



BARBARA SPEAKE SCHOOLS for PERFORMING ARTS

Educational Visits Policy

Author/reviewer responsible:	SB	ISI DOC CODE:	9
Reviewed by:	SLT	Date of last review:	09/19
Authorised by resolution of:	Governing Body	Date of authorisation:	09/19
Applicable	BSS - J + BSS - S	Date of next review:	09/20

This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policies@barbaraspeake.com

Barbara Speake Schools for Performing Arts believes that school visits are an essential resource for the teaching of a broad and balanced curriculum. Each year group will go on at least one visit each year linked to an aspect of their academic curriculum. Alongside visits off-site, the school will invite in speakers, groups, artists or other adults into the school to enrich and extend experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits and to ensure that any risks are managed and kept to a minimum for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

When planning for a visit, teachers should consult with Mr. Speake (designated teacher with responsibility for educational visits) to ensure correct procedures are followed.

Aims

The aims of our off-site educational visits are to:

- Enhance curricular and recreational opportunities for our pupils
- Provide a wider range of experiences for our pupils 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.

Curriculum links

For most subjects in the curriculum there is a corresponding programme of activities (which can include visits to the school by specialist). Examples of educational visits include:

- English – theatre visits, visits by authors, poets and theatre groups
- Science – visits to botanical gardens, museums
- Mathematics – use of shape and number trails in the local environment
- History – museums/places of historical interest, study days, exhibitions
- Geography – use of the locality for fieldwork – e.g. the park
- Art and Design – art gallery visits, museum, use of the locality
- Dance/Drama/Expressive Arts – visits to Royal Opera House, theatres to see performances required by GCSE specifications or to see pupil performances.
- PSHE and Citizenship – performance by pupils at old people's homes, special schools, care homes, Churches of varying religions etc. Other visits to be decided.

How visits will be authorised

The head teacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

Mr. Speake, the school's educational visits coordinator, will be involved in the planning and management of off-site visits.

He will:

- Ensure that risk assessments are completed
- Support the Management Team in their decisions on approval
- Assign competent staff to lead and help with trips
- Organize related staff training
- Verify that all accompanying adults have had satisfactory police checks and that any coach company used assures us their drivers too have had police checks
- Make sure that all necessary permissions and medical forms are obtained, keep

records of visits and ensure that are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a local library).

The school will use the model DfES forms attached. It will also utilize any supplementary documentation if appropriate.

Staff arranging or otherwise involved in off-site activities must familiarize themselves with the regulations advice and procedures published by the DfES. All off-site activities must take place in accordance with the agreed instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the head teacher 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.

Where the activity involves a period of more than 24 hours an overnight stay or a journey by sea or air, the head teacher will seek the approval of the Management Team 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, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustment will be included in the risk assessment.

Risk assessment

A comprehensive risk assessment will be carried out by the group leader before the proposed visit is put forward to the Head Teacher. 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 group leader put the safety measures in place?
- Has the group leader received relevant First aid training?

What steps will be taken in an emergency?

Staff planning an off-site activity 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 party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's 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 to experience the activity beforehand or if s/he lacks the skills required to make informed judgements about the risks it may incline. Head teacher will not have given their approval for the visit unless they are 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 visit should proceed and the 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 borne 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 every 3 children in Early Years or 1 adult to 2 children if any children with SEN are involved.

1 adult to every 6 pupils in Years 1 to 3.

1 adult to every 10 pupils in Years 4 to 6.

1 adult to every 10 pupils in Years 7 to 11.

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. If a coach company is used then the following information must be provided by the company.

- 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.

A copy of the completed risk assessment will be given to a member of the School Management team.

Transport

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

- Transport
- 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. It is our policy only to use coaches fitted with seat or lap belts and to insist that they be worn by all those participating in the visit.

Private cars will not be used for transport on school trips.

We instruct all children, whether travelling by minibus or coach to attach their seat belts.

Communication with parents

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

Further health and safety considerations

All adults accompanying a party must be made aware by the party leader of the emergency procedures which will apply. Each adult should 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 list of everyone, children and adults, travelling with the party together with a programme and timetable for the activity.

The safety of the party and especially the children is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. 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.

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 party leader should discuss with the head teacher the possibility of excluding that child from the activity.

Group Leaders' Planning

Group leaders must liaise closely with Mr. Speake and (if required by him) read thoroughly the appropriate guidance for off-site activities:

- Health and Safety Advice on Legal Duties and Powers: (DfES Feb 2014) and its supplements
 - A handbook for Group Leaders (DfES 2002)
 - Group Safety at Water Margins (DfES 2002)

They must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

Visit Plan

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

- Appropriate risk assessment
- Report on preliminary visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule, importantly arrival and departure times
- Accommodation plan (if applicable)
- Full schedule 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 the emergency contact
- Medical questionnaire returns
- First aid boxes.

Monitoring and Review

This policy is monitored by the School Management Team and will be reviewed every year or before if necessary.

Date published: September 2018

Review date: September 2019

Educational Visits – Helpful Tick List sheet

Before

	Tasks	Tick
	1.1 Obtain costs for entrance fees and coaches and any other anticipated expenses	
Notes		
	2.2 Visit the proposed venue.	
Notes		
	3.3 Check venue for toilets, eating environment, shops and fire precautions.	
Notes		
	4.4 Completed the necessary pre-visit paperwork. I.e. visit plan, risk assessment, etc.	
Notes		
	5.5 Complete the Journey Costing Calculation Form (Form A)	
Notes		
	6.6 Gain authorisation from the Head Teacher	
Notes		
	7.7 Ensure the booking of coaches or other transport	
Notes		
	8.8 Write a letter to parents including all relevant details, venue, subject, justification, times, cost, parental contribution, clothing and money for children to bring.	
Notes		
	9.9 Keep record of money brought in by children and parent's permission slips (usually sent in together)	
Notes		

Just Before

Checklist - have you got?	Tick

Children's medical records	
All permission slips	
All emergency contact numbers	
The first aid kit	
A mobile phone for emergency usage	
Do all the adults know their duties	

After

	10.10 Thank all the children, parents and helper	
Notes		
	11.11 Write a thank you to the venue (if applicable)	
Notes		
	12.12 Produce display photos and work (if applicable)	
Notes		

Journey Costing Calculations: Form A

Proposed Journey: _____

Date: _____

Teachers included: _____

Timings:

Leave School: _____ **Arrive back:** _____

Entrance fees:

£ _____

£ _____

£ _____

Coach costs:

£ _____

Other costs:

(E.g. resources/ adult charges)

£ _____

£ _____

Total expected costs:

£ _____

Number of pupils expected to go on journey: _____

Estimated cost of journey per pupil: £ _____

Teacher/signature: _____

Finance Authorised by: _____