



Davies Lane Educational Visits Policy

Background:

Every year many visits are made from The Arbor Academy Trust for a wide variety of purposes. These visits range from a half-hour walk around the town to a four night residential trip. The range of activities is similarly wide. The purpose of this policy and accompanying information is to ensure that every trip made from this school combines the safest possible environment for children and the greatest possible educational benefit, both in terms of the National Curriculum and in personal and social development.

Aims:

- To provide a framework whereby trips of all kinds may be planned, costed and undertaken.
- To set out a series of steps to be followed when planning a trip.
- To ensure that all trips are of the maximum benefit to children's education in its widest sense.

Objectives:

- To develop the child's knowledge, skills and understanding of the wider world outside school and home.
- To emphasise links between various areas of the curriculum, and to put into practice skills learnt in the classroom.
- To develop the child's confidence in encountering unfamiliar situations.
- To develop the child's ability to work with a group, to follow instructions and to complete tasks in co-operation with others.
- To ensure that children learn the importance of considering the feelings and needs of others.
- To nurture self-reliance, autonomy and leadership.

Children's Experiences:

As each child moves through the school visits will be arranged to complement the breadth of the curriculum and to emphasise aspects of the programme of study, which lend themselves to such an approach. Within the constraints of the various codes of practice, children will be encouraged to be increasingly self-reliant; for instance, children in Key Stage 1 will look after their own sandwich box and coat, while children on the Year 6 residential trip will have sole responsibility for aspects such as personal hygiene and looking after personal possessions.

Management:

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Teaching Staff are responsible for preliminary planning of trips and any plans must be discussed with the Executive Headteacher or Head of School at an early stage. The Assistant Headteacher, as the trained Educational Visits Co-ordinator, has overall responsibility for the suitability and safety of trips, and the Governing Body has ultimate responsibility for the safety of pupils and staff.

Equal Opportunities:

All trips will, wherever possible, be accessible to all children in the class, enabling them to gain confidence, acquire skills and build positive experiences.

Special Educational Needs:

Educational visits should fulfil the needs of all children. Children with IEPs may need additional supervision or support whilst on a visit and this will be provided if possible.

Disabilities:

The Arbor Academy Trust is committed to increasing the extent to which disabled pupils can participate in the school curriculum, including the extent to which disabled pupils can take advantage of education and associated services, particularly in respect to educational visits.

Implementation:

Teachers must follow the Educational Visits Procedure, which accompany this policy (see appendix 1).

This policy will be evaluated and reviewed regularly.

Signed:

Date:

Date of review: February 2017

Appendix 1

Educational Visits Procedure

1.Planning.

When planning a class visit it is important to check the school diary to see if the proposed date is free. Reasonable adjustments need to be made to ensure that the proposed trip is accessible to all children. **All proposed visits, outside the yearly trips scheduled for each year group, must be discussed with the Head of School before a booking is made.** The teacher responsible for taking the children on the trip must then complete the risk assessment to be signed by the school EVC two weeks before a trip. They must then fill in a Day Visits Form and return it to the EVC to be signed at least 1week before the trip. Finally, not trip may proceed until the Headteacher has signed a 'trip certificate'.

2. Travel

Free travel to all educational venues within London is available and can be booked on the internet on <http://www.tfl.gov.uk/tickets/14311.aspx>. **The office staff will book all travel. Give the office staff the details of what is needed.**

If you need a coach this must be booked at the time of booking the trip and must be included in the cost given to the children. Any trips for Key stage 1 and Foundation stage children, needing transport must book a coach. The transport chosen should to take account of any disabled children or adults in the group.

For all trips you must have planned a route A and B with all the details included on a Route Planner. This must include different modes of transport as well as different routes.

3. Staffing

The teacher organising the visit needs to check with support staff whether they are available for the date required and ensure that there absence from school does not affect any other class or duty. If on playground duties please ensure that a swap to cover is made. Parents who are CRB or list 99 checked may support on trips. A list of all the staff or parents attending along with their mobile phone numbers need to be given to the office staff and the EVC. Extra adults will be assigned to allow disabled children to attend, where reasonable.

Risk Assessment

To ensure accurate knowledge of the planned trip and its safety the teacher in charge of the visit must undertake to visit the venue, making the same journey planned for the children, two weeks prior to the trip, to ensure no new safety hazards have appeared. Any concerns must then be discussed with the Headteacher, Deputy Headteacher or Assistant Headteacher and provision made.

The Local Authority Risk Assessment Form

This must be filled out and handed to the EVC along with the route planner and Day Visits form.

Costing

When working this out - the cost for all adults and children needs to be accounted for. All money should be collected, counted and labelled by the office, who will provide an invoice for the School Business manager to bank and write a cheque. If a parent is in financial difficulties, and this results in a child not being able to attend the planned visit, our school will do all it can to support the parent.

Letters to Parents

The teacher in charge must draft a letter to parents (e.g. on teachershare/trips) to give information about the trip and asking for permission. You may ask the parents for a voluntary contribution if necessary to go towards resources need for this area of the curriculum. The Headteacher, Deputy Headteacher or Assistant Headteacher should check the letter. The letter needs to be on Arbor Academy Trust headed paper. The letter must include a request for the most recent contact details from the parent/carer. This must be done at least two weeks before the trip. A copy of the letter needs to go to the office and EVC

Packed Lunches

When planning a visit that requires packed lunches a Request for Packed Lunches must be made and handed to the office two weeks prior to the visit. The number should correlate with the free school meal entitlement of the students going.

Day BEFORE the Trip

The teacher in charge of the trip will need to take:

- Check any medicine and the expiry dates e.g. Asthma pumps for children,
- a First Aid belt from the First Aid room,
- Check all permission slips are collected.

Day of the trip:

The teacher in charge of the trip will need to take:

- the packed lunches,
- a mobile telephone and the school phone number. You will need to give a mobile phone -- number to the office on the morning of the trip and before leaving School.
- an itinerary of the day for all adults involved.
- a list of groups and mobile numbers of group adults (where possible)
- high visibility jackets for each of the children with the school name printed on.
- wristbands for each of the children with the school name printed on.

Give a copy of the photos of each group to the office.

Please make sure you regularly count the children, throughout the trip and journey, checking this tally with the register number.

You must telephone the school if you expect to be back later than the time stated on your form.

Before you leave EVC needs to have

A completed risk assessment

Route Planner including route A and B

A list of staff with phone numbers and groups of children.

Day visits form

A copy of the letter to parents.

Completed medication form

Appendix 2

Guidelines for Conducting a Visit

1. Conduct of children on a coach The teacher should ensure that, wherever possible, access to a coach should be directly from the pavement. Children should wear seatbelts whenever the coach is moving. Whilst travelling in a coach, children should behave in a sensible and controlled manner.

2. Leading a party on a train

· Stand back from the platform

· All children should stand with their group leader

· Don't get on the train until everyone is ready

· The teacher should be the last to board the train, and only release the door once everyone is aboard

· Stand on the right on escalators

· Children must be aware of what to do if they are left alone on a platform, or if they are on a train and separated from the party

3. Visits to the toilet Children are never allowed to go to the toilet unaccompanied. One adult should be inside the toilets and one outside. However, when small groups break up with a leader, like at an Art Gallery, common sense has to be used if a child wishes to use the toilet.

4. Children must walk along the pavement, towards the inside, with adults on the outside keeping the children away from traffic. There must also be one adult leading at the front, and another following at the rear.