



# St Augustine's Catholic Primary School

## Policy for Educational Visits and Off Site Activities

### **Introduction**

At St Augustine's Catholic Primary School we offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

We seek to ensure that the National Curriculum is delivered to all, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum, we also offer a range of educational visits and other activities that add to what they learn in school.

### **Organisation**

The National Curriculum defines what we teach the children in school. This is the basis for the learning for each school year. In addition the teachers plan educational visits and activities that support the children's learning.

Visits and activities usually take place within the school day, and the Educational Visits co-ordinator (currently the Deputy Head) approves all such visits in advance before any non-returnable deposits may have been paid by the parents. We follow the L.A's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.

### **Charging for School Activities**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities and this is usually when a coach or entrance and company fees are involved. At this point a voluntary contribution may be requested.

### **Curriculum Links**

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children. We also have regular visits from our neighbourhood police community support officer (PCSO) and health workers. These visits support the personal, social and health education of our children. Local clergy and charity groups, take assembly on occasions during the school year.

### **Residential Activities**

Children in Year 6 have the opportunity to take part in a residential visit. We ask for voluntary contributions from the parents of those taking part to cover the cost of the visit. Any parent unable to pay may either be excused from the contribution or make a payment plan of their own; arranged confidentially through the school.

### **Organisation, Health and Safety Issues and General Guidance**

All activities must be undertaken in accordance with our Health and Safety Policy statement and in conjunction with any local/national rules, regulations and guidance that may be in force at the time. Upon deciding that a trip or outside activity would support learning or indeed a visitor to the school, staff must inform the Educational Visits Coordinator, EVC (Deputy Head) and the Headteacher. They must complete a pre-visit checklist and produce a risk assessment (see below). These documents must be given to the EVC in good enough time that the visit/activity can be called off or amended if there are concerns before children and parents are told.

In the event of visiting somewhere with its own Risk Assessment this may be included but would be expected to have notes or highlights as to what is relevant to the planned visit. You would also need to make a note of getting on/off the coach and any other relevant issues on the school form to accompany this. Risk Assessment forms do not take long to complete and should not discourage teachers from planning a visit. They can often be filled in during the pre-school visit.

### **Other Adults on The Visit**

It is essential that you speak to the office about possible helpers on your trip. Only parents with suitable checks may be responsible for groups of children. TAs from other classes should only be taken in exceptional cases and the EVC, TA Line Manager and the school office must be informed.

### **First Aider**

Every trip/activity must be planned with at least one qualified First Aider available.

### **Children With Additional Needs Including a Medical Care Plan**

Planning to support any child with additional needs must be discussed with your Educational Visits Coordinator and with the Inclusion Leader.

**(pre visits and Risk assessment overleaf)**

## **Off Site Visit - Pre Visit Check List**

Before arranging off site visits please visit the location beforehand to ascertain the following:

### **Venue Details**

1. Has the location been visited before? YES NO If yes are there details of the visit?
2. Parking arrangements
3. Lunch time arrangements (wet and dry weather)
4. Potential Risks (include variable weather and conditions) / shelter available
5. Potential Hazards (traffic, animals, fencing, rough/slippery surfaces, steep slopes, water etc)
6. Toilet facilities
7. Site first aid facilities
8. Travel time to and from location
9. Cost of entry
10. Emergency procedures clearly displayed eg Fire procedures
11. Appropriate clothing needed
12. Risk assessment completed and documented?

### **Administration**

13. Complete pre visit checklist and inform the Educational Visits Coordinator you are planning a trip- you must do this in good time- trips can only be authorised by the EVC and if going out of county must be planned anything up to 6 weeks before;
14. Book and confirm travel arrangements with the office;
15. Prepare a letter to be checked by Headteacher and sent out by the school office with information including cost, appropriate clothing, lunch and pocket money requirements. (Letters should go out giving parents at least two weeks to pay);

16. Arrange parent helpers (to recommended ratio). Inform office regarding safeguarding checks on helpers as necessary and at least 3 weeks before;
17. Allocate children to groups;
18. Prepare briefing notes for helpers including maps, timings, first aid arrangements, names of children in groups;
19. Prepare worksheets/activities.

**OFF SITE VISIT**

**RISK ASSESSMENT**

Venue: \_\_\_\_\_ Activity: \_\_\_\_\_

SITUATION	POTENTIAL HAZARD	RISK (High, Medium, Low)	ACTION

ANY FURTHER RELEVANT INFORMATION: