

# Ryarsh Primary School

## Educational Visits Policy

### Rationale

At Ryarsh Primary we believe every child should experience the world beyond the classroom as an essential part of their learning and personal development.

These are often the most memorable learning experiences, helping children to make sense of the world around us by making links between different areas of learning. They also allow transfer of learning experienced inside the classroom and vice versa.

### Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the vision of the school:

***Here at Ryarsh Primary School we are dedicated to providing a safe, nurturing and happy learning environment. We are united by a strong sense of community and work together to enthuse and inspire all learners to give their very best.***

For our program of residential visits, the range of opportunities for each year group are outlined in the school prospectus. Other activities and opportunities are arranged according to the learning needs of each class, including class trips and Forest School.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- School teams
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms, local study)
- Day visits for particular year groups
- Residential visits
- Adventurous activities, which might be classed as higher risk
- On-site Forest School sessions

### Service Level Agreement

The school has a service agreement with KCC Outdoor Education Advisory Service, which provides:

- advice and support on all aspects of outdoor learning and educational visit management
- access to the KCC online Educational Visit management and approval system (EVOLVE)

- approval via the EVOLVE system for educational visits which fall within the scope of the approval criteria
- training for school staff

### **Approval Procedure and Consent**

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher and has and has nominated the Headteacher as signatory, as necessary, on behalf of the Governing Body.

The Headteacher is also the Educational Visits Coordinator (EVC) and has received appropriate training for this role.

Governors approve any initial plans or changes to residential visits and visits that include adventurous activities.

Visits that include adventurous activities and/or a residential element will require approval by the Local Authority via the EVOLVE on-line visit notification and approval system. EVOLVE Usernames and Passwords will be managed by the EVC or Headteacher.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered (Notification) on the EVOLVE system.

For all educational visits, the Visit Leader will request approval in advance from the EVC using the Ryarsh Educational Visits Planning Form. This is completed before any bookings are made. Prior to the visit, the Visit Leader will complete Risk Assessments which are also approved and signed by the EVC.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. The school has a standard model letter, which should be used for this purpose.

The school has separate policies for 'Charging and Remissions' and 'Single Equality Scheme' which apply to all educational visits.

## **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of safety and learning on a school visit.

The adult: pupil supervision ratios will not exceed those as recommended by the Local Authority. Adult: pupil ratios are outlined and approved in the risk assessment completed prior to each visit.

Adults accompanying educational visits will be school staff, governors and volunteers (usually parent volunteers). The school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

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 and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

On residential visits, the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils.

The appointed Visit 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 initial visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## **The Expectations of Pupils and Parents**

The school has a high expectations for children's behaviour, detailed in our behaviour policy, which also covers educational visits. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to 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 or is unsafe.

## **Emergency Procedures**

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the schools (linked to KCC) Major Incident Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

### **Evaluation**

All visits will be evaluated by the Visit Leader with the EVC.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

For residential visits, a short evaluation report will be made available for the Governing Body.

The EVC will keep a record of visit evaluations to inform planning for future educational visits.

Policy adopted by Governing Body	Summer 2018
To be reviewed	Summer 2021
Signed by Head Teacher	
Signed by Chair of Governors	