



# Educational Visits and Activities Policy

This policy is for the whole school including the EYFS. However, a detailed Educational Visits for EYFS policy exists explaining the EYFS department in detail.

## 1 Introduction

1.1 All schools must 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.

1.2 At Oakwood, we believe that learning outside the classroom is an essential component to our curriculum. We believe all our children are entitled to the development of knowledge, understanding, skills, and attitudes. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. 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 from Nursery to Year 6. Each trip is different with the common factor being that they all make an essential contribution to a pupil's development and education in the broadest sense of the word.

1.3 Independent schools are legally required to have policies for educational visits made by all of our pupils. This policy complies with DCSF Guidance "The Health & Safety of Pupils on Educational Visits: A Good Practice Guide" (2004).

## 2 Organisation

2.1 The co-ordinators for Educational Visits are the Headteacher, the Assistant Head who is also the Early Years Foundation Stage Coordinator and the Head of Pastoral Care. These coordinators, in guidance with other SLT members ensure that the trips are appropriate to the age and abilities of the children and fit in with their development. Teachers, in conjunction with their respective coordinators agree the programme of visits and activities at least one term in advance. The Governors also receive a copy of this information too.

## 3 Responsibilities for visits, including pupils' behaviour

3.1 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each term in our School Calendar. We plan other activities as the school year progresses, and inform parents of these via letters home, newsletters, notifications on the school website and in the 'Friday Flyer'. We expect all children to behave in a respectful, polite manner reflecting the school's ethos and behaviour codes as stated in the behaviour and discipline policy and reinforced in 'The Oakwood Way'.

3.2 Visits and activities usually take place within the school day, and the Headteacher approves all such visits in advance. We follow the guidelines laid down in our staff handbook, ensuring that arrangements comply with health and safety requirements, carrying out a risk assessment when required and asking

parents from Nursery to Year 2 to give written authority for their child to take part in any activity that takes their children off the school site. Parents of pupils in the Prep School sign written consent for residential trips. If we do not receive this authority, the child will be unable to participate.

## 4 GUIDANCE FOR STAFF

(Please note that 'Health and Safety Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies' states "there is no requirement to have an Educational Visits Co-ordinator (EVC)". However, schools may wish to continue to appoint to the role of EVC as good practice). **At Oakwood, each visit has a trip leader and deputy trip leader.**

### 4.1 Introduction

We have a large number of trips, out-of-school activities and visits at Oakwood School which are an important part of our educational ethos. We expect that every member of staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them and to help with the arrangements. To make this possible, we set reasonable timetables, with plenty of non-contact time, as we do not want this important function to become burdensome. We always welcome suggestions from staff for new trips.

### 4.2 Role of the Group/Trip Leader

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Group Leader. At Oakwood School we ensure the leader is fully trained on conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorated. With the exception of the very shortest visits, such as to our local library or museum, we expect all Group Leaders either to hold a valid First Aid certificate themselves, or ensure that one of the other teachers accompanying the visit holds one. A Deputy Leader is nominated for all trips. S/He may not hold the qualifications of the Group Leader; but is nevertheless capable of taking over that role, if necessary. The EYFS staff hold Pediatric First Aid certification.

No one should drive the school minibus unless s/he has qualified as a minibus driver or has a D1 licence. For any minibus journey that lasts for longer than 2 hours, there should be a second member of staff who is also a qualified minibus driver. This will help cover emergency situations and prevent tiredness on long journeys. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits who need additional training and are not covered on their own driving license. At Oakwood School we expect every member of staff to complete a "[Drivers' Declaration Form](#)" before s/he drives pupils in a school minibus or privately owned vehicle. The completed forms are held by the Assistant Bursar.

### 4.3 Consent

We require specific, individual written consent if we are to take pupils on a trip or visit that extends beyond the normal school day, involves an overnight stay, collection from a different venue, an overseas visit or extra cost. Please note that we are unable to take pupils without a completed and signed consent form, which includes details of where parents may be contacted in an emergency. This form will be sent to parents well in advance and must reach the school at least 3 working days before the start of the trip.

### 4.4 Supervision

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds the children are supervised by their Teacher and a Teaching Assistant. Staff accompanying a trip are DBS checked and any volunteers

are never left alone with any child. Staff are always equipped with either a mobile phone or school walkie-talkie and a first aid kit as well as pupil information.

## 5 Charging for school activities

5.1 The school absorbs the charge for day educational trips and provides the necessary snacks, lunches and/or tea.

## 6 Curriculum links

6.1 All educational visits and activities support and enrich the work we deliver in school. We also invite people to visit the school to support our work. Examples include: visits from the Fire Brigade, Police, WWII Veterans. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

6.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these are detailed in our schemes of work and weekly working plans and are in the Prep School followed by pupil evaluation to assess and reinforce learning. Examples include:

- **English** – theatre visits, visits by authors, poets and theatre groups.
- **Science** – use of the school grounds, visits to Science Museum, Intech Centre, Quantum Theatre, Chichester Planetarium.
- **History** – castle visits, local museums, Roman Palace, Imperial War Museum, Flanders Field Museum, Weald & Downland Museum; D-Day Museum; Arundel Castle, Southsea Castle.
- **Geography** – use of the grounds for fieldwork, village trails, The Witterings, Selsey Lifeboat Station, Chichester Harbour Conservancy, beach combing and studies, animal parks, Selsey Lifeboat Station.
- **French** – trip to France to observe culture, link in with places of historical interest and practise language skills.
- **Art & DT** – art gallery visits, Pallant House Gallery, use of the grounds, Goodwood Sculpture Park; visits by local artist and ceramicist. Visits from local craftsmen.
- **PE** – extensive range of sporting fixtures, extra-curricular activities, visits by specialist coaches.
- **Music** – range of specialist music teaching, extra-curricular activities, carol singing in Chichester, concerts for parents to hear, Funtington Carol Service, Choir of the Year; Chichester Festival Choir Competition, attending concerts.
- **ICT** – its use in business (visit to local supermarkets).
- **RE** – visits to local centres of worship, visits by local clergy, visit to local churches.

6.3 We also have regular visits from our community police officer and health workers. These visits support the personal, social and health education of our children. A local clergyman takes assembly on a regular basis. Other people are invited to lead assemblies occasionally during the course of the school year.

## 7 Residential activities including visits abroad

We undertake these visits only with the written agreement of the children's parents. All specialist activities are undertaken with qualified instructors.

7.1 All children from Year 3 through to Year 6 have the opportunity to take part in a residential trip. These trips offer a large range of outward bound activities: locally with a one-night stay for Year 3 increasing to a week spent in France for Year 6.

7.2 For example: The children in Year 4 spend three days at an activity centre (PGL Windmill Hill Activity Centre) which offers a wide range of outward bound activities such as rock climbing, abseiling, bush craft, low ropes, air rifle shooting and archery.

In addition, the children will experience team building activities, individual challenges, Geography, ICT and English sessions – many of which are linked to areas of the National Curriculum and even off-site field trips to enhance their learning.

7.3 Pupils in Years 4, 5 and 6 have the opportunity to travel to Italy for a skiing holiday. The school travels with 'Inter Ski', a well-known School Tour Operator. A resort is chosen which offers suitable skiing for a range of abilities ensuring our chances of skiing in good fresh snow.

## **8 Planning Transport**

8.1 The school does not charge children if they are transported in the school MPV or minibuses to sporting fixtures.

8.2 Each seat in our vehicles has a belt. For some school visits, we hire a coach, but we only hire from those companies whose coaches have individual seat belts. We instruct all children travelling by coach or school vehicle to wear a seat belt. We follow the government guidelines that children of a certain height, weight or size sit on booster seats when travelling in the school vehicles. Details of drivers and passengers on each vehicle are submitted to the School Office prior to departure. All pupils 135cm or below in height are seated on a school booster seat. Each minibus has this measured on the door.

8.3 Delayed Return – If a visit is delayed, the group leader telephones the school office who will in turn emails/telephones all the parents with the revised time of arrival.

8.4 On Return - Each Group Leader is asked to provide the Assistant Bursar with a report on the visit, reports of accidents and near misses and expenditure on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property together with a report of any lost or damaged property. He or she should also:

- delete the records of any parents or pupils' mobiles that may have been used.
- Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit

## **9 Expenditure**

The Group Leader is responsible for returning any unused cash to the Assistant Bursar together with all related transaction vouchers. The Group Leader is also responsible for producing a schedule of all expenditure on the trip.

## **10 Report for Governors**

The Headteacher's termly report to the Governors always contains a synopsis of all the school trips and visits that have taken place since the last visit. The Headteacher, who prepares this report, may invite the Group Leader(s) to draft a short report.

## **11 Risk Assessments and First Aid**

11.1 Prior to every educational visit, the lead staff member visits the site to undertake a recce to then complete a comprehensive risk assessment using the schools format. If a site has their own risk assessment, it is attached to the School's version to supplement it.

11.2 All adults attending the visit have a copy of the risk assessment and itinerary prior to departure and update with any amendments prior to departure. A copy of each is also given to the office. Risk Assessments are reviewed before each trip and updated as appropriate.

11.3 The teacher in charge takes a first aid kit, list of emergency contact numbers with medical details and a mobile phone with him/her on every outing. Bottled water is carried on every trip. The teachers are aware of any individual special medical needs (see para 14.1 below).

## 12 **Illness or Minor Accidents**

12.1 If a pupil has a minor accident or becomes ill, the Group leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. At Oakwood School we expect the Group Leader to telephone the school office who will inform the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

## 13 **Safety**

13.1 **Safety is our top priority.** Parents are expected to support the School in ensuring that the children follow the instructions given either by a member of staff or a qualified instructor, and uses proper equipment. We reserve the right to send a pupil home early, at their parent's expense, if they decline to follow reasonable instructions given for their own safety or do not follow the School's behaviour code.

13.2 Sun protection for EYFS pupils is of high priority. We comply with the guidance given by [www.sunsmart@cancer.org.uk](mailto:www.sunsmart@cancer.org.uk)

## 14 **Emergency Procedures**

14.1 In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the trip leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital and would remain with the child/children until their parent(s) arrived. Ensuring that the rest of the group are safe and looked after, and informing the Headteacher of what has happened would be the next task for the trip leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not emerged, he or she should say so, and ensure that follow-up communications with the Headteacher are maintained.

14.2 S/He would also need to arrange (perhaps using one of the other members of staff, or the School Office) for the parents of the uninjured children to be contacted and asked to collect their children from either the venue or the School, depending upon the circumstances. The Bursar should notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

14.3 At Oakwood School, depending on the nature of the incident, we may implement our own model communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible.

14.4 We recognize that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupils who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected.

14.5 Where possible, communication with the media should be left to the Headteacher. The trip leader should refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge.

## 15 Staff / Pupil Ratios

15.1 Oakwood complies with the DCSF recommended staff to pupil ratios for visits and off-site activities as detailed below:

Ratio	Pupils' Year Group
1:6	Years 1-3 inclusive (with a higher ratio for the Under 5s)
1:10	Years 4-6
1:10	All visits abroad

There is at least one teacher who will have been designated as teacher in charge of the visit and another staff member who is designated as deputy.

## 16 Consent

16.1 In the Early Years Foundation Stage, we require specific individual consent if we take a child on a trip/visit. The form is sent out well in advance.

## 17 Personal Liability and Insurance

17.1 The law places the Group Leader "in loco parentis". The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), should be read by all Group Leaders. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Oakwood School as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Oakwood School has £5 million of Employers' Liability Insurance and £25 million of Public Liability Insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the school's policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

Oakwood School's policy is to discourage staff from transporting pupils in their private cars and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school). Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer.

## 18 Preparing Pupils/Communication with Parents

18.1 Prior to each trip, a letter is sent to the parent(s) of each child who is attending. This letter details clothing and equipment that will be needed on the trip, travel arrangements and the itinerary. For residential trips, the letter also gives parents the information about who to contact should they wish to

reach their son or daughter whilst on the trip, and attached to the letter will be a medical form which the parents are asked to complete and return to the School. This allows parents to list any special needs or medical conditions that their child suffers from, with details of any medication needed and how to administer it. The form also asks for all emergency contact details for the parents/guardians. These forms will be taken on the residential trip by the Trip Leader.

Please also refer to:

ANNEX A TO THIS POLICY  
 'EDUCATIONAL TRIPS AND ACTIVITIES FOR EYFS PUPILS'.

Reviewed: January 2016	By:	Yvonne Lee, Assistant Head Marianne Burbridge, Assistant Bursar
Reviewed: January 2017	By:	Yvonne Lee, Assistant Head Marianne Burbridge, Assistant Bursar
Reviewed: January 2018	By:	Yvonne Lee, Assistant Head Marianne Burbridge, Assistant Bursar
Signed: 	By:	Clare Bradbury Headteacher
Next Review Date:		January 2019