



Educational Visits and Activities Policy

This policy is for the whole school including the EYFS.

1 Introduction

We recognise that 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.

At Oakwood, we believe that learning outside the classroom is an essential component to our curriculum and place great value on educational visits and activities for all pupils, including EYFS. We believe all our children should be inspired and love learning with the opportunity for the development of knowledge, understanding, skills and attitudes through a broad experience both at school and in the wider community. Our wide programme of trips, visits and activities gives our pupils unique opportunities to develop their resourcefulness, initiative and to spend time together in an informal environment. Every trip, activity and visit 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.

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 all staff to promote the importance of trips and visits, to participate actively in these activities and to help with the arrangements as required. We always welcome suggestions from staff for new trips and actively look for exciting and inspiring opportunities to extend the children's learning beyond the classroom.

Examples of regular educational visits, trips and events include:

- **English** – Theatre visits, visits by authors, poets and theatre groups
- **Maths** - Happy Puzzle Company, maths challenges at senior schools
- **Science** – Environmental activities, Intech Centre, Quantum Theatre visits, Chichester Planetarium, EYFS Mobile Planetarium, Staunton Country Park, Marwell Zoo
- **History** – Arundel Castle, Novium Museum, Fishbourne Roman Palace, Imperial War Museum, Hampton Court Palace, Weald & Downland Museum, Butser Ancient Farm
- **Geography** – Fieldwork studies, village trails, The Witterings, Selsey Lifeboat Station, Chichester Harbour Conservancy, river studies, Forest School, Beach School
- **French** – Immersion trip to France to observe culture, link in with places of historical interest and practise language skills, Primary Schools Language Challenge
- **Art & DT** – Pallant House Gallery, use of the grounds, Goodwood Sculpture Park, visits by local artists, outdoor sculptures with Two Circles Design
- **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, Carol Service, Chichester Festival, attending concerts

- **Drama** - Chichester Festival, theatre trips, links with Chichester Festival Theatre
- **ICT** – Local and national competitions, challenges, internet safety workshops (NSPCC, police)
- **RE** – visits to local centres of worship, visits by local clergy, visit to local churches.

We also have regular visits from our community police officers and health workers to support the personal, social and health education of our children of all ages. A local clergyman takes assembly at appropriate times through the year to link with the Christian calendar - Harvest, Advent, Christmas and Easter. Other people, from a variety of community groups and religious backgrounds are occasionally invited to lead assemblies, as appropriate, during the course of the school year.

2 Responsibilities and Organisation

This policy follows DCSF Guidance “The Health & Safety of Pupils on Educational Visits: A Good Practice Guide” (2004) and follows DfE advice about Health & Safety on Educational Visits (2018). In line with this guidance we have an appointed Educational Visits Coordinator (EVC) to approve and oversee the organisation of all educational visits/trips. Mrs Eleanor Bax, Head of KS2 and member of the Senior Management Team (SMT) is the Oakwood EVC. The EVC ensures that the trips are appropriate to the age and abilities of the children and planned, in accordance with this policy and the staff handbook, at least one term in advance. The Governors have oversight of all trips and activities through the Curriculum and Standards termly committee meeting.

Within each year group’s programme of work the Heads of Departments and subject/class 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 and on our school website. We plan other activities as the school year progresses and as opportunities present themselves; we inform parents of these via letters home, newsletters and in the ‘Friday Flyer’.

The majority of educational visits and activities take place within the school day and are planned carefully for each year group, initially with local and shorter visits for younger pupils. The EVC approves all such visits in advance, in liaison with members of SMT or the SLT if required. 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.

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 and must be approved by the EVC. He or she will always have had experience of accompanying school visits before taking on the role of Group Leader and a Deputy Group Leader will also be nominated. Group Leaders are responsible for completing all pre-trip preparation and documentation, including appropriate risk assessments.

We expect at least one member of staff on any trip to have a relevant and valid First Aid certificate and all EYFS trips with have a designated member of staff with Pediatric First Aid certification.

3 Communication with Parents

Prior to every 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.

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.

4 Residential activities including visits abroad

All children from Year 3 through to Year 6 have the opportunity to take part in a residential trip every academic year extending from 1 night away locally for Year 3 to 5 nights in France for Year 6. Pupils in Years 4, 5 and 6 have the opportunity to participate in the annual Oakwood Ski Trip in the Easter holidays. The school travels with 'Inter Ski', a well-known School Tour Operator ensuring all appropriate safety standards and liabilities are met.

5 Consent

We require specific, individual written consent if we are to take pupils on trips or visits that extend beyond the normal school day, involve an overnight stay (Residential trips in Y3-Y6), collection from a different venue, an overseas visit or extra cost. Pupils without a completed and signed consent form, which includes details of where parents may be contacted in an emergency, will not be able to take part in such activities. These specific consent forms will be sent to parents well in advance and must reach the school at least 3 working days before the start of a trip.

Parents from Nursery to Year 2 will always be asked to give written consent for their child to take part in each specific activity or trip that takes their children off the school site. It is our policy to not accept 'one off' blanket consent forms for EYFS pupils and parents are advised that we are unable to take a child off site without the completed and signed consent form.

6 Supervision & Staff / Pupil Ratios

Appropriate staffing levels, close supervision and detailed planning are essential for even the shortest of excursions. Staff accompanying a trip must be DBS checked and appropriately qualified. We do not use parent volunteers and only use Oakwood staff and occasionally Governors as additional supervising adults on trips. Staff are always equipped with either a mobile phone, or school walkie-talkie if on site, and a first aid kit as well as pupil information.

Oakwood complies with recommended staff to pupil ratios for visits and off-site activities as detailed below and for all EYFS visits an appropriate number of staff will hold a minimum of Level 3 statutory qualification in line with regulations:

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

7 Transport

The majority of curriculum trips are supported by the use of Oakwood vehicles although occasionally we will use an external coach company for larger numbers of pupils or public transport if appropriate, for example we travel with Year 6 trip on the train to the Imperial War Museum in London.

We currently have two 17 seater minibuses and two 9 seater people carriers allowing capability to take whole year groups on trips at any one time. No one should drive a school minibus unless s/he has qualified as a minibus driver or has a D1 licence and where possible there should always be a second adult in every vehicle to support the health and safety of passengers. 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 minibus training for any 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 Bursar.

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 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.

Each Group Leader is asked to report to the Bursar any concerns or valuable observations relating to the school vehicles on their return to school.

We actively 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 is required to transport a pupil in his/her car, parent permission will be sought and insurance cover is automatically provided through the school's "occasional business use" motor policy.

8 Safety, Risk Assessments and First Aid

Safety is of the utmost importance for all trips and educational visits. Prior to every educational visit, the lead staff member visits the site to undertake a pre-visit to enable a comprehensive risk assessment to be completed. If a site has their own risk assessment, it is attached to the School's risk assessment to supplement it. Please refer to the school's Risk Assessment Policy for further details.

All adults attending the visit have a copy of the risk assessment and itinerary prior to departure and these are updated 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.

The Group Leader ensures a first aid kit, emergency contact numbers with medical details, a mobile phone and adequate drinking water is carried (or readily available) on every trip. All accompanying teachers are also made aware of any individual special medical needs. On all trips with EYFS pupils there will be at least one PFA qualified member of staff.

9 Medical and Emergency Procedures

If a pupil has a minor accident or becomes ill while on the trip, the Group leader, or another supervising member of staff will take him/her to the local hospital or appropriate medical facility. 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.

In the event of a serious incident while on a trip the Group Leader and accompanying staff should refer to the guidance and procedures outlined in the following school policies:

- Emergency Procedures for Dealing with Accidents and Incidents Off Site Policy
- Missing Child Policy
- Crisis Management Policy
- Critical Incident Policy

All visits and trips should be evaluated after completion and records kept of incidents, accidents and near misses.

10 Pupil Behaviour and Safety

Safety is our priority. Staff are expected to prioritise the safety of all pupils on trips with appropriate staff:pupil ratios, instilling road safety awareness, conducting regular 'head counts' / registers throughout the day and expecting appropriate standards of behaviour and conduct from all pupils at all times.

We expect all pupils to behave in a respectful, polite manner reflecting the school's ethos and behaviour codes as stated in the Behaviour Management Policy and reinforced in 'The Oakwood Way'. All pupils are expected to follow the instructions given by both Oakwood staff or an external instructor when on school trips. We reserve the right to remove a pupil from an activity or 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.

Sun protection for all pupils is of high priority and therefore we comply with the guidance given by www.sunsmart@cancer.org.uk and ensure pupils are equipped with appropriate clothing for every trip.

11 Finance & Insurance

With the exception of residential Trips for Years 3-6, the school absorbs the charge for all educational trips and visits, as well as providing all necessary snacks, lunches and/or tea. Residential trips are subsidised by the school with parents having an additional charge added to their school bill in the appropriate term of the trip (typically the summer term bill).

The Group Leader is responsible for returning any unused 'petty cash' to the school, together with all related receipts.

The school follows the DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," (www.teachernet.gov.uk) and has all appropriate and necessary Employers' Liability Insurance and Public Liability Insurance, as well as a group travel policy that covers most visits inside the UK and overseas.

It is our policy to check that external activity providers have appropriate safety standards and liability insurance. When planning an activity involving caving, climbing, trekking, skiing and water sports we will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations (2004).

12 Reporting to Governors

The Curriculum & Standards Governor Committee maintains oversight of all school trips and visits reported on in the termly Headteacher's Report. The Headteacher may occasionally invite a Group Leader(s) or the Educational Visits Coordinator to present a report to Governors as appropriate.

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
Reviewed: January 2019	By:	Yvonne Lee, Assistant Head
Reviewed: December 2019	By:	Eleanor Bax, Educational Visits Coordinator Nicole Stephens, Assistant Head Academics
Reviewed: May 2021	By:	Eleanor Bax, Educational Visits Coordinator Nicole Stephens, Assistant Head Academics
Signed: <i>Clare Bradbury</i>	By:	Clare Bradbury Headteacher
Next Review Date:		May 2022