

CUDHAM CHURCH of ENGLAND PRIMARY SCHOOL



AQUINAS Church of England Education Trust “Life - Transforming – Learning”

Policy Title:	Educational Visits
LT Responsibility:	Head of School
Review Body:	Executive Head teacher
Date:	December 2017
Review:	December 2018

Together we aim believe and achieve

At Cudham CE Primary School we want the very best for the children in our care so that they flourish in our Christian community and realise their potential. We strive to provide an enriching environment where each child will be happy, thrive and succeed.

At Cudham CE Primary School, we recognise that our pupils bring with them a wide variety of behaviours influenced by life experiences outside school. We aim to respond to each case professionally, objectively and compassionately. We are sensitive when working with children and families with specific needs and experiences and we continuously seek ways to promote successful partnerships. The basis of differentiation will vary dependant on the needs of each case but we will take into account the views of parents and families, colleagues and external agencies together with any Statement of Special Educational Need or Education, Health and Care Plan.

We will also ensure compliance with the trust’s Equality Policy taking into account pupils with protected characteristics and making reasonable adjustments for pupils with a disability within the meaning of the Equality Act 2010. Both the school and trust respects the Public Sector Equality Duty (PSED) that requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. By following the trust’s Equality Policy, the school seeks to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by such legislation.

This policy should be read in conjunction with the Trust’s & Cudham Primary’s Child Protection policy.

Cudham CE Primary has formally adopted the London Borough of Bromley (LBB) Code of Practice – 2.32 (Health and Safety of Children/Young People on Educational Visits see Appendix 1 and 2. The up to date version of this document is on the LA EVOLVE website). Additional school procedures have been agreed with Aquinas Advisory Council to ensure that this policy is used by all those involved in educational visits.



Aims and purposes of Educational Visits

Cudham CE Primary has a strong commitment to the added value of learning beyond the statutory school day and beyond the school's premises by the use of carefully planned educational visits. This is part of Cudham CE Primary's required role to provide a broad and balanced curriculum that promotes spiritual, moral, social, cultural, mental and physical development and prepares children for the opportunities and experiences of adult life.

Each year Cudham CE Primary will arrange a number of activities that take place off site and/or out of school hours, which support the aims of the school. Parents/Guardians will be notified and asked for their consent via letters home.

Aquinas Advisory Council has given its approval to the following types of activities *being* arranged in support of the educational aims of Cudham CE Primary:

- ✓ Out of hours clubs (music, drama, art, sport etc)
- ✓ School teams away fixtures
- ✓ Regular nearby visits (libraries, shops, woodlands, places of worship, farms)
- ✓ Day visits for particular year groups
- ✓ Residential visits
- ✓ Adventure activities

Trips out or visitors to Cudham CE Primary will all be connected to the curriculum. A charge/voluntary contribution may be necessary and this will be in line with our Charging and Remissions Policy. Part of our Pupil Premium funding may contribute to educational visits and pupils eligible for free school meals will be offered a school packed lunch to be taken on trips.

Extra curricula clubs are open to all, but might be restricted to a particular age group for health and safety reasons or age related content. The Year 5 children are offered the opportunity of attending a residential centre. The charge for this will be in line with our Charging and Remissions Policy.

Approval Procedure and Consent (including use of EVOLVE)

The Head of School has nominated a member of staff as the Educational Visits Co-ordinator (EVC) and Aquinas Advisory Council has approved this appointment. This person will have attended the LA EVC training course (and updates) and will be given sufficient time and resources to carry out the role. Aquinas Advisory Council has delegated the consideration and approval of educational visits and other offsite activities to the Head of School/appointed signatories and has nominated one governor to liaise, as necessary, on behalf of Aquinas Advisory Council for the following visits:

CUDHAM CHURCH of ENGLAND PRIMARY SCHOOL



- 1) If a visit extends to 24 hours or involves an overnight stay
- 2) Travel outside the UK is involved
- 3) Adventure activities are involved (adventurous activities are as deemed in the LBB guidance booklet 2.32)

The Head of School will keep Aquinas Advisory Council aware of its educational visits, events & programmes via the normal Head of School to Governors' reporting process.

Before a visit is advertised to parents/guardians, either Cudham CE Primary's EVC or an appointed signatory, (Sophie Sear), must approve the initial plan. The plan is approved via EVOLVE and is electronically saved. The EVC or appointed signatory will approve the completed plan and a generic risk assessment is edited for the visit. Once completed and signed, electronic copies are saved on EVOLVE.

Where external contractors are involved in organising all or part of a visit, the contract will be made with Cudham CE Primary on behalf of the pupils. (The External provider/Contractor details form provided by the LA will be used).

All payments for the visit will be made through Cudham CE Primary's accounts.

For regular out of hour's clubs, school teams and nearby visits, parents/guardians will be asked to sign a general letter of consent for participation in these activities when their child enters Cudham CE Primary. Parents/Guardians will be given the timetable (*or information*) for the activities that their child is involved in and will be informed [by letter/phone call/through their child] if an activity has to be cancelled. This will normally be updated each term.

For any visit lasting a day or more or involving significant travel, or adventurous activity, parents/guardians will be asked to sign a letter, which consents to their child taking part. Cudham CE Primary has a standard model letter which should be used for this purpose.

As part of the parents/guardians' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents/guardians will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Cudham CE Primary has separate policies for 'Charging and Remissions' and 'Public Sector Equality', which applies to all educational visits.

Staffing

Cudham CE Primary recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

CUDHAM CHURCH of ENGLAND PRIMARY SCHOOL



Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate Cudham CE Primary will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

Cudham CE Primary does not normally support additional people accompanying educational visits who are not pupils at Cudham CE Primary or part of the agreed staff complement. This may include family members accompanying visits, if Aquinas Advisory Council is not satisfied that there is an educational benefit for the pupils.

The appointed group leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the group leader and EVC might work in partnership to undertake planning and risk assessments.

The following guidance is from 2.32 – Educational Visit Planning form from EVOLVE

THESE RATIOS ARE INDICATIVE AND SHOULD ONLY BE USED AS A GUIDELINE. THE ACTUAL NUMBER OF ADULTS TO CHILDREN SHOULD BE ARRIVED AT BY CAREFUL CONSIDERATION OF THE PROGRAMME AND PROPOSED ACTIVITIES.	
These indicative ratios refer to overall staffing ratios and not those that are necessary to cover the safe supervision of specific activities. For example 2:15 might be a satisfactory ratio for a residential visit, but not for the activity of a mountain walk. Often the correct ratios for activities are prescribed, but on all occasions effective management involves determining appropriate ratios for the party and activity concerned.	
For those participating in low risk activities in normal circumstances, national minimum recommended ratios are as follows:	
Under fives	Ratio could be as high as 1 adult to every 1-2 children and will not be less than 1 adult to every 4-5 children
Year 1 – Year 3	1 adult for every 6 children
Year 4 – Year 6	1 adult for every 10-15 children
Swimming – open water	1 adult to 10 children is the minimum for Year 4 and older. LA recommends that younger children should not be allowed to swim or paddle in open water

CUDHAM CHURCH of ENGLAND PRIMARY SCHOOL



There is further detail about residential and swimming pools in 2.32.

Charging and Remissions Policy

Where non-chargeable education is provided during a residential visit, then the Parents/Guardians of pupils who are eligible for the Pupil Premium may receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

Where charges are made by Aquinas Advisory Council for optional extras, parents/guardians may apply for a remission for the whole or part of the charges set out in Cudham CE Primary's Charging and Remissions Policy.

Cudham CE Primary may ask for voluntary contributions. Parents/Guardians should be made aware that the contribution is not compulsory, and that the children of parents/guardians who do not contribute will not be discriminated against. If there are not enough voluntary contributions and the shortfall cannot be made up, the visit may have to be cancelled.

There is further details on the DfE website:

<https://www.gov.uk/government/publications/charging-for-school-activities>

The expectations of Pupils and Parents/Guardians

The 'Behaviour Policy' will be implemented on all school visits. This code of conduct will be part of the condition of booking by the parents/guardians, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

Equality

Every effort will be 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 children with special educational needs, every reasonable effort will 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.

Cudham CE Primary will take all reasonably practical measures to include all children. The principles of inclusion will be promoted and addressed for all visits, thus ensuring an aspiration towards:

- an entitlement to participate
 - accessibility through direct or realistic adaptation or modification
 - integration through participation with peers
-

CUDHAM CHURCH of ENGLAND PRIMARY SCHOOL



The EVC and group leaders are aware of the extent to which inclusion is or is not a legal issue.

Under the Disability Discrimination Act 2005, it is unlawful to:

- treat a disabled young person less favourably;
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Emergency Procedures

Cudham CE Primary will appoint a member of the leadership team as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The group leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact. Home contact details of parents/guardians and next-of-kin, are held by the office.

The group leader will take with them a copy of Cudham CE Primary's Emergency Procedures for Educational Visits (See appendix 1)

Cudham CE Primary will have emergency funding available to support the group leader, where required.

Evaluation

The EVC will ask staff to add an evaluation after a trip, if the trip needs to be modified in the future and, if necessary.

The group leader (with administrative assistance) is responsible for presenting a financial account for the visit, which will be audited as part of Cudham CE Primary's procedures.

This policy is reviewed annually by the Headteacher.



Appendix 1

SCHOOL TRIP EMERGENCY PROCEDURES

1. The group leader should take charge in an emergency. The group leader should ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator, if one is being used, or alternatively the representative at the visit destination.
2. The group leader should communicate with the designated contact at Cudham CE Primary. The designated contact should have all the necessary information about the visit. All incidents and accidents occurring on a visit will be reported back to designated contact.

The Group Leader

If an emergency occurs on a school visit, the following points need to be considered:

- Establish the nature and extent of the emergency as quickly as possible
- Summon the emergency services
- Establish the names of any casualties and get immediate medical attention, if necessary
- Ensure that all the group are safe and looked after
- Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Notify the British Embassy/Consulate if an emergency happens abroad
- Inform the designated contact. Cudham CE Primary contact number should be accessible at all times during the visit.
- Details of the incident need to be passed on to the designated contact and should include; nature, date and time of incident; names of casualties and details of their injuries; names of others involved so that parents/guardians can be reassured; action taken so far; action yet to be taken (and by whom);
- Notify insurers, especially if medical assistance is required (the designated contact can be used to do this)
- Notify tour operator
- Ascertain telephone numbers for future calls. Mobiles may be subject to technical difficulties and should not replace usual communication procedures
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Keep a written account of all events, times and contacts after the incident
- No-one in the group should speak to the media. Names of those involved should not be given to the media as this could cause distress to families. Media enquiries should be referred to a designated media contact in the home area
- No-one in the group should discuss legal liability with other parties
-

Emergency procedures for designated school contact



CUDHAM CHURCH of ENGLAND PRIMARY SCHOOL

Prior to the visit, the name and school/home/mobile telephone numbers of the school designated contact should be identified. It is advisable to arrange a second school contact as a reserve.

The designated school contacts will be as follows:

Mrs Geraldine Shackleton (Headteacher/EVC)

Mrs Heather Peck (School Business Manager)

The Head of School and Group Leader should bear in mind that the contact line may become busy in the event of an incident and that alternative numbers to ring would be useful.

If an emergency occurs the main considerations for the school's designated contact to consider include:

- Ensuring the group leader is in control of the emergency and establishing if any assistance is required from the school.
- Contacting the Executive Head of School/ Head of School and liaising with them. It is a priority that the Executive Head of School / Head of School or the designated contact speak personally to the parents/guardians of any student who has suffered injury or mishap.
- Contacting parents/guardians. Details of parents/guardians' contact numbers need to be available at all times while the group is on the visit. The designated contact should act as a link between the group and the parents/guardians. Parents/Guardians should be kept as well informed as possible, at all stages of an emergency. Contact must be established even though with modern technology news may already have broken.
- The designated contact should arrange for the group to receive assistance, if necessary. The Head of School will contact the Aquinas Trust and Aquinas Advisory Council.
- A full record of the incident must be kept.
- If a serious incident occurs, the designated contact should liaise with the designated media contact (Executive Head of School / Head of School / Local Authority Officer) as soon as possible. In the event of an emergency all media enquiries should be referred to the media contact. The name or names of any casualties should not be given to the media.

After a serious incident occurs

It is not always possible to assess whether group members, not injured or directly involved in the incident, have been traumatised or whether other pupils or staff at the school have been affected.

In some cases reactions do not come to light immediately. Schools in this situation have found it helpful to seek professional advice on how to help individuals and the school, as a whole, cope with the effects of a tragedy.
