

# **Bickerton Holy Trinity Church of England Primary School**



## **Educational Visits Policy**

Person responsible for policy:

Paul Sweetnam

Approved:

20<sup>th</sup> October 2022

Signed:

Claire Carman, Chair of Governors

To be reviewed:

June 2024



## **Our School Prayer**

This is our school,  
Let peace be here,  
Let it be full of happiness.

Let love be here.  
Love of one another,  
Love of everyone,  
Love of life itself,  
And love of God.

Amen

## **Mission statement**

Respect for oneself and others is central to our mission  
of giving every child in our school  
the highest standard of education and care  
within a Christian community.

## **Our School Rules**

Respect and take care of each other.  
Treat others how you would like to be treated.  
Share and use the school's equipment carefully.  
Listen to each other and to adults at school.  
Help others to learn.

## **SECTION A: POLICIES**

### **General**

This Section contains the Policies that the Governing Body has decided shall apply to the School. Procedures specified by the Head Teacher to implement these policies are detailed in Section B.

The following terminology is used in this Section:

“may” indicates a suggestion by the Governing Body to the Head Teacher

“should” indicates a recommendation by the Governing Body to the Head Teacher and indicates what the Governing Body considers to be best practice

“must” indicates a mandatory requirement determined by the Governing Body

Where the Head Teacher is unable to implement any mandatory requirement specified in this Section he must report the fact to the next meeting of the Governing Body and, in urgent matters, to the Chair of Governors.

### **Ethos, aims and expectations**

The Governors believe that educational visits, including residential visits, are an essential part of the broad and balanced curriculum which we expect every child in our school to receive, and add greatly to the children’s educational experience here at Bickerton.

Residential visits are a unique opportunity to develop children’s independence in a controlled and safe environment. To minimize disruption and upset to other children, all children are expected to stay overnight for the duration except in exceptional circumstances.

### **Monitoring**

The Head Teacher must monitor the effectiveness of this policy and report to the Governing Body the effectiveness of the policy with, if necessary, recommendations for improvements.

The Head Teacher must arrange for appropriate records to be maintained and reviewed.

The policy should be reviewed at least every three years.

## **SECTION B: PROCEDURES**

### **Introduction**

Educational visits add greatly to the quality of children's learning and experience at Bickerton. They are an extremely important part of our curriculum which children enjoy hugely. They often form the long-lasting memories which children who are coming to the end of Year 6 relate to the rest of the school in our leavers' assembly, and are often talked about by former pupils when they visit the school as young adults. Residential visits have a particular role to play in shaping children's social and emotional development.

At Bickerton Holy Trinity Church of England Primary School, educational visits should help the children to develop their understanding, increase their engagement in their studies and their love of learning or provide valuable experiences which help them to develop as well-rounded people. We believe they are an essential part of the education we provide for our children.

### **Risk Assessment**

All educational visits must have a risk assessment, which includes ratios of staff to children, carried out by the member of staff who is leading the visit. This risk assessment must be shared with all staff involved in the visit and must be shared with and approved by the school's Educational Visits Coordinator at least one week prior to the visit taking place.

All residential visits must have the approval of the Governing Body and the permission of the Head Teacher. The risk assessment for residential visits must be shared with the Health and Safety Governor prior to the visit taking place. The risk assessment for these visits must be entered on the Local Authority Evolve system and permission from the LA prior to the visit taking place must be obtained. Risk assessments for all residential visits change in light of experience or in response to concerns raised.

### **Charging for Visits**

Educational visits will often involve a cost to parents and may involve a cost to the school. The governors believe that there should be a balance of visits which entail a cost to parents and some which do not. The school should plan in its budget some funding to support those children whose participation in educational visits may be jeopardised because their families

are genuinely unable to pay for them, but should expect some contribution to be negotiated between the family and the Head Teacher in such cases. The Head Teacher has the discretion to waive charges completely if it is considered necessary. (Reference: Charging Policy)

### **Organisation of Visits**

Members of staff put a lot of time and effort into organising educational visits. The Governing Body appreciates this effort and supports the staff as needed. It is not only teaching staff who organise visits. Other members of staff including Teaching Assistants also organise a number of visits, particularly to sporting activities and local libraries for example. The Head Teacher and Deputy Head Teacher are available to assist in the organisation of any visit and must be kept informed of the plans and any significant changes to those plans.

There are occasions when parents may be asked to take part in a visit in order to increase the adult / child ratio. Parents must be made aware of risk assessments and the expectations of the staff regarding what they do with the children, the plans for the day and the need to work within those plans. In general, if a visit can take place without the use of parent help, this should be done if possible. It enables children to develop their independence under the guidance of members of staff who have a clear understanding of the purposes, expectations and aims of the educational visit.

Residential visits are usually year group based and are offered to children in Year 3, 4, 5 and 6, irrespective of which class a child is in. For example, Year 5 children are split between Class 4 and Class 5, however, they come together for the Year 5 residential visit to Castleton. This is because residential visits aim to play a significant role in children's social development. This is different from one-day educational visits, the majority of which are planned to support and develop children's curriculum learning in one class. For example, although Year 2 are split between Class 2 and Class 3, if the visit is a Class 3 visit, it will not include the Year 2 children in Class 2 because their curriculum content is different as they study different topics. Sometimes, a joint visit will be arranged, for example between two or even three classes, when the visit's purpose and its aims make this appropriate. The purpose and aims of every visit are decided by the member of staff who leads it.

Some residential visits will take place entirely on school days whereas others may involve a combination of school days and weekends. Children love residential visits at any time, but as they get older, they increasingly appreciate the time that staff give up to lead and accompany them, particularly when visits involve Saturdays and Sundays.

Transport must be carefully considered in the risk assessment. Whenever possible, transport should be by coach, including the Cholmondeley Mini Bus. Sometimes, public transport such as the train or tube may be the most appropriate means of transport. Equally, staff cars or parents' cars may be used if necessary. In such cases, members of staff must have 'work use' stipulated on their insurance policy and the policy must be shown to the school's Administrative Officer each year along with the vehicle's MOT certificate and staff member's driving license. Parents who provide transport for educational visits should complete a Driver's Form, available from the school, which requires proof of insurance.