



DAWPOOL

Dawpool C.E. (Aided) Primary School

Educational Visits Policy



**"The Fruit of the Spirit is Love, Joy, Peace, Patience,
Kindness, Generosity, Faithfulness, Gentleness and
Self-Control."**

Galatians 5:22-23

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1. Overarching Policy Statement

The quality of relationships between all members of school, staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of a church school. Underpinning these relationships are our core values:

. . . and the Fruit of the Spirit is Love, Joy, Peace, Patience, Kindness, Generosity, Faithfulness, Gentleness & Self Control. (Galatians 5: 22-23)

Jesus was clear in his instructions:

‘Love your neighbour as yourself’ – Matthew 22:39.

‘This is my commandment: love each other’ - John 15:17.

Everyone associated with the school is made in the image of God and is to be loved. This is the commandment from which Dawpool C.E. (Aided) Primary School derives its policy documents.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that Christian love will pervade all aspects of life at Dawpool C.E. (Aided) Primary School. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environment is created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team. Pastoral care pervades all aspects of school life and therefore will be reflected in the way the school is organised and the policy documents are written and implemented.

The Educational Visits policy is part of the school’s pastoral and safeguarding system.

2. Introduction

2.1. All schools are required to 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.

2.2. At Dawpool C.E. (Aided) Primary School, we seek to ensure that the National Curriculum 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 Learning Outside the Classroom (LOT), educational visits and other activities that add to and complement what they learn in school.

3. Organisation

3.1. At Dawpool, we follow the guidelines contained within the document 'Wirral Council Guidance for Educational Visits and Offsite Activity 2012.' The school has access to 'Evolve,' the LA planning tool which allows staff to plan and submit visits for approval.

3.2. The Head Teacher is the Educational Visits Coordinator.

3.3. The National Curriculum defines 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 at the beginning of each academic year.

3.4. Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We plan these activities as the school year progresses, and inform parents of these in due course.

3.5. Visits and activities usually take place within the school day. We follow the Local Authority's guidelines relating to health and safety, and we ask parents to give written consent for their child to take part in any activity that takes children off the school site and out of the immediate locality. If we do not receive this written permission, the child will be unable to participate. When joining the school, each parent is asked to sign a document giving permission for their child to take part in activities within the immediate locality during their time at the school.

4. Charging for School Activities

4.1. There are some circumstances when the school can make a charge for certain activities. The governing body has a 'Charging' policy that details activities where a



charge can be made. A copy of this is available from the school office and can be downloaded from the school website under the 'Our Policies' tab.

5. Curriculum Links

5.1 All Learning outside the classroom, educational visits and activities support and enrich the work we do inside the 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.

5.2 For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the Local Authority and may include:

- English: Theatre visits, visits by authors, poets and theatre groups;
- RE – visits to local centres of worship, visits by local clergy.
- Science: Use of the school grounds, visits by speakers;
- Mathematics: Use of shape and number trails in the local environment;
- History: Castle visits, study of local housing, local museums;
- Geography: Use of the locality for fieldwork, village trails;
- Art and Design: Art gallery visits, use of the locality;
- PE: Cluster and other sports activities, extra-curricular activities, visits by specialist coaches;
- Music: Range of specialist music teaching, extra-curricular activities, concerts for parents to hear;
- Design and Technology: Visits to local factories/design centres;
- Computing: It's use in local shops/libraries/secondary schools etc;

5.3. We also have regular visits from people in our community, for example health workers. These visits support the personal, social and health education of our children. Revd. Jane, Rector of Thurstaston and Irby, leads assembly regularly.

6. Residential Activities

6.1. At Dawpool, children in Year 6 have the opportunity to take part in a residential visit at Barnstondale. This activity takes place during term-time and is linked to the



National Curriculum, so we do not make any charge for the education or cost of travel although parents are invited to make a voluntary contribution towards these elements. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities.

6.2. The residential visit enables children to take part in outdoor activities and environmental studies linked to their science work. We undertake this visit only with the permission of the Local Authority and follow the LA Guidance in the organisation of the visit. Any specialist activities are undertaken with qualified instructors.

7. Risk Assessment

7.1. The school follows the guidelines on Risk Management in the LA Guidance. The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.

7.2. A risk assessment must be undertaken prior to all educational visits and off-site activities. The Head Teacher delegates this responsibility to the member of staff organising the visit or activity but must approve and sign the risk assessment before the visit/activity is allowed to go ahead. The risk assessment must include the SEN/medical needs of the specific group of children participating.

7.3. The school has a standard format for risk assessment. The generic Wirral 'Risk Assessment Sheet for Educational Visits and Off Site Activities' should be consulted for guidance on managing the following risks:

- Transport
- Parking the bus
- Footpaths and pavements
- Weather
- Lost Party Member
- Risk of interference by members of the public
- Risk of serious challenging behaviour
- Illness or accident during visit



A printed copy of the risk assessment should be placed in the file in the main office. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

8. First Aid

8.1. A designated first-aider or emergency first aid trained person should be assigned for every external visit. This person should be aware of any specific medical needs (for both pupils and staff) and ensure any medicines are readily available for the duration of the visit. First-aid kit(s) will be taken on every outdoor visit.

9. Pre-visits

9.1. In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser(s) to carry out a pre-visit.

10. Ratio of Adults to Pupils

10.1. At Dawpool School we follow LA Guidance on minimum staff/pupil ratios for visits:

- Children aged 2 years or under, ratio 1:3
- F1 & F2, ratio 1:5
- School years 1-3, ratio 1:6
- School years 4-6, ratio 1:10

It must be stressed that these are minimum ratios and that visit organisers must consider the following factors when deciding on the final adult/child ratio: SEN and medical needs; type of activities to be undertaken; experience and competence of all adults accompanying the visit; duration of the visit; competence and behavioural



history of the group of children.

11. Voluntary Help

11.1. At Dawpool, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either governors or parents.

11.2. Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser(s) and that the visit organiser(s) retains overall responsibility.

11.3. The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

11.4. The school retains the right to make the final decision as to which volunteers accompany a visit. Some school trips may not require volunteers and will be led entirely by school staff.

11.5. The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.

11.6. Where children are organised in small groups, a child will not necessarily be placed in a group for which his/her parent is responsible.

11.7. All volunteers accompanying a residential visit will be required to obtain Disclosure and Barring Service (DBS) clearance.

12. Transport

12.1. Parents will always be informed as to the type of transport being provided for an educational visit.

12.2. Coaches. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. There is no legal requirement for coach companies to use booster seats for children. The Educational Visits Co-ordinator will ensure that the coach company is a reliable operator who comply with all relevant H&S standards. The visit organiser(s) is responsible for the



conduct and behaviour of the children whilst they are travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

12.3. Public transport can also be used including buses for local journeys, either as private hire or public use. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

13. Communication

13.1. The visit organiser(s) must ensure that they take the school mobile phone with them on any external visit or leave their own mobile phone number with the School Office. They must ensure that the mobile phone has enough charge to last the extent of the visit. All contact details (for both pupils and staff) should be retained in the school office and also by the teacher in charge. Therefore, a designated 'contact' person based at the school should be assigned for the duration of the trip (even when after school hours) to provide contact details when required.

14. Monitoring and Review

14.1. It is the responsibility of our governing body to monitor the effectiveness of this policy. The governing body does this by:

- requiring the Head Teacher to report to governors on the effectiveness of this policy;
- taking into serious consideration any complaints regarding educational visits from parents, staff or pupils;
- Reviewing this policy regularly as part of educational visit reviews and evaluations.