



Sharps Copse Primary School
Prospect Lane
HAVANT
Hants
PO9 5PE

Educational Trips & Visits Policy 2018 – 2020

Date:	27 th November 2018
Review Date:	September 2020
Responsibility:	Headteacher
Statutory, recommended or additional:	Recommended
Checked against Equalities Policy:	Yes
Linked Documents: Complaints Procedure and Data Protection, Health & Safety, Behaviour, Special Educational Needs, Charging & Remissions, Minibus, School Debt, Child Protection, Safeguarding and Whistle Blowing Policies.	

Chair of Governors: Mrs J. Towers	Date: 27 th November 2018
Headteacher: Mr M. Elsen	Date: 27 th November 2018

1. Introduction

Educational visits are activities arranged by or on behalf of Sharps Copse Primary School, which take place outside the school grounds. The governors and teaching staff believe that educational visits supplement and enrich the curriculum of the school by providing the children with experiences and opportunities which would otherwise be inaccessible. All educational visits must serve an educational purpose to enhance and enrich our children's learning experiences.

Sharps Copse Primary School seeks to establish a clear and coherent structure for the planning and evaluation of our educational visits, and to ensure that any risks are managed and kept to a minimum for the safety and health of children, staff and volunteer helpers at all times. Within these limits we aim to make our educational visits available to all children, and wherever possible to make them accessible to those with disabilities. The educational visits usually take place within the school day.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Breach or failure to observe the provisions of this document may lead to action being taken under the **School Disciplinary Procedure**, located in the school's policy file retained in the bookcase outside the admin office, electronically on the schools teacherspool (ADMIN - Policies) and the electronic model copy in the Educational Personnel Services (EPS) Manual of Personnel Practices located at www.hants.gov.uk/education/eps/mopp-vol-1 , a hard copy is also available on request from the admin office.

This procedure is issued in draft form to all staff for review, consultation, advice and whole school ownership purposes before ratification, approval and finalisation by the Schools Governing Body.

2. Aims

The aim of our educational visits are to:

- enhance curricular and recreational opportunities for our children;
- provide a wider range of experiences for our children than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These educational visits begin with short excursions into the local area in the Early Years progressing to a wider field through to Year 6; Years 4 and 6 children are invited to attend a residential experience.

3. Curriculum Links

For each subject in the curriculum there is a corresponding programme of activities (which include visits to the school by specialists). All these activities are in line with guidance published and supported by Hampshire County Councils (HCCs) Outdoor Education, PE and Sport Service.

Link	Activity	Purpose
English	theatre visits, visits by authors, poets and theatre groups	To enhance our school curriculum and to give our children new opportunities and experiences
Science	use of the school grounds, visits to botanical gardens	To enhance our school curriculum and to give our children new opportunities and experiences
Mathematics	use of shape and number trails in the local environment	To enhance our school curriculum and to give our children new opportunities and experiences
History	castle visits, study of local housing patterns, local museums	To enhance our school curriculum and to give our children new opportunities and experiences
Geography	use of the locality for fieldwork, village trails	To enhance our school curriculum and to give our children new opportunities and experiences
Art & Design	art gallery visits, use of the locality	To enhance our school curriculum and to give our children new opportunities and experiences
PE	a range of sporting fixtures, extra-curricular activities, visits by specialist coaches	To enhance our school curriculum and to give our children new opportunities and experiences
Music	a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear	To enhance our school curriculum and to give our children new opportunities and experiences
Design & Technology	visits to local factories or design centres	To enhance our school curriculum and to give our children new opportunities and experiences
ICT	its use in local shops/libraries/secondary schools etc,	To enhance our school curriculum and to give our children new opportunities and experiences
RE	visits to local centres of worship, visits by local clergy	To enhance our school curriculum and to give our children new opportunities and experiences
PHSE	visit to the fire station or an old people's residential home, visits by local police officers and health workers	To enhance our school curriculum and to give our children new opportunities and experiences

4. Residential Activities

Children in Year 4 have the opportunity to take part in a residential visit; Sharps Copse Primary School make a non-profit making charge for board and lodging, insurance and specialist instruction for this activity.

This residential visit enables children to take part in outdoor and adventure activities. We undertake these visits only with the approval of HCCs Outdoor Education, PE and Sport Service and use qualified instructors for all specialist activities that are undertaken.

Year 5 children are offered a one night residential stay within the school grounds – this would usually be in a tent. We undertake this visit only with the approval of HCCs Outdoor Education, PE and Sport Service and qualified ‘Camping on your School Grounds’ trained staff are supervising.

Mr Elsen is our current ‘Camping on your School Grounds’ trained member of staff.

Children in Year 6 are offered a residential stay at Fairthorne Manor annually. We undertake this visit only with the approval of HCCs Outdoor Education and PE and Sport Service.

Parents and carers must agree to the charges and pay in full before their child(ren) participates. The school subsidises these events using Pupil Premium Funding, and a **non-refundable** deposit is usually required at planning stages to secure the placement. A payment plan will be offered to all parents and carers to help spread the costs in advance.

Sharps Copse Primary School will in all instances where children are attending residential visits, support the costs for hiring coaches to transport children and their luggage to the intended venue; these additional costs will not be passed onto parents or carers (supported by Pupil Premium funding).

5. How visits and activities may be authorised

The headteacher will appoint a group leader/trip organiser to be responsible for running the activity or visit who will usually be a teacher employed at the school. We recognise that it is not good practice for an NQT to be delegated as a visit leader.

At Sharps Copse Primary School, the headteacher has appointed the Phase Leaders and Special Educational Needs Co-ordinator (SENCo) and PE Co-ordinator to have overall responsibility for educational visits and trips in their phase or team. This will include the completion and evaluation of HCC Evolve forms, risk assessments, mauve trip planner, transport and venue bookings, entering details into school diary and any other details obtained that are applicable to the visit.

The schools’ Phase Leaders or SENCo have overall responsibility to ensure that these procedures are being carried out by the group leader/trip organiser within the team who has been delegated to carry out this task.

The school's educational visits coordinator (EVC) will be involved in the planning and management of educational visits and trips.

This will include:

- a) ensuring that risk assessments are completed;
- b) supporting the headteacher and governing body in their decisions on approval;
- c) assigning competent staff to lead and help with activities and visits;
- d) organising related staff training;
- e) linking with the school Business Manager, verifying that all accompanying adults, including private car drivers, have had satisfactory police checks if required, and that the letter from coach companies assures us their drivers too have had police checks;
- f) ensuring that all necessary permissions and medical forms are obtained and have been checked by the Phase Leader, SENCo, PE Co-ordinator or other delegated staff;
- g) Keeping records of visits using **HCCs EVOLVE** electronic system, and ensure that there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility);
- h) Ensuring that any paperwork generated from trips and visits are retained for a year in the school office.

Staff arranging or otherwise involved in educational visits must familiarise themselves with the regulations, advice and procedures published by HCCs Outdoor Education, PE and Sports Service, retained in the off-site and educational visits file located in the book case outside the admin office and **HCCs EVOLVE** system. All educational visits must take place in accordance with HCCs Outdoor Education National Guidance available on HCC Evolve, PE and Sports Service's advice and guidance.

Where staff are proposing to arrange an educational visit, they must seek and obtain the approval of the headteacher **before** any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made using the school's visit/trip planner, first checking the school diary to ensure that no other big events affecting the remainder of the school is taking place at the same time/day, that may have an impact on the schools limited source of qualified minibus drivers if required. The proposed plan in all instances requires Headteacher approval before any commitment is finalised.

Group leaders/trip organisers can use the diary located on HCCs Evolve system accessed by **REPORTS – VISITS – VISIT DIARY** to check that there are no other major events organised that day in school, taking into account the schools limited pool of minibus drivers.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and HCCs Outdoor Education, PE and Sport Service before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, every effort will be made to ensure that inclusion takes place. We may seek guidance from parents or carers to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

6. Risk assessment

A comprehensive risk assessment is carried out by the group leader/trip organiser before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an educational visit should make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader/trip organiser should group. They should also assess the site's take careful account of the facilities available, with due regard to the proposed size of the suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety.

Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader/trip organiser to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

HCCs Outdoor Education, PE and Sport Service will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the activity should proceed, and the educational visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be supported by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to between 10 and 15 pupils in Years 4 to 6
- 1 adult to 8 pupils in Years 1 to 3
- 1 adult to 6 pupils for any children under the age of 5

Groups Leaders/trip organisers wishing to go 'outside' these supervision recommendations ie, taking more parent helpers or staff must consider the additional costs, which parent and carer voluntary contributions will not support, and meet these costs from the Year Group budget, and only after consultation and authorisation with the headteacher.

Any trip will require a minimum of two adults. However, these are minimum requirements,

and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue. The coach companies we use on a regular basis have provided us with details of all the health and safety measures they routinely take, including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

Copies of the completed risk assessment will be sent electronically to the headteacher, HCCs Outdoor Education, PE and Sport Service, EVC and group leader/trip organiser.

7. Transport

The costing of off-site activities should include any of the following that apply:

- transport including the hire charges for Cluster Group Minibuses;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party and will be organised by the appointed group leader/trip organiser in charge of the trip or visit. It is our policy only to use coaches or minibuses in the HCC cluster recommended by HCC Outdoor Activities and which are fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit. These details are retained in the file and up-to-date recommended coach companies and can be found on the HCC Outdoor website. At Sharps Copse Primary School we have agreed to only use HCC recommended coach companies.

Sharps Copse Primary School will in all instances where children are visiting inner-city venues, where parking minibuses is deemed to be in accessible or high risk due to distance from venue, support costs for hiring coaches to transport children. These additional costs will not be passed onto parents or carers (supported by Pupil Premium funding).

Where private cars are used for transport, the group leader/trip organiser is responsible for checking that the insurance of each driver covers such journeys ie, holds 'business use' details, the provision of child booster seats where appropriate, and double-checking that each driver has been subject to the normal police checks,

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only; the school does not make any profit from this.

8. Charging for Visits

The school invites parents and carers to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and children will not be treated any differently according to whether or not their parents have made a contribution. Some activities may not take place if parents and carers are reluctant to support it and we do not receive sufficient voluntary contributions to make a trip viable.

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of children participating, and is therefore non-refundable if a child is absent. However, if the school cancels the trip, visit or activity due to low voluntary contributions (**below 75%**), or because an individual child's behaviour is cause for concern a full refund will be made.

There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through Pupil Premium funding, Looked After Children (LaC) funds, voluntary contributions and fundraising. As much notice as possible will be given to parents or carers of the activity and the charge and, if they wish invited to enter into a payment plan with the school to help spread the costs.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges which states all charging procedures and can be viewed by visiting our school website at www.sharpscopse.hants.sch.uk or in hard copy format available on request from our school office.

9. Communication with parents and carers

The parents and carers of children taking part in an educational visit should be provided with all appropriate information about the intended visit. Parents and carers must give their permission in writing before a child can be involved in any educational visit.

Funding for educational visits is provided mainly by parental voluntary contributions with the school making an agreed subsidy. This must be made clear to parents and carers in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the inability or unwillingness of the parent or carer to make a contribution. Parents and carers will be informed of this practise through the school prospectus and the school's Charging and Remissions Policy.

The timetable for the payment of contributions should allow for the headteacher making a decision about the financial viability of the activity in reasonable time. If 75% of parental voluntary contribution towards the visit has not been received by the agreed deadline, then the trip will not be considered viable and should be cancelled.

10. Further health and safety considerations

All adults accompanying a party must be made aware, by the group leader, of the emergency procedures which will apply and will be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school the school office should be provided with a current list of everyone travelling with the party, together with a programme and timetable for the activity as well as contact telephone numbers of party members. Mobile telephones should remain on at all times or regularly checked for text messages.

The safety of the party, and especially the children, is of paramount importance. During the activity the group leader/trip organiser must take whatever steps are necessary to ensure that safety including any safeguarding or child protection issues. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times, and keeping the school updated of actions taken or if help or advice is required.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the headteacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from the Off-Site & Hazardous Activities File retained in the book case outside the admin office.

If the party is splitting into smaller groups, the sub groups should remain of a sufficient size to accommodate two adults and their accompanying children. This will allow adults to take comfort breaks and be supported by one another.

If an adult helper accompanying children on a visit wishes to have a 'comfort break' they must arrange this with the group leader/trip organiser to ensure that supervision ratios are maintained.

On returning to school, staff should contact the school to advise of an estimated arrival time to ensure that the playground pedestrian gate can be released.

12. Group Leaders' Planning

Group leaders must read thoroughly the appropriate guidance for off-site activities,

Health and Safety of Pupils, A Good Practice Guide

and is retained in the Educational Visits file located in the book case outside the admin office and electronically held on the schools teacherspool network folder and schools website.

They must consult HCCs Outdoor Education, PE and Sport Service documentation, located in the above file or the EVOLVE system, detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must have a visit plan.

A topical visit needs to be arranged at least **1 school term** in advance to ensure that parents and carers are able to enter into a payment plan with the school; a residential visit requires at least **2 school terms** notice.

Invoices and other particulars should be forwarded to the Business Manager as soon as possible to ensure that either deposits or full payment is made prior to the commencement of the visit.

The group leader must book the trip into the main school diary, ensuring that it does not overlap with any other school activity and is not on a **Monday** due to fulfilling packed lunch requirements for those children eligible for free school meals.

At Sharps Copse, group leaders/trip organisers are advised to upload information using HCCs Evolve system in the first instance as the first step of plan to ' earmark ' on the system's calendar as soon as possible and usually at the point of planning with other team members during the termly allocated sabbatical time, as well as checking that there are no overlapping activities within the school going on at the same time. This protection will give advance notice to other staff within school to also be aware that an activity is being planned at this time as well, and may have to be re-arranged.

Staff at Sharps Copse have decided to adopt the '**red flag**' method of highlighting trips and events entered in the school diary to avoid the risk of double-booking, recognising that in the event of an emergency situation arising on the trip, that key members of staff may be called away to help.

At least **one week to 10 days** before the visit takes place, the group leader/trip organiser checks that at least 75% of voluntary contributions have been received, parental consents have been received by the school, packed lunches have been ordered, volunteer helpers are still available and groups have been sorted. The group leader/trip organiser will also contact the venue and the coach company to check arrangements.

13. Visit plan

The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- parent, carers and volunteers names are recorded in full;
- travel schedule, including a map of the visit location;
- accommodation plan (if applicable);
- full plan itinerary of activities;

- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for group leaders/trip organisers;
- guidance for the emergency contact and headteacher;
- medical questionnaire returns;
- current medical needs;
- lunch order for children eligible for a free school meal via the admin office;
- arrange with the Site Manager for the release of the playground pedestrian gate for ease of departure and return to the school site;
- make party members aware of using Year Group exit doors;
- collection of mobile first-aid kits from the medical room;
- forwarding on the day, a register for parents, carers and volunteers attending containing full contact details, a copy of the attendance register will suffice for children and completion of the designated trips and visits form, located in the rack outside the staff room is submitted to the school office.

The above information is included in the risk assessment and HCCs Outdoor Education, PE and Sport Service application, all of which needs to be uploaded to the EVOLVE electronic notification system used by Sharps Copse Primary School to retain records of all visits, updating staff of approval by the headteacher or where applicable by HCCs Outdoor Education, PE and Sport Service.

14. Group leader/trip organiser Evaluation

After the trip or visit, the group leader/trip organiser uploads all attendees names in full to the evolve system and gives a brief evaluation of the trip eg, was it value for money, problems with parking or venue, incidents of any nature, children's behaviour, passing on helpful tips etc, that can be viewed by other users within the school for future use and planning purposes after the visit. Group leaders/trip organisers need to take into account that there is a time frame in which these actions need to be taken for completion, and is therefore recommended to be completed as soon after the trip or visit as possible.

15. Monitoring and review

These procedures are monitored by the governing body termly and reported to the Governing Body for evaluation and value for money purposes.

The Governing Body will review this policy **every two years** or earlier if deemed necessary.

The above information is retained in the Educational Visits file located in the book case outside the admin office and electronically held on the schools teacherspool network folder, HCCs Evolve system and can be viewed by visiting our school website at www.sharpscopse.hants.sch.uk . Hard copies are available on request from our school office.