



## Educational Visits and Activities Policy

### Control Box

<b>Version</b>	2	<b>Date/Effective from</b>	May 2015
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<b>Committee</b>	Teaching and Learning	<b>Responsibility</b>	Full Board of Governors
<b>Associated Policies, Documents, Agencies:</b> Charging Policy Off Site Activities and Educational Visits Regulations and Guidance (HCC) Safety in Adventurous Activities and Sport - Hampshire County Council Policy for Rewarding Effort and Good Behaviour Equalities Policy Child Protection Policy Hampshire County Council Guidelines for Health and Safety			

### Rationale

St. Peter's School provides a range of educational experiences that includes high quality outdoor and off-site learning opportunities. All outdoor educational activities and visits are linked to, and enrich, learning in school. There are also a number of individual and groups of people who visit the school that provide specific learning opportunities. Some visits relate directly to areas of learning for individual classes, whilst others relate to all of our children. Voluntary contributions may be sought to cover the cost of visits in accordance with the school's Charging Policy.

### The Outcomes of High Quality Outdoor Education

- Enjoyment - children enjoy participating in outdoor activities and adopt a positive attitude to challenge and adventure.
- Confidence - children gain personal confidence and self-esteem through taking on challenges and achieving success.
- Social awareness - children develop their self-awareness and social skills, and their appreciation of the contributions and achievements of themselves and of others.
- Environmental awareness - children become alive to the natural environment and understand the importance of conservation and sustainable development.
- Activity skills - children acquire and develop a range of skills in outdoor activities, expeditions and exploration.
- Personal qualities – children demonstrate increased initiative, self-reliance, responsibility, perseverance and commitment.
- Key skills – children develop and extend their communication, problem solving, leadership and team working skills.
- Health and fitness – children learn to appreciate the benefits of physical fitness and the lifelong value of participation in healthy leisure activities.
- Increased motivation and appetite for learning – children display a greater enthusiasm for learning which contributes to raised levels of attainment generally.
- Broadened horizons – children become open to a wider range of life chances.

*'To walk hand in hand with God, loving Him, loving each other and loving ourselves, doing our best with the gifts He gave us to make the world a richer place.'*

### **Educational Visits and Visitors**

Children will access a variety of visits over their time at St Peter's. The School seeks to inspire children through visitors and visits. Whole school events might include visits from theatre companies, dance companies, artists, choirs or ensembles, representatives of charities, sportspeople, as well as frequent visits from our priests. There is an expectation that all year groups visit Staunton Country Park at least once per year, and also visit the library or shopping centre in Waterlooville annually to link with their studies.

Visits in the early years and KS1 (Years R, 1,2) include walks to look at numbers and letters in the local area, to post letters, to church, library and shopping centre in Waterlooville; and to other attractions further afield such as to local art galleries and theatres. Children also have visitors into school e.g. Sealife travelling aquarium, police car and local PCSO, Fire Service, maths shows and planetarium.

KS2 children in Years 3-6 will have a similar range of local visits as well as opportunities for a wider range of cultural visits further afield, e.g. to Winchester, Southampton and Chichester to experience the arts and history. Children also take part in fieldwork e.g. Butser Farm and Chichester harbour. Children have opportunities to experience the world of study and work beyond primary school e.g. attendance at cluster events at Oaklands and Crookhorn, University of Portsmouth open day, travel plan work with PCSO, junior PCSO scheme.

Children across the school represent the school at a range of sporting and cultural activities e.g. author visits, music festivals, netball and football matches and swimming galas and athletics events. They participate in a range of locally organised events which allow for children at all skill levels to be included.

### **Residential Visits**

Children in years 4, 5 and 6 have the opportunity to take part in residential visits that are strongly recommended to them as part of their access to a broad and balanced curriculum. These activities are during term time and are linked to the National Curriculum. The School does not charge for the educational aspect of the visit but does make a charge for board, lodging, insurance and specialist instruction. All specialist activities are undertaken with qualified instructors. The residential visits programme is agreed by the governors. All staff and volunteers helping with any residential are DBS checked.

### **Planning Procedures: Role of the Visit Leader, EVC, Head Teacher and Local Authority**

Within each year group's programme of work teachers consider educational visits and activities to support learning. Teachers are responsible for communicating any intentions to plan visits to the Educational Visits Coordinator (EVC) and Head Teacher who decide whether a visit should go ahead; teachers will be informed of decisions made as soon as reasonably possible. Once a decision to go ahead with a visit is made the Head Teacher and EVC appoint a suitably qualified person to be the Visit Leader who will liaise with School and visit location staff as appropriate to plan the visit.

The School follows Hampshire County Council (HCC) guidelines relating to Off-site activities and educational visits. All staff will be made aware of, and have access to risk assessment and health and safety information provided by HCC via the Evolve system. All teachers and staff deemed necessary will have a login to Evolve to access all supporting documentation provided by HCC.

### **Visit Notification Including Use of Evolve:**

The following visits MUST be entered and saved on Evolve to allow for approval by the EVC, Head Teacher and Local Authority:

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- all residential visits
- visits to open country or near water
- visits overseas
- visits including adventurous activities

All visits involving over 15 children or including the use of transport other than by foot **MUST** be entered and saved on Evolve to allow for approval by the EVC and Head:

Activities such as sports fixtures, cluster activities, walks to post box within a small group, that take place locally with groups of less than 15 children travelling by foot, need not be entered onto Evolve but **MUST** have a risk assessment carried out by the Visit Leader and signed-off by the Head Teacher or in their absence, the EVC.

### **Notification and Consent**

Parents will be asked to give written permission for their child to take part in local off site activities when the child starts at the school. Parents are reminded annually to ensure their contact details are up to date and requested to inform the school of any changes to their consent. This generally covers places which are visited within the school day by walking to the site e.g. church, library, post box, local woodland, park, shops, or those which can be visited slightly further afield e.g. using the school minibus or coach to visit Staunton Country Park, B&Q.

### **Specific Consent**

Visits which take place beyond the normal hours of the school day; are residential; adventurous or in open country or near water, require separate consent from a parent before a child is allowed to attend the visit.

### **Retention of Consent Forms**

Consent forms for specific activities requiring additional consent will be stored in a secure location:

- For one year if no incident is known to have taken place;
- Until the children who attended the visit are 21 (or 25 if they have a statement) if an incident is known to have taken place;
- If consent forms are retained due to knowledge of an incident having taken place, all other documents related to the visit will be retained for the same time scale.

### **Risk and Benefit Assessments**

Risk assessments are made prior to all visits, monitored by the Educational Visits Co-ordinator and agreed by the Head Teacher. The responsibility to complete a risk assessment rests with the Visit Leader. Risk assessments are kept through the Evolve system as attachments. All visits are recordable on Evolve. Visits such as sports fixtures and cluster events, will be recorded by being saved in the Risk Assessments folders on the Teacher network. All adults and children attending a visit will be recorded in the risk and benefit assessment. Children with identified specific needs or behaviours may have an additional risk assessment carried out to help staff identify additional measures to support and enable all children to access the learning; using the Challenging Behaviour risk assessment pro forma on the Hampshire Evolve system.

### **Evaluations and Reporting Issues**

A brief evaluation of the visit will be carried out using Evolve within two weeks of the visit. Any accidents, incidents or near misses will be reported to the Health and Safety officer in the school, the EVC and the Head Teacher.

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### **Supervision and First Aid**

The School will meet the supervision ratios set out in the Hampshire County Council documentation. On many visits, parental support will be welcomed to enable ratios to be met. Parents or carers who accompany school visits will normally be DBS checked. On some occasions such as whole class walks e.g. to church or library, parent helpers who are not DBS checked may accompany a visit. Parent helpers will not be left unsupervised with a child or group of children and the class teacher will maintain direct contact and overall supervision for the class throughout.

Provision is made for first aid to be available in line with Hampshire County Council guidance.