



Policy title:

Learning Outside the Classroom and Educational Visits  
(includes references to CCCPCC policy and Evolve)

Date shared with  
Governing Body:  
Standards Committee  
ratified policy on 23<sup>rd</sup>  
Nov 2015

Signed:

## **1 Introduction**

**1.1** Our vision states that we aim to provide a stimulating, exciting, challenging learning environment. This applies to our indoor and outdoor environments. All schools are required to 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.

## **2 Organisation**

**2.1** At GWPS, we follow the guidelines contained within the Cambridgeshire County Council and Peterborough document Learning Beyond the Classroom 2005. This file is kept in the main office and is referred to as 'LA Guidance' from this point in the policy. Teaching Staff organising an educational visit should also refer to the DfE guidance contained in 'A Handbook for Group Leaders' which is kept in the back of the LA Guidance file.

The school uses Evolve, the LA planning tool which allows staff to plan and submit visits for approval.

**2.2** The Headteacher is the Educational Visits Coordinator.

**2.3** Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. Visits and activities usually take place within the school day. We follow the Local Authority's guidelines relating to health and safety, and we ask parents to give written consent for their child to take part in any activity that takes children off the school site and out of the village of Great Wilbraham. If we do not receive this written permission, the child will be unable to participate. At the start of each year, each parent is asked to sign a document giving permission for their child to take part in activities within the village during the year.



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### **3 Charging for school activities**

**3.1** See Section 7, LBTC 2005. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. We do however, ask for a voluntary contribution towards trips. The governing body has a 'Charging and Remissions' policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

**3.2** The Governing Body has agreed the wording of the statement relating to charging for both for Establishment approved visits and LA approved visits (see LBTC 2005 Section 9 point 52 on for explanation of visits types) that is to be included in letters to parents regarding educational visits. This forms part of the 'Charging and Remissions' policy.

### **4 Curriculum links**

**4.1** All learning outside the classroom, educational visits and activities support and enrich the work we do inside the 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.

**4.2** We also have regular visits from our neighbourhood police officer and health workers. These visits support the personal, social and health education of our children. The vicar and / or parish assistant regularly lead collective worship. Other local religious leaders also take assemblies in the course of the school year. We do this with the full agreement of the governing body.

### **5 Residential activities**



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**5.1** At GWPS, children in Years 5 and 6 have the opportunity to take part in a residential visit. This activity takes place during term-time and is linked to the National Curriculum, so we do not make any charge for the education or cost of travel although parents are invited to make a voluntary contribution towards these elements. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities.

**5.2** The residential visit enables children to take part in outdoor activities and environmental studies linked to their science work. We undertake this visit only with the permission of the Local Authority and follow the LA Guidance in the organisation of the visit. All specialist activities are undertaken with qualified instructors.

## **6 Risk Assessment**

**6.1** The school follows the guidelines on Risk Management in the LA Guidance. The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.

**6.2** A risk assessment must be undertaken prior to all educational visits and off-site activities. The Headteacher delegates this responsibility to the member of staff organising the visit or activity but must approve and sign the risk assessment before the visit / activity is allowed to go ahead. The risk assessment must include the SEN / medical needs of the specific group of children participating.

**6.3** The school has a standard format for risk assessment. A printed copy of the risk assessment should be placed in the file in the main office. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

## **7 Pre-visits**



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In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit.

## **8 Ratio of adults to pupils**

At Primary School we follow LA Guidance (section 2) on minimum staff/pupil ratios for visits.

In all cases one adult included in the above ratios must be a teacher. It must be stressed that these are minimum ratios and that visit organisers must consider the following factors when deciding on the final adult/child ratio: SEN and medical needs; type of activities to be undertaken; experience and competence of all adults accompanying the visit; duration of the visit; competence and behavioural history of the group of children.

## **9 Voluntary Help**

**9.1** Volunteers will normally be people well-known to the school as either parents or governors.

**9.2** Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visit organiser retains overall responsibility.

**9.3** The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.



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**9.4** The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.

**9.5** The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.

**9.6** All volunteers accompanying a residential visit will be required to obtain a Criminal Records Bureau Disclosure, ISA check when implemented.

## **10 Transport**

**10.1** Parents will always be informed as to the type of transport being provided for an educational visit.

**10.2** Coaches - seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. The visit organiser is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

**10.3** Public transport can also be used including buses for local journeys, either as private hire or public use. An increased adult / pupil ratio must be considered and close supervision of the children must be ensured.

## **11 Checklist**

The visit organiser should ensure s/he has completed the 'Check List for Visits' and given a copy to the Headteacher no less than 24 hours before the visit is due to take place. These are kept in a box file in the office.



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GWPS follows the Cambridgeshire Guidance 'Learning Beyond the Classroom – Policy and Guidance for Educational Visits' 2005 (The Pink File)

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Educational Visits Co-ordinator: Headteacher



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## Appendix 1

Checklist for visits	Yes
Trip Leader	
Class/Year Group	
Place of visit and contact details (including date and times)	
Purpose of visit	
Venue booked/date	
Venue confirmed/date	
Coach company and contact details	
Cost of coach	
Coach provisionally booked/date	



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Coach confirmed/date	
Risk assessments completed	
Letter sent to parents (including voluntary contribution, clothing requirements, lunch arrangements, transport arrangements, permission slip)	
Permission slips received for each child, signed by the parent/guardian (retain for 1 month after the trip)	
Adult:Child ratio in line with county guidelines Under 5s and KS1 1:10 KS2 1:15 NQT must be accompanied by another teacher	
Arrangements have been made for children with SEN	
List of children/contact numbers/medical details	
Mobile phone, first aid kit, inhalers and sick bucket/paper towels	
All children have a form of identification with them (uniform, badge, sticker)	
Headteacher is fully informed of the trip and the school office has a list of all children and adults on the trip.	