



Bedfield and Wetheringsett C of E Primary Schools Educational Visits & Activities Policy

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Date	23 rd November 2023
Approved By	FGB 7 th December 2023
Review By Date	6 th December 2026



The Mustard Seed

"The Kingdom of Heaven is like a grain of mustard seed, when it is grown, it becomes a tree, so that the birds of the air come and lodge in its branches. "Matthew 13:31 – 32

The Mustard Seed

"If you have faith as small as a mustard seed... nothing will be impossible for you." Matthew 17:20-21



Bedfield and Wetheringsett Primary Schools have formally adopted, through its Governing Body, the Suffolk 'Guidance for Educational Visits': www.oeapng.info and as outlined on EVOLVE: Suffolkvisits.org.uk Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and Purposes of Educational Visits

Bedfield and Wetheringsett Primary Schools have a strong commitment to the added value of learning outside the classroom and beyond the School premises. It will seek to provide a broad & balanced range of learning opportunities outside the classroom for all its pupils.

Each year the School will arrange a number of activities that take place off the School site and out of School hours, which support the aims of the School. The range of activities which the Governing Body has given its approval to includes:

- Out of hours clubs (music, drama, art, science, sport, homework etc.)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous activities

Approval Procedure

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. The Headteacher is the Educational Visits Co-ordinator (EVC) as approved by the Governing Body. The EVC will receive training by the LA in line with national requirements.

Before a visit is advertised to parents/carers the EVC will approve the initial plan. The EVC will also approve the completed plan/risk assessments for the visit before departure. The School has agreed a policy for categorising its visits in line with SCC guidance i.e.:

Type 2 = Overseas, Residential or Adventurous visits - to be recorded on Evolve and approval gained from the EVC and Governors

Type 1 = Local regular day visits - for each member of staff to record generic local visits per term and approval gained by EVC

Staffing

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

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the School to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The School values and recognises the contribution of volunteer adults and parent/carer helpers assisting with educational activities and visits. Any volunteer will be approved by both the EVC and Visit Leader. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the School will ensure that DBS screening is available for volunteers.

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 exploratory visit, briefing teachers and/or 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.

During residential trips there should be a minimum of two designated staff who will not be under the influence of alcohol or other drugs in any way. This is to ensure that their ability to recognise hazards or respond to emergencies is not in any way impaired.

Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe over and above the School's generic risk assessments. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. Risk assessments will also take account of travel to and from the activity venue.

External Activity Providers

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 accounts.

The Visit Leader will make appropriate checks before committing the School to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the School will seek to use holders of the Learning Outside the Classroom Quality Badge for which no providers contracts or other assurance checks are required.

Parent/Carer Consent

Written consent from parents/carers will not be required for pupils to take part in the majority of off-site activities organised by the School as most of these activities take place during School hours and are a normal part of a child's education at School. However, parents/carers will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside School hours.

As part of the parent/carers consent parents/carers will be fully informed of the activities and arrangements for the visit. For all residential visits parents/carers will be notified of the details of the intended residential at the time of the deposit request. Once bookings are confirmed and not less than one month before the intended trip parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The School has policies for Charging and Remissions and Behaviour, which apply to all visits.

The Expectations of Pupils and Parents/Carers

The School has a clear Code of Conduct for School visits based on the School Behaviour Policy. This Code of Conduct will be part of the condition of booking by the parents/carers. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents/carers will be expected to cover any costs involved in an early journey home.

Emergency Procedures

The School will appoint a member of the Senior Management Team as the emergency 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 Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents/carers and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal School procedures for reporting and investigating accidents.

The Visit Leader will always have mobile communication available.

Charging for Activities and Visits

The School may invite, but not require, parents/carers to make voluntary contributions for School activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents/carers have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents/carers are reluctant to support it

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 stating how much they are prepared to contribute etc.

Transport

Hire

We will use a Suffolk County Council approved coach hire company. They will provide us with their risk assessments which we will use alongside our risk

assessments for the overall visit. We will apply best value when choosing which coach company to hire.

School Mini Bus

Basic guidance can be found in the "The use of mini-bus" on Suffolk Learning website. All minibus drivers are assessed by the SCC Road Safety Team; drivers will be issued with a copy of the code at the training sessions and a certificate on successful completion of the assessment.

Seatbelts on the minibus will be correctly adjusted for each child and will be worn at all times when the minibus is in motion.

Use of Private Cars

When transporting children by private transport, all parents/carers will have business insurance which will be shown to the School before any journey takes place. No parent/carer will transport an individual child on their own, unless it is their own child. Booster seats will be used in line with current legislation.