Lambeth

St Mary's Roman Catholic Primary School

Wisdom & Faith

Ofsted Outstanding Provider

Developing every child's full potential in an outstanding learning environment on their journey in wisdom and faith.

Educational Visits Policy

Healthy Schools

INVESTORS IN PUPILS

British Values

Educational Visits Policy

"We aim to ensure that all children are provided with a challenging, broad and balanced curriculum."
St Mary's RC Primary School Mission Statement

Aims of Educational Visits

The value of educational visits in extending and enriching classroom learning and experience has long been recognised. At St Mary's, educational visits form an essential part of the learning provision.

At St. Mary's we aim to:

- ensure that the children experience a variety of educational trips during their time at school and extend their activities and enhance their learning experience as well as their social skills
- provide links between the 'real' world and the classroom and make learning more effective by putting it in context
- provide first-hand experience of a given subject/ topic where this cannot be done in the classroom
- provide pupils first-hand experience of places of worship
- fulfill National Curriculum requirements for field studies including PE, music, science, geography and history
- encourage pupils to demonstrate the same high standards of behaviour, personal responsibility and work in out-of-school learning as they do in school

Educational visits give many and varied opportunities for pupils to learn, including:

• language and literacy — attending theatre productions and workshops; listening to guides, asking questions, taking notes, reading information, writing letters: genres used directly include diary entries, recounts, explanations, reports.

• mathematics — preparing and following a timetable/ directions

• science — across the program of study including the provision of 'hands on' experience/investigations,

• ICT — creating guides, studying publishing techniques

• design technology — looking at designs and making models

• history and geography – studying the local area, home region and other localities including the seaside, using maps and following directions; museums provide for the full program of study

• art – studying original works, seeing art not just as decorative but useful, functional, enhancing the environment, as an end in itself

• music, dance and drama– practising for a concert, attending live music making, watching professional actors, dancers and musicians

• PE – taking part in tournaments, being spectators at local, national and international events and participating in Outdoor Adventurous Activities

• RE – visits to church, class retreats, learning about other religions and their places of worship.

• Gifted and talented provision – workshops, lectures, and borough trials

Planning for Educational Visits

Teachers planning an educational visit will use the *Trip Checklist* to guide them through the correct procedure (see appendix)

A *Trip Proposal* form must be completed and authorized by the Headteacher or member of the SLT before a trip is booked. A Risk Assessment form is completed and agreed with the Headteacher/SLT before the trip takes place (see appendix).

Thorough preparation for an educational visit includes a pre-visit by teacher(s) to…

- confirm suitability
- confirm intrinsic interest
- help determine position in the unit of study
- establish the focus for the trip
- help determine the work needed to prepare for the visit and the nature of work to be completed on site
- give opportunity for the collection and possible purchase of relevant study material, both for the immediate use of the class and to augment the school's resources
- help teachers determine how children are grouped so that they can gain the maximum benefit, both educational and social
- carry out risk assessments

Organisation of Educational Visits

- most educational visits take place within the school day and are planned well in advance. Children are organised into groups (taking into account adult: pupil ratio guidelines), which are best suited to the type of work to be carried out and the nature of the visit
- prior to the visit (where possible, at least two weeks before), parents are notified by email/ through Parent Pay with the reason for the trip, details of the place, date, times of departure and return, the financial contribution, if any, a suggested amount of spending money if applicable and any special requirements needed (e.g. school tracksuit) for the visit
- costs are kept to a minimum and cover the price of entry and travel
- the school does not wish to exclude any child from educational visits on financial grounds therefore parents are asked for a contribution only. Where a parent cannot afford this contribution the school will take the child on the visit as long as parental/ guardian permission is received
- permission must be given to the school office by the parent/guardian of he child before the visit

Roles and Responsibilities

To ensure educational visits take place safely and efficiently all those involved have clear responsibilities as follows.

Teachers must:

- obtain the head teacher's agreement before any off-site visit *is booked*
- understand and communicate the educational benefits of the visit
- undertake and complete the planning and preparation – call the school upon arrival at the destination
- complete risk assessments
- provide relevant information for parents
- gain parents' consent
- have contingency plans in place
- ensure that first-aid provision is organised (see appendix & First Aid Policy)
- have details of the school contacts and other relevant contacts
- ensure that pupils are suitably prepared
- ensure that the ratio of adults to pupils is appropriate for the needs of the group (see appendix)
- ensure that group supervisors are aware of what the visit entails e.g. the purpose, the timetable for the day, their role and responsibilities (see proforma)
- ensure group supervisors have a copy of the emergency procedures
- ensure that the group supervisors are aware of any special educational/medical needs that the pupils may have and know how to deal with them

Adult volunteers must be:

- clear about their roles and responsibilities throughout the visit
- aware of the importance of the health and safety of everyone in their group
- not left in sole charge of the pupils except where it has been agreed through risk assessment

- able to follow the instructions of the teacher responsible for the visit
- able to speak to the teacher if concerned

Pupils must:

- behave sensibly and in a responsible manner in line with the school behavior policy
- follow the instructions of the teacher and other supervisors including those at the venue
- speak to the adults if concerned for themselves or others
- know what to do if they get lost (see appendix)
- engage positively as they are expected to do in all lessons

The Educational Visits Co-ordinator (EVC)must:

- have an overview of all activities that take place
- provide advice and support for staff
- ensure that visits comply with school procedures
- organise induction and staff training
- keep records of visits
- review relevant aspects of this policy regularly
- monitor and evaluates practice and procedures

The Headteacher must:

- be informed about all educational visits
- delegate tasks to the EVC
- inform the Governing Body of visits that are being planned
- ensure adequate child protection procedures are in place
- ensure that visits are inclusive
- ensure risk assessments have been completed
- allow sufficient time for induction and staff training
- ensure that the school has an emergency plan in place

- ensure accident and injuries (and death) are reported as required
- ensure that serious incidents, accidents and near accidents are investigated
- ensure that all necessary actions have been completed before the visit takes place

The Governing Body must:

- ensure that guidance is available to inform the school policy
- ensure that the Headteacher and EVC are supported in matters relating to educational visits
- ensure that any overnight trips have been ratified

Safety Considerations

The safety of pupils, staff and adult volunteers is given the highest priority and is a prime consideration in all preparation and implementation of educational visits. First Aid equipment accompanies the pupils on every visit (see First Aid Policy) and is signed for at the school office.

Conclusion

The purpose of all educational visits is to enhance pupils' learning experiences, enrich our curriculum and to give opportunities for positive and purposeful social interaction with peers and other adults in a safe and supportive framework.
High quality, well prepared and well supervised educational visits provide long lasting memories for all who take part.

Links with other existing policies

This policy is read in conjunction with other school policies including...

- Teaching and Learning
- PSHEE
- Child Protection
- Behaviour
- Inclusion policies

- Relevant subject policies
- First Aid & Medicines

Policy Review Date

This policy was informed by reference to "There and Back Again" – The Outdoor Education Handbook (2018) and the DFES good practice guide "Health and safety of Pupils on Educational Visits" (2018).

This policy was reviewed in April 2024.

It will next be reviewed in April 2025.

Notes

All documents relating to the appendix are contained in the Educational Visits section of the staff room.

For the purposes of this policy, the term Headteacher is used to refer to the post occupied by the Head of School.