



Haworth Primary School

Educational Visits Policy

Statement of Intent

At Haworth Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Haworth Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

At Haworth Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff and carers irrespective of race, gender, disability, faith, religion, socio-economic background, sexual orientation, age or culture.

Rationale

Haworth Primary School has a commitment to children learning through first-hand experiences which enrich and develop the children's learning and understanding of the world in which we live. It is therefore essential that all children are given the opportunity to go out of school to the local environment or on visits further afield.

We need to ensure that the most effective use is made of visits out of school and that there is appropriate planning, supervision and provision for the children's care and safety.

Purposes

- To ensure that the visit is of benefit and relevant to enhance learning
- To provide a balance of experiences for the children.
- To ensure that supervision levels are adequate and levels of care appropriate.
- To ensure that suitable travel, refreshment and venue booking arrangements are made.
- To ensure detailed risk assessments and other factors are taken into consideration before undertaking any educational visit.

Guidelines

The LEA booklet "Guidelines for off site visits and Activities", (Feb 2005) is adopted as a framework for school visits.

Teachers plan for educational visits as part of their long term and medium term planning. Visits form an important part of curriculum delivery both as a stimulus and to reinforce learning. The Educational Visits Coordinator is the Headteacher.

Range of Visits

- Within the local environment during the school day.
- Further afield using transport during the school day.
- Evening visits using transport e.g. theatre.
- Visits further afield, using transport, which exceed beyond the school day, e.g. coast.
- Residential visits.

Parental Consent

Parental consent is obtained for any visit or journey which fulfils any of the following criteria:

- Visits which involve parental contribution towards the cost.
- Visits which include the use of public or chartered transport.
- Visits which extend beyond or are totally outside the school day
- Visits in the local area (Consent sought annually)

Parents are informed of other visits where the curriculum is taught at other venues e.g. CLC, other schools. Visits on foot in the local environment are referred to in the prospectus and parents sign a general permission slip on the admission form annually.

Roles and Responsibilities

Headteacher

The Headteacher has responsibility for:

- Ensuring the leader is competent, suitable and DBS checked.
- Discussion with the leader regarding pupil/teacher ratio.
- Ensuring that the visit is well planned and have relevant and full risk assessments.
- Obtaining approval from a governor (For residential visits only)
- Listing visits in the termly report to governors of all visits, and who sanctioned them.
- Ensuring that the visit is in line with the equal opportunities policy & Equality Policy (BAT).
- Monitoring and reviewing visits and policies.

Visit Leader/Teacher in Charge

The teacher in charge:

- Has fully researched the visit and be able to recommend what type of supervision will be necessary.
- Briefs all other staff, both teaching and non-teaching staff, regarding supervision and aims and objectives of the visit.
- Decides on the groupings of pupils.
- Makes adequate first aid arrangements.
- Ensures bookings are confirmed in writing.
- Ensures the visit is entered in the school diary.
- Ensures that at no time are pupils left unsupervised.
- Ensures a copy of the risk assessment is provided for all accompanying staff.
- Evaluates visit.
- Informs the kitchen.
- Ensures all necessary medication is ready to take.
- Completes the risk assessment

If the visit involves transport, the leader also:

- Completes the proposed visit form
- Completes the risk assessment.
- Reports accidents and near accidents.
- On the day of the visit leaves an accurate record in school of all the people taking part.

- Informs school if there are any transport changes – i.e. late return.

Governors

The governors are ultimately responsible for approving residential visits. This approval can be made:

- Through discussion with a Governor, to sign off the risk assessment.

Governors are also responsible for ensuring that charging and remissions aspects of the policy conform to the changing requirements of the Education Act, 1996.

Responsibility to Parents (if transport is used)

The Headteacher/Leader must give the parent the following information:

- Place and purpose of the visit, activities to be undertaken and timings.
- Cost of the visit.
- Lunchtime arrangements.
- Any request for special clothing.

Pupils are only allowed to take part in a visit involving transport to an alternative educational provider providing that one of their parents has given written parental approval. If insufficient voluntary contributions are received (in line with the School's charging policy) then the visit must be cancelled and any monies returned to parents with an explanation.

When taking children away much further, details of any pupils requiring medication out of normal school hours must be obtained in writing and taken on the visit, as must parental permission for the administration of this medication by a member of the school staff.

Administrator

- The administrator or clerical assistant undertakes any necessary office duties in connection with the visit as requested by the leader, (e.g. type letters, make telephone calls). It is the responsibility of the leader to check any written information prior to it being sent.

Ratios

Levels of supervision are decided for each visit according to the circumstances involved e.g. nature of visit, age of pupils, special educational needs, activities undertaken etc.

The minimum requirements are:

Reception	1:5
Years 1-2	1:6
Years 3-6	1:15

Teachers ensure that the appropriate level of adult supervision is available prior to booking a visit.

Visits to Farms/Water

Leaders ensure that they, and accompanying adults, are familiar with the instructions in the LEA document.

Child Protection/ DBS Checks

The greatest protection against child abuse in any form is staff awareness, vigilance and a willingness to report concerns. All adults who are given unsupervised or regular access to children must have obtained an appropriate Criminal Record Check. This includes staff and volunteers working residentially. The Visit Leader should consider:

- Who is not DBS checked? Will they be working under supervision? Do they need checking?
- If on-site staff have received appropriate checks.
- How to ensure that staff are aware, sensitive and vigilant towards child protection issues.

The Visit Leader must report any concern directly to the Headteacher/Governing Body or in unusual circumstances to the LEA.

Links To LEA Documents

www.bso.bradford.gov.uk

Bradford Guidelines

Health & Safety of Pupils on Educational Visits

Standards for LEA's

A Handbook for Group Leaders

Group Safety at Water Margins

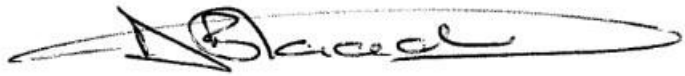
The Role of Support Staff

Responsibilities & Powers

Visits Notification Forms

Approved Coach Companies

To be reviewed July 2025

A handwritten signature in black ink, appearing to read 'B. B. B.', enclosed within a large, horizontal oval stroke.

Signed:

Date: September 2024

Chair of Governors