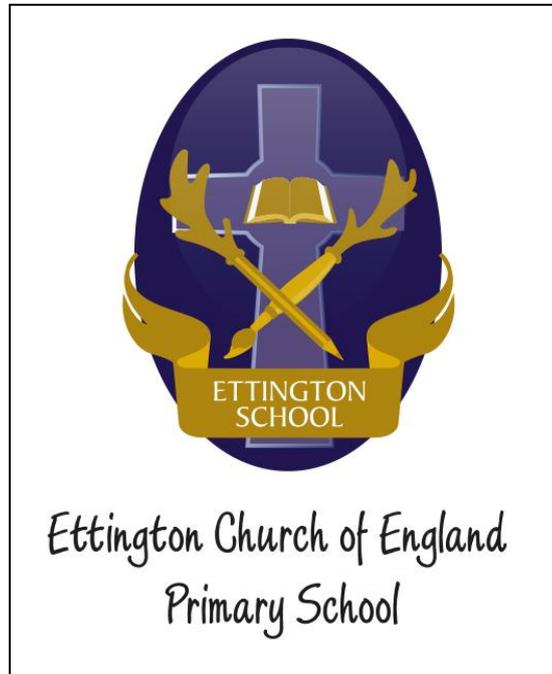


ETTINGTON CE PRIMARY SCHOOL

Reviewed January 2020



EDUCATIONAL VISITS & ACTIVITIES POLICY



ETTINGTON CE PRIMARY SCHOOL
EDUCATION VISITS & ACTIVITIES POLICY: UPDATED ANNUALLY

All schools are required to offer children a broad and balanced curriculum which, promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

In our school we seek to ensure that the National Curriculum/EYFS is delivered to all children, 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 for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

Organisation

The National Curriculum/ EYFS define what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition teachers and governors agree the corresponding programme of visits and activities in advance of each academic year.

Each term children study holistic topics under the umbrella of Creative Curriculum which covers a breadth of subjects, underpinned by the key aspects to learning. As part of this Creative Curriculum teachers plan educational visits and activities which, support and enhance the children's learning.

Visits and activities usually take place within the school day. We follow the LEA'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.

The school's Education Visits Coordinator is the Mrs Holmes.

The member of staff in charge of the School Visit must enter all information of the trip via the Edfocus website including completion of the necessary forms and risk assessments at least 4 weeks prior to the trip taking place. This is then authorised by the EVC and signed off by the Headteacher / LA where necessary.

All staff attending a visit out of school must be able to access the pupil contact details on the Evolve Website. On rare occasions a paper list of contact details may be given to one member of staff for ease of access. This list must be kept secure at all times to ensure that sensitive information does not get into the hands of any unauthorised person.

Emergency planning and critical incident support

A critical incident is defined when any member of a group undertaking a LOtC / OEV activity:

- has suffered a life threatening injury or fatality
- is at serious risk; or

- has gone missing for a significant and unacceptable period

The County Council's Emergency Plan is in place to support schools/services in the event of emergencies and critical incidents.

If a critical incident does occur, the Visit Leader will contact their Emergency Base Contact in line with the County Council Policy.

Charging for School Activities

All education during school hours is free. There are some circumstances when the school can make a charge for certain activities. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

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 agencies within our neighbourhood. These visits support the personal, social and health education of our children. Our school Chaplain / Story Tellers takes assembly on a fortnightly basis.

Residential visits

The school offers a residential visit for every child during their primary education. Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodgings in all cases, whether or not the residential trip takes place in school hours. If the activities fall outside school hours, the school can make a charge for travel. The school also takes the case of twins or triplets as a separate case.

In cases where parents do not wish to pay for a residential trip, the child will remain in school and access the curriculum in another class.

Again, if parents have difficulty with paying, they are invited to discuss their circumstances in confidence with the Headteacher.

Learning Outside of the Classroom

During the school year all children will at some time attend learning sessions outside of the school building and within the safety of the school grounds. Staff must be aware of any additional risks that make arise as a result of using the field or nature area and must therefore make a preliminary visit to the area being used to check for unforeseen dangers.

The guidelines for staff using the outdoor areas are taken directly from the Warwickshire County Council policy 'Learning Outside the Classroom and Offsite Educational visit Policy (see appendix 1).

Safeguarding & Whistleblowing Pro Forma

All parent helpers are requested to read and sign the Pro-Forma before supporting any trip to ensure that they are aware of safeguarding procedures.