



St Paul's Church of England Primary School School Visits Policy

Adopted by: Curriculum and Achievement Committee

On: Wednesday 19th October 2016

Review: Autumn 2020

Introduction

School visits have the potential to enrich the children's experiences. Visits provide the children with a range of experiences and access to resources that are not available in school. Visits support learning, complimenting the curriculum delivered in school.

Aims

- To develop deeper curiosity and interest in the community outside the school.
- To extend vocabulary and opportunities to develop speech and thought.
- To develop aspiration through enrichment.
- To raise achievement through reinforcing, supporting or extending the school curriculum.
- To motivate and raise the self-esteem of the children who attend our school.
- To develop links with organisations within the local and wider community in order to provide specialist skills, resources and learning experiences.
- To use resources within the community to extend understanding and interest of subjects.
- To provide residential visits :- dependent upon uptake by Parents and the willingness of staff to organise such visits.

Visits within the local community

Teachers sometimes incorporate the resources available in the local community when planning units of work. When moving off-site to utilize these resources teachers must follow the guidelines found in the schools visits pack. All staff are required to complete a risk assessment for most visits which takes place off-site (see pack) and arrange for the correct pupil/ adult ratios required to supervise the group.

Day trips to locations further away

Teachers should consider the suitability of enhancing units of work with an off-site visit when developing their teaching plans. When teachers identify a venue that offers experiences and resources that enrich the curriculum, they should refer to the visits pack, after discussing the proposal with the Head Teacher. Costs should be kept to a minimum wherever possible. Please remember that we do not expect adults to pay if they help with trips. (see Charges and Remissions Policy)

Residential Study Trips

A residential trip is sometimes offered to pupils in years 5 & 6. This usually takes place at a PGL, or similar, centre. Residential trips are offered only if staff are willing to undertake the responsibility for the organisation- it is not compulsory. When residential trips are undertaken the lead teacher is responsible for ensuring that all aspects of the LA/LDBS guidelines are followed and that insurance covers all activities.

The school currently holds insurance for school visits through the LDBS.

Health and Safety

In their planning of activities, teachers will anticipate likely safety issues. This is recorded on a risk assessment, which form part of the schools pack for off site visits.

They will also explain the reasons for safety measures and discuss any implications with the children. Children will always be encouraged to consider safety for themselves, others and the environment and the resources they use.

Risk assessments must be signed off by the Educational Visits Coordinator before a trip leaves the site.

Where an organisation is running a workshop in their venue, school staff will request their risk assessment for their workshop in advance of the visit. They will read, appraise and append it to their risk assessment for the class visit. **School staff remain in charge on trips and will act to stop an activity if they deem it to be unsafe.**

We follow the London Borough of Hounslow adult supervision ratios when planning and running educational visits.

Insurance

LDBS insurance covers the school for off-site visits that do not include any hazardous activities. (Seek advice from the Admin. Officer).

The school Admin Officer will seek advice concerning the levels of insurance needed for activities – especially those offered on residential visits.

Accidents that occur during an activity that is organised by the venue being visited, are usually covered by the agencies insurance cover. This should be checked on the preliminary visit undertaken by the member of staff responsible for the trip.

MANAGEMENT OF SCHOOL VISITS

Role of the teacher

- To identify potential venues for off-site visits when developing teaching plans.
- To discuss any proposed visits with a member of the Senior Leadership Team prior to any arrangements being made.
- Discuss any requirements with the admin officer- booking of tickets, coaches etc. well in advance of the proposed date.

- Inform parents of the proposed visit well in advance of the proposed date.
- To undertake a pre visit to the site and then complete the risk assessment form.
- To complete all relevant paperwork prior to the visit taking place.
- Parents/carers support, as required, the school on visits. The teacher provides briefing details to support parents/carers in carrying out their duties effectively and in understanding their role and responsibilities as a volunteer helper.

Role of Headteacher/SLT Member

- To approve all proposed visits for their suitability of content and date.
- To report to the governors about the visits undertaken, in the Head Teachers report to the Governors.