



DAWPOOL

# Dawpool C.E. (Aided) Primary School

## Educational Visits Policy



### Vision Statement

'The Dawpool community are united in their ambition to create a school which embodies the person and work of Jesus Christ: a school which enables Christian values to flourish and where all children may experience the abundant life that Jesus offers.'

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

Dawpool C.E (Aided) Primary School  
School Lane  
Thurstaston  
Wirral  
CH61 0HH

0151 648 3412  
schooloffice@dawpool.wirral.sch.uk  
www.dawpool-ce.eschools.co.uk  
@DawpoolCofE



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## **1. Introduction**

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. 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 offer a range of Learning Outside the Classroom (LOT), educational visits and other activities that add to and complement what they learn in school.

## **2. Organisation**

At Dawpool, we follow the guidelines contained within the document 'Wirral Council Guidance for Educational Visits and Offsite Activity 2012.' The school uses 'EVOLVE' the LA planning tool, which allows staff to plan and submit visits for approval by the Educational Visits Co-ordinator (EVC) and Head Teacher.

The Educational Visits Coordinator (EVC) is Mrs R. Heron.

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. 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.

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.

## **3. Charging for School Activities**

There are some circumstances when the school can make a charge for certain activities. The governing body has a 'Charging' policy which outlines the 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 'Policies' tab.

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*'For I know the plans I have for you,' declares the Lord. 'Plans to prosper you and not to harm you, plans to give you hope and a future.'* (Jeremiah 29:11)



#### **4. Curriculum Links**

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.

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: visits to watch an orchestra, range of specialist music teaching, extra-curricular activities, concerts for parents to hear;*
- *Design and Technology: visits to local factories/design centres;*
- *Computing: use in local businesses, libraries, secondary schools etc.*

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.

#### **5. Residential Activities**

At Dawpool, children in Year 6 have the opportunity to take part in a residential visit. This activity takes place during term-time. The residential visit enables children to take part in outdoor activities and environmental studies. 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.

#### **6. Risk Assessment**

The school follows Local Authority guidelines for Risk Management. The risk assessment for educational visits and off-site activities should identify significant risks and take measures to control these, through proper planning by staff leading the visit.



A risk assessment must be undertaken prior to all educational visits and off-site activities. The school uses the recommended risk assessment format from the Local Authority (March 2018). A copy of the risk assessment, with visit specific control measures, is to be provided to the EVC and Head Teacher and added as an attachment to the EVOLVE visit form.

The Head Teacher delegates the responsibility for risk assessment to the member of staff organising the visit or activity and must be approved by the EVC and Head Teacher before the visit/activity is allowed to go ahead.

Risk Assessments for educational visits and outdoor activities must refer to:

1. *Environmental issues*
2. *Transport, e.g. vehicles, drivers, arrival and departure vehicles, breakdowns.*
3. *Equipment, clothing, substances*
4. *Activities and procedures, e.g. programme of activities, downtime, etc.*
5. *Supervision, competence, discipline*
6. *Overall planning, monitoring and control, e.g. accommodation, emergency contacts and communication, insurance, LA approval via EVOLVE, medical arrangements, parental information, research, special needs.*

## **7. First Aid**

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.

## **8. Pre-Visits**

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 the responsibility of the visit organiser(s) to carry out a pre-visit.

## **9. Ratio of Adults to Pupils**

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.

## **10. Voluntary Help**

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.

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.

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.

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.

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.

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

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

## **11. Transport**

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

## **12. Communication**

The visit organiser(s) must ensure that they leave their own mobile phone number with the school office. In line with GDPR, all contact details (for both pupils and staff) should be retained in the school. Therefore, a designated 'contact' person based at the school should be assigned for the duration of the trip (even when after school hours) so that contact can be made with all parties when required.

## **13. Monitoring and Review**

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.