits to local factories/design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.

We also welcome visits from others from our local area such as neighbourhood police officers and health workers. These visits support the personal, social and health education of our children. The Churches of Toton clergy lead assemblies throughout the school year.

### **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.
- A risk assessment must be undertaken prior to all educational visits and off-site activities. The Head teacher delegates this responsibility to the member of staff organising the visit or activity but 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.
- The school has a standard format for risk assessment. Risk assessments should be completed and saved on the hard-drive in the appropriate folder. These can then be amended when further visits are organised. A printed copy of the risk assessment should be placed in the file in the main office after submission on the LA Evolve

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system. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

**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**

At Banks Road Infant and Nursery School we follow LA Guidance on minimum staff/pupil ratios for visits.

In all cases one adult included in the above ratios must be a teacher. It must be stressed that these are minimum ratios and that visit organizers 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**

At Banks Road Infant and Nursery School, 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.

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.

Where children are organised in small groups, a child will generally be placed in a group for which his/her parent is responsible.

All off site volunteers must have previously attended the full induction course for volunteering in school led by the head teacher.

When more people volunteer than is room on the transport then names will be ‘drawn out of a hat’ by the children. Volunteers will be notified as far in advance of the visit as to whether they are required to come.

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**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.

**Check list**

The visit organiser should ensure he/she has completed the ‘Check List for Visits’ and given a copy to the school office no less than 24 hours before the visit is due to take place.

**Monitoring and Review**

It is the responsibility of our Governing Board to monitor the effectiveness of this policy. The governing Board does this by:

- requiring the Head teacher 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

<b><u>THE POLICY WILL BE REVIEWED BI-ANNUALLY.</u></b>
DATE OF RATIFICATION BY GOVERNING BOARD: July 2018  Date of next review March 2024 March 2026
This policy was reviewed and ratified by the Finance & Pupil and Personnel committee March 2024  Signed: Chair of Governors _____  Date: _____