



# **Scarning VC Primary School**

**Education Visits Policy 2021**

**Adopted by FGB: 21.9.21**

**Review Date: September 2023**

The school has formally adopted, through its Governing Body, the Norfolk CC 'Guidance for Educational Visits & School Journeys.'

### **Aims and purposes of Educational Visits**

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned Educational visits.

This is part of the schools required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school:

- To widen the child's horizons from their family centred life to one in which they develop and sustain new relationships with others
- to maintain close and positive links with all of the schools in the Dereham cluster
- to work creatively to inspire each child to develop every aspect of their character

The Governing Body has given its approval to the following types of activities *being* arranged in support of the educational aims of the school:

- Out door and adventurous activities
- Sporting fixtures and tournaments
- Residential activities
- Curriculum enrichment activities
- Multi cultural activities

Year five will have the opportunity to undertake a 2 night residential at Kingswood Activity Centre/ Hill Top activity centre every year. Year 6 also have the opportunity to partake in a residential in Derbyshire which is organised by the school and includes a mix of adventurous activities, and geographical studies. These trips are to develop the children's knowledge of their local environment and to experience a range of out door and adventurous activities they would not normally encounter in their daily school life.

All KS2 classes will have the opportunity to experience at least one trip based upon a history/geography or science element of their curriculum. These will be day visits and will vary depending on the topics being taught within the year groups each particular year. Children in KS2 will have the opportunity to take part in a range of local inter school sporting fixtures.

Children in year five will have the opportunity to swim once a week for a term for each academic year (year 6 are going for 6 weeks per class in 2021 due to missing swimming as a result of COVID). Children in years 4-6 are offered swimming intervention based on previous swimming assessments to provide more support in helping these children reach the National Curriculum swimming targets. (This year – 2021 – this will not be offered due to year 6 going swimming as a result of COVID, the swimming intervention should restart in September 2022).

### **Approval Procedure and Consent**

The Headteacher has nominated Mr Basson as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person will have attended the LA EVC training course (and updates) and will be given sufficient time and resources' to

carry out the role. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher. The Head will keep the Governing Body aware of its Educational Visits events & programme via the normal Head to Governors reporting process.

The school will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents the Headteacher & the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils.

The LA Providers Contract form will be used.

All payments for the visit will be made through the school's accounts.

For any visit lasting a day or more or involving significant travel, or adventurous activity, parents will be asked to sign a letter, which consents to their son/daughter taking part.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential *visits* parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

All children from Reception to Year 6 are sent letters regarding local trips around Dereham which parents sign to give year round permission for these trips. Therefore separate letters are not needed. PE/ sporting events will still have letters sent home to inform parents of their child being asked to participate – the letters are issued as only a number of individual children go and not the whole class).

### **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

### **Remissions Policy**

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support
- Family credit

- Income based job seekers allowance
- Disability working allowance

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges set out in the school's remissions policy.

The School may ask for Voluntary Contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up. [HASPEV 98]

### **Standard Operating Procedures**

The following events or activities have standard operating procedures assigned to them which detail information about regulations and procedures that should be followed and implement by the group leader. They include:

- Walking to Northgate High School or Scarning Village Hall / Church
- Boarding and exiting a coach or bus
- Running club
- Swimming lessons at Dereham Leisure Centre
- Use of the Thistle Field

The Standard Operating Procedure document is to be clearly marked and kept in the staffroom for referral. All staff members should familiarise themselves with it so that they understand the procedures and regimes of regular events.

### **The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. Parents will be expected to collect and to incur the costs of collecting their child from the visit site should an incident occur which deems it necessary for said child to leave whilst on the trip. Parents are expected to pay the full cost of the trip if the child is excluded from going subsequent to the permission slip being granted unless a reserve child steps in to take their place.

### **Emergency Procedures**

The school will appoint a member of the SMT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The group Leader will take with them a copy of the NCC Emergency Procedure.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency. In agreement with the group leader they will pay any extraneous costs which will then be reimbursed out of school funds asap.

### **Evaluation**

The Group Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body on request.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader (with administrative assistance) is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.

## **Appendices:**

### **Standard Operating Procedures**

#### **Standard Operating Procedure (SOP)**

For visiting Northgate High School + Scarning Village Hall/ Church

##### **Approval**

Headteacher or other member of the SMT must be aware of the class/children who are going and members of staff accompanying them. People on the trip must leave through the school front entrance.

##### **Consent**

The blanket consent covers the children to attend as long as it is during the school day (9:00am – 3:15pm). Additional time will require parental consent.

##### **Staffing**

The visit leader must ensure that there are enough adults attending the trip to keep the children safe. Consideration must be given to the specific children attending and any specific behaviour plans in place. **A minimum of three members of staff must attend the trip.**

Foundation Stage ratios need to be adhered to as stated in the FSP.

##### **First Aid**

Any serious medication needed by the children attending the trip must be taken by the visit leader e.g. epilepsy medication, allergy epi-pen.

##### **Emergency Back-up**

At least one member of staff needs to take a fully charged mobile phone with the school contact number in in case of an emergency.

##### **Route**

Adults will walk between the children and the road and must ensure that the children stay on the pavement/footpath at all times. If possible, children to walk in pairs down the path. When crossing the road an adult must stand in the road to alert cars to children crossing and to ensure that the children cross safely.

##### **Other**

Visit leader must take into account any specific risk assessments specific to the day of the trip e.g. weather – is there ice or extra mud?

Clothing – appropriate for the weather.



## Standard Operating Procedure (SOP) For getting on and off a coach.

### **Boarding the coach**

If the coach door is on the path side of the road:

An adult to board the coach first to aid with seating. Another adult to help the children up onto the steps of the coach (especially for younger children)

N.B. If possible it is not recommended that children sit on the front seats of the coach or in a set where there is a gap in front of them e.g. where there is a toilet or the middle seat at the back.

If the coach is not on the path side of the road:

An adult is to stand in the road to alert traffic that children are boarding the coach and to allow children to walk around the front of the coach to board. An adult to board the coach to aid with seating. Another adult to help the children up onto the steps of coach (especially for younger children)

Adults to then check that all the children have their seatbelts done up before coach departs. Visit leader to do a head count to ensure all the children who should have boarded the coach have done so.

### **Exiting the coach**

At least two adults to get off the coach first so the children will have supervision as they exit the coach. One adult to stay by the coach door to assist children off the coach steps if needed. Second adult to line children up as they exit the coach, visit leader to be especially aware of supervision in a crowded/busy place. Another head count to be done at this point to ensure that all the children have exited the coach and are in line.

A sweep of the coach to be done by the last adult to exit the coach to check for children's belongings they may have forgotten.



# Standard Operating Procedure (SOP)

For swimming at Dereham Swimming Pool

## Approval

Weekly swimming sessions have already been approved by the Headteacher. Year 3 and 4 pupils are to partake in swimming lessons.

## Consent

Parents are made aware that all pupils are to take part in swimming lessons as part of Scarning's physical education curriculum. Separate consent is needed for children who wish to wear goggles (Dereham Swimming Pool rules).

The visit leader must have a register of the children attending each week.

## Staffing

**A minimum of 2 adults must attend weekly** who are members of staff as they are CRB checked. Extra adults will be required for pupils who need 1:1 support. The visit leader must decide if any extra adults are needed for children who have specific behaviour plans.

Members of staff who are county trained for swimming are: Charlotte Everett.

## First Aid

A sick bucket and First Aid Kit need to be taken for the coach trip. Dereham Leisure Centre lifeguards are present at all times during the swimming session and are all First Aid trained, alongside the swimming instructor provided by the pool and other members of staff.. Dereham Swimming Pool have their own First Aid Kit and Life Guards who are trained. Any serious medication needed by the children attending the trip must be taken by the visit leader e.g. epilepsy medication, allergy epi-pen, asthma inhalers.

## Emergency Back-up

At least one member of staff needs to take a fully charged mobile phone with the school contact number in in case of an emergency. The critical incidents folder must be taken to the swimming pool in case of emergency.

## Route

SOP for getting on/off the coach applies.

## Other

- Children who are not swimming for one week due to medical reasons or behaviour will still go with their class to the swimming pool and will sit at the side of the pool.
- Visit leader to be aware of the possibility of traffic or roadwork hold ups. If the coach is running late then a member of staff is to inform the school of this.
- Before entering the changing rooms at the swimming pool children must take off their shoes and socks (Dereham Swimming Pool rules)
- A member of staff must sign in the number of children and adults entering the premises when arriving at Dereham Swimming Pool in case of a fire alarm.
- Visit leader needs to be aware of members of the public in changing area, especially in the public toilets.





## Standard Operating Procedure (SOP)

### For after school running club

#### Approval

Head teacher is aware club is taking place as well as numbers and names of pupils taking part. Running club is for KS2 pupils and Year 2 pupils.

#### Consent

Additional consent has been collected from parents to allow them to run off sight into Scarning Village.

#### Staffing

The club leader must ensure that there are enough adults are to support runners. The required ratio of adults to pupils is at least 1:5.

#### First Aid

All children who use inhalers are required to take their inhaler with them. All adults must take a mobile phone in case of an emergency. The club leader is to take a first aid kit with them.

#### Emergency Back-up

At least one member of staff back at school needs to be available for contact in case of emergency.

#### Route

The route leaves school heading towards Scarning Estate, up to the meadow and around the field, and back up to school. All pupils and adults are to stick to the pavement.

#### Other

Visit leader must take into account any specific risk assessments specific to the day of the trip e.g. weather – is there ice or extra mud? Are the hedges safely cut back and passable?

Clothing – appropriate for the weather and HI-VIS jackets are worn by children at all times.



# Standard Operating Procedure (SOP)

For visiting the Thistle Field and pond area.

## Preparation

Before pupils access the Thistle Field, a staff member should ensure the access to the nature reserve / pond is secure and locked. The unsecured perimeter should also be assessed for safety. The office should be notified when a class is to use the Thistle Field. Once within the perimeter, the gate leading to lower playground should be closed, and once finished, should be securely locked. A mobile phone should be taken for all visits to the Thistle Field.

## Staffing

Due to the unsecure perimeter (notably the South and West sides of the field) children should be accompanied by an adult at all times when accessing the Thistle Field. The starting point for any visit should be that 2 adults at least are required; however there may be some occasions where only one adult is required to lead a visit e.g. Year 5 and 6 story time in the amphitheatre or a small group of KS2 apple pickers. Please check with Stuart or Nick for further guidance on ratios if unsecure.

A ratio of adult to children should not exceed 1:10 when using the nature reserve and pond area. A second adult should also be in attendance of the Thistle field when using the nature reserve and pond area. The gate into the nature reserve should be closed at all times and locked when not in use. The gate leading to the Thistle Field should also be locked when not in use.

Whenever using the Thistle Field and pond area, pupils should be briefed on sensible and acceptable behaviour.

\*Much of the perimeter is thick hedgerow, however in one part it is noticeably thinner. Children should be instructed not to go into the hedging. Approximately three metres into the hedging a shallow ditch can be found. On the other side of the ditch (technically neighbouring land) some remnants of a barbed wire fence can be seen.

