

Silverstone CE Primary School

Educational Visits Policy

Introduction

At Silverstone CE Primary, we aim to deliver a broad curriculum enhanced by visits and educational experiences. All of our children will have opportunities to experience learning outside the classroom (LOtC) and reap the benefits of this.

Silverstone CE Primary has adopted the guidance from LOtC which can be found on the following web site: www.lotc.org.uk/

It is a legal expectation that all employees must work within the requirements of the schools' guidance and must follow the requirements of "LOtC National Guidance", as well as the requirements of this Policy Statement.

The Educational Visits Coordinator for Silverstone CE Primary is: **Mrs Cassie Bodman-Knight**

Organisation of visits

- 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 and governors agree the corresponding programme of visits and activities at the beginning of 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 beginning of each school year in our School Diary. 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 and out of the village of Silverstone. 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 village 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 but we often ask for a voluntary contribution. There are some circumstances when the school can make a charge for certain activities. The governing body has a charging policy that details the full range of activities where a charge can be made.

Curriculum links

- All educational visits and activities support and enrich the work we do in 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 includes visits by specialists. Examples include:

English – theatre visits, visits by authors, poets and theatre groups;

Science – use of the school grounds, visits to botanical gardens;

Mathematics – use of shape and number trails in the local environment;

History – castle visits, study of local housing patterns, local museums;

Geography – use of the locality for fieldwork, village trails;

Art and Design – art gallery visits, use of the locality;

PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;

Music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, 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 have regular visits from within our community for example the PSCO and health workers. These visits support the personal, social and health education of our children. Various religious groups and clergy lead collective worship on a regular basis. We do this with the full agreement of the governing body.

Residential activities

We aim for all children in Year 4 and 6 have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so we do not make any charge for the education but may request a voluntary contribution. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Parents in receipt of state benefits, qualifying for Pupil Premium or are in need of financial assistance, may be supported with payment at the discretion of the Headteacher.

The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. All specialist activities are undertaken with qualified instructors.

Risk Assessment

- Risk assessments are carried out by all staff for each visit.
- A generic risk assessment is carried out for village walks and church visits within Silverstone. This is renewed each year.

Visits are categorised in the following way;

Category A visits

These visits are close to the school, done on a regular basis involving environments known to the staff. It would include activity that is "normal in daily life". Examples include walks and exploring the area near to the school site, visits to the local church, library, school sporting fixtures and other regular non-complex activity. It can also include transport if needed.

Category B visits

These visits are to areas beyond the local area involving more complex environments and activity and will be a once off or irregular activity in the school year. The leaders will be approved to lead the visit by the EVC. There may be some specialist training attached to some activities in this area. Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some basic outdoor education activity.

Category C visits

The majority of educational visits are approved at school level.

However, visits including the components below are Category C visits:

- Residential visits
- Overseas visits
- An activity involving water
- Adventure activities

These visits are approved by our risk assessment provider, Plumsun.

All staff are updated on practices annually by the EVC.

Planning for LOtC

For each visit staff are expected to:

- Have a clear itinerary of their trip
- Carry out risk assessments, write, upload and submit them to the EVC through www.plumsun.com
- Ensure all children have permission to attend the trip
- Collate information about the group (contact details, medical needs)
- Provide the office with a document trail and contact numbers for all attending the visit
- Share itinerary, risk assessments and emergency numbers with all staff members attending

In addition to this, those staff who are leading residential visits will collate medical forms and further information as required by the visiting centre.

The office staff have responsibility for collating this information and ensuring the documents have been completed. They will also keep a copy of the itinerary and contact details for all those participating in a visit including staff/volunteers.

The EVC has responsibility for ensuring the risk assessments are in place and will submit Category C assessments to Plumsun as necessary.

Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements are followed.

The level of supervision necessary is considered as part of the risk management process when planning the journey, Silverstone CE Primary gives proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a coach and/or a minibus.

The Visit Leader should ensure that coaches and buses are hired from a reputable company.

We understand that sometimes staff transport young people in private cars, this requires careful consideration. No adult should transport a child alone and legal requirements for child seats need to be adhered to.

Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

In the event of a critical incident staff must refer to the critical incident policy.

To activate support the following telephone numbers should be used:

School office hours: 01327 857381

Outside School hours: Mr James Bloomfield, Headteacher (number available upon request)

Plumsun office hours: 08456 8622684

Plumsun outside normal office hours: 07734 954938 & 07885 909761

These numbers should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency. Under no circumstances should these numbers be given to young people or to their parents or guardians.

Insurance for Off-site Activities and Visits

Employer's Liability Insurance is a statutory requirement and this covers activities such as off-site activities and visits organised by Silverstone CE Primary.

Some level of Personal Accident Insurance is provided for all employees in the course of their employment at Silverstone CE Primary, providing predetermined benefits in the event of an accident. However, Visit/ Activity Leaders are advised to obtain cover through a professional association.

Inclusion

Under the Equalities Act 2010, it is unlawful to:

- treat a young person less favourably on the grounds of their disability, special educational needs, medical needs, ethnic origin, gender or religion.
- fail to take reasonable steps to ensure that such persons are not placed at a substantial disadvantage without justification.

Every effort is made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Silverstone CE Primary takes reasonably practicable measures to include all young people. The principles of inclusion is promoted and addressed for all visits and ensures that we aspire towards:

- enabling all children to participate
- enabling accessibility through direct or realistic adaptation or modification
- allowing integration through participation with peers