**St. Oswald’s Church of England**

**Policy for Educational Visits**



**RESPECT. RESILIENCE. KINDNESS**

**Vision**

Through valuing all individuals as children of God we believe in promoting an inclusive school community, rooted in mutual respect, understanding and kindness towards others. As God taught us:

'Teach children how they should live, and they will remember it all their life.' (Proverbs 22:6)

Ours school’s vision is to nurture a resilient community where the love of learning thrives. We foster an environment where every member feels supported in order to flourish, be empowered to overcome challenges, embrace growth and contribute positively to God’s world.

' Life in all its fullness' (John 10:10)

**Monitoring and Evaluation**

The Head Teacher shall have oversight of this policy and ensure all staff follow procedures and that these are carried out.

The effectiveness of this policy shall be monitored during Governor’s meetings.

|  |  |  |
| --- | --- | --- |
| Date approved | Next Review Date | Signed by |
| September 2024 | September 2025 |  |

**Policy Document for School Visits**

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12. **Purpose**

This policy reflects the school’s vision in relation to taking pupils out of school on visits both in the immediate locality and further afield to enhance their learning and broaden their life experiences. It is underpinned on our Christian values of creation community. As a UNICEF Rights Respecting School we also believe this policy relates to the following articles:

**Article 28: (right to education)**

Every child has the right to an education. Primary education must be free …

**Article 29: (goals of education)**

Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights as well as respect for their parents, their own and other cultures and the environment.

It will outline the procedures to be followed to ensure Health and Safety and Safeguarding regulations are adhered to.

1. **Audience**

This document is intended for all teaching staff with classroom responsibilities and all staff involved in school visits. It is also for school governors, LA inspectors/advisors, parents and inspection teams. The policy is available on the staff shared drive and available on request.

1. **British Values**

Through its vision, curriculum, extra-curricular activities, teaching and learning St. Oswald’s Church of England Primary School will promote British Values. By doing so, we will ensure that all learners understand the values that have traditionally underpinned British Society. The implicit and explicit teaching of these values will promote inclusion and mutual respect within our school and community.

1. **Aims**
* To enhance and enrich the curriculum through specialist expertise and first-hand experiences.
* To engage with the wider community.
* To motivate pupils into learning more about a place, situation or activity.
* To broaden pupil understanding e.g. of other cultures, places, times in history and traditions.
* To develop pupil’s language and broaden their experiences.
1. **Opportunities**

St Oswald’s Church of England Primary is committed to taking pupils out on visits as frequently as possible to support all areas of the curriculum. The school has invested in 2 minibuses and trained staff to drive them; which enable visits to take place without the usual financial constraints and huge transport costs. The school is also proactive in accessing funding from a range of sources to fund visits.

1. **Protocol for school visits**

Parental/ guardian permission is obtained at the beginning of each year to permit pupils to attend school visits. The permission form ensures pupils have automatic permission to attend a visit and travel by foot, coach or school minibus. Notification of a visit and all relevant details will be shared before the visit takes place via letter.

1. The date and destination of the planned visit must be confirmed with the Head teacher before bookings are made. The minibus diary (Google calendar) should also be checked to ensure they have not been previously booked.
2. On receiving approval from the Head teacher, the minibus/es should be booked and drivers confirmed with the Head teacher.
3. Ideally the teacher should make an exploratory visit prior to taking pupils, to assess the risks. If the teacher is unable to make a visit, then information should be sought from other members of staff who have previously visited.
4. Risk assessment and vetting forms must be completed and submitted to the Head teacher via email at least one week prior to visit. All risk assessments should be kept on the staff shared drive in the school trips/visits file. This should be saved, along with the risk assessment and booking forms, on the shared drive.
5. A letter should be sent to parents showing details of the venue, eating and travel arrangements. A copy of the letter must be given to the school office to help staff inform parents who may require additional information.
6. Where school packed lunches are required, an order **must** be given to the school kitchen at least a week before the visit. Children are asked for their choice of food and packed lunches will be labelled with individual names to avoid issues with allergies etc.
7. Pupils cannot take part on a school visit without written permission from a parent/Carer.
8. The trip’s checklist must be completed by the member of staff responsible for the trip.
9. Medications for any child on the trip must be taken, including inhalers etc.
10. Staff should were High Visibility jackets so that they are visible to children during the school trip.
11. **Staff: Pupil Ratios**

Staff: Pupil ratios **must** be adhered to and will depend on a number of factors such as the age and needs of the group, weather, venue etc.

The ratios given here are for low risk activities such as museum visits.

Age range: Nursery = 1 adult/staff :3 pupils.

 5-7 years = 1 member of staff: every 10 pupils

8+ years = 1 member of staff: every 15 pupils

The term ‘staff’ refers to employees of the school. Other adults who accompany such as parent/ helpers **must** have DBS clearance and are additional to the ratio. When travelling on a school minibus, a member of staff must be seated next to the rear door of the minibus.

1. **Equal Opportunities**

The school’s policy on Equal Opportunities is adhered to during all trips.

1. **SEND**

Care is taken to ensure that children with SEND have full access to the all areas of curriculum. If there is likely to be a problem when a visit is taking place, then additional adult support is used to support the individual child – this is particularly important when pupils with behavioural difficulties are taking part on the visit. Adaptive teaching is used by all teachers to cater for children with special educational needs.

Subject leader: Mrs. Clare Clarke

**Appendix 1**

**St Oswald’s CE Primary School**



**Visit Checklist: Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date & place of visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Item** | **Checked** |
| **Prior arrangements** |  |
| Check with SMT dates before booking trip and availability of Mininbus & drivers. Drivers must be established well in advance. |  |
| **1 week before visit** |  |
| Permission slip for every child (vulnerable children may require a call or face to face contact to get form completed.) |  |
| Packed lunches ordered at school kitchen |  |
| Risk assessment saved in the Educational visits folder on the staff shared drive. |  |
| Checklist completed |  |
| **To be taken on visit/ activity** |  |
| Class Register with contact phone numbers for all children |  |
| Ipad/ class cameras |  |
| Packed lunches |  |
| First Aid Kit |  |
| Sick bags (if travelling on mini buses or coaches) |  |
| Pupil Medication including inhalers |  |
| Mobile phone fully charged |  |
| Booking form and invoice |  |
| Behaviour Feedback form  |  |
| Payment if required. |  |

Signature of member of staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy to be left in office please.