**KINOULTON PRIMARY SCHOOL**



**EDUCATIONAL VISITS AND ACTIVITIES**

**POLICY**

**June 2024**

**Simon Paramore**

**Review Date – June 2025**

**SCHOOL VISITS AND ACTIVITIES POLICY**

**Planning Trips/Risk Assessment**

Each off-site visit must have a designated lead teacher who will be responsible for planning the trip and completing the necessary risk assessments.

All planned day trips and residentials (but not local visits such as local walks, trips to church, Vera Oxby’s etc) need to be submitted for head teacher approval before the trip. EVOLVE (Educational Visits On Line Virtual Environment) <https://evolve.edufocus.co.uk> is the system used for doing this. Each member of staff has a designated user name and password (for guidance, see EVOLVE Staff Starter Guide on EVOLVE or in the EVC file).

Trips fall under 3 different categories: Category A, B and C. Details of the differences in categories are below and are taken directly from the NCC Educational Visits Policy September 2021:

**Category A** – ***Locally approved visits***

All such events will be approved by the Senior Leader for Educational Visits and managed by the Academy by adherence to NCC visits guidance and DfE guidance alongside the Trust’s specific operating procedures (as listed below): • All parents MUST complete the annual parental consent form (Appendix I – Annual Parental Consent). Without this form, students will not be allowed to take part on any regular curriculum-led visit or sports fixture. • All Category A visits MUST be submitted to EVC for checking, authorisation and recorded on the EVOLVE system. Each Academy must go to their establishment dashboard, click on the local area visits tab, then click on EVC approval required and click continue. A full checklist of information (Appendix C) must be taken on the trip and a duplicate copy left with the Academy

**Category B – *Nottinghamshire County Council Outdoor Education approved***

All events will be processed via the EVOLVE system, approved by the Principal in the Academy and managed by adherence to Nottinghamshire County Council’s visits guidance and Academy specific operating procedures. Academies must include their own tear off reply slip on letters for parental consent (there is no prescribed Trust template) to be given for such events that do not have any high-risk activities. This will complement the annual parental consent form and must always be checked that this is in place and duly signed before a child is allowed to go on a trip. Category B visits MUST be submitted to EVC for checking, authorisation and recorded on the EVOLVE system in order that the Principal can provide final approval on the EVOLVE system. A specific risk assessment needs to be prepared or a generic risk assessment is required to be amended for such visits.

**Category C – *The Executive Principal/Principal, Local Academy Committee and the Nottinghamshire Outdoor Education Adviser through EVOLVE MUST authorise and give approval for all Category C visits, (after Trust CET approval in principle).***

All parents MUST complete the Category C consent form (Appendix J – Category C Parental Consent Form). Without this form, students will not be allowed to take part on the visit. All such events will be processed by the EVOLVE system, approved by the Principal, added to EVOLVE for approval and checking. First Aid provision and the administration of medication and drugs for all trips should be considered in accordance with the advice provided in the NCC Visits Guidance. **N.B. On any EYFS visit it is a statutory requirement that at least one person who has a current paediatric first aid certificate MUST accompany the children**.

It is a requirement that a specific risk assessment be carried out for each school visit (local, day and residential). This is a legal requirement. Refer to generic risk assessments (on EVOLVE or in EVC file) and then complete a specific risk assessment using the KPS Risk Assessment Form (on EVOLVE or in EVC file).

Preparatory visits should be undertaken to assess potential hazards as well as to maximise learning opportunities. Costs incurred may be incorporated into the overall budget.

**Transport Arrangements**

Provide details (location, dates, timings and pupils numbers) to the office manager who will take responsibility for booking the coach/transport.

Coaches booked through the school must have seat belts and these must be used. Ensure adults are seated close to the emergency exits on the coach. No food/sweets to be eaten during the journey (risk of choking and mess on coach)

Teachers and others planning to use their own cars for transporting pupils on visits must check with their insurers that they are fully covered for such use. All pupils below the height of 135cms should only travel if they have the use of a booster seat. Pupils should be placed in the rear seats. Travel in the front passenger seat is acceptable if it is necessary to take more children then there are rear seats.

**Supervision**

Ensure you have adequate adult supervision - minimum three adults per class including self. The teacher : pupil and adult : pupil ratio must be approved by the head/EVC bearing in mind the following factors:

* The age of the pupils
* The medical/behavioural needs of the pupils
* The nature and duration of the visit
* The number of adults provided by the centre to be visited

As a general guide –

* Most visits involving KS1 would require a ratio of 1 adult : maximum of 6 pupils
* Most visits involving Year 3 would require a ratio of 1 adult : maximum of 10 pupils
* Most visits involving Years 4-6 would require a ratio of 1 adult : maximum of 12 pupils

Visits to the Church

At times during the school year, classes will visit St. Luke’s Church in Kinoulton. The minimum ratio for walking to the church is two adults per class. High visibility vests are to be worn by all staff to and from the church.

Safeguarding checks are taken for parents accompanying classes on residential trips (Full Disclosure and Barring Service/DBS checks). Those accepting responsibility for supervision are effectively on duty continuously. A clear structure for the adequate supervision of pupils must be in place at all times. Proper instructions and pupil lists should be provided and the Teacher-in-Charge must retain overall responsibility for supervision. Clear arrangements must be in place for when pupils return home at the end of the visit.

Assign pupils to an adult supervisor for ease of checking numbers. Give each supervisor a list of pupils. Ensure adults are clear of their role.

**Parental Information and Consent**

Parents should receive information about the proposed visit as soon as possible after the head/EVC has approved the arrangements. The letter to parents should state:

* The purpose of the visit
* The proposed itinerary and activities
* The date and times of departure and return
* The transport arrangements
* The meal requirements
* Any pocket money limit
* The staff involved
* The recommended clothing, equipment and footwear
* The arrangements for collecting pupils at the end of the visit
* The level of voluntary contribution being sought
* The following statement or similar:

**We are seeking a voluntary contribution of £ \_\_\_ towards the cost of the visit. No pupil will be excluded from the activity if parents are unable to make a voluntary contribution. However, the visit is dependant on enough contributions being received.**

Specific, written parental consent must be obtained for each day/residential (not local) visit. Consent forms should be checked by the class teacher (no form – no trip) and taken with them on the trip. The following is an example of a parental consent form which should be added at the bottom of the letter.

In addition to consent forms, parent contact numbers and details of any medical conditions/medications/allergies etc should also be collated and taken by the class teacher.

Year Group/Visit Location/Date

Child’s name . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Class . . . . . . . .

I give permission for my child to go on the above trip.

I enclose a voluntary contribution of £ . . . .

(Cheques made payable to ‘Kinoulton Primary School Fund’ in an envelope clearly marked with name and class – thank you)

Parent/Carer Signature . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . .

For **residential trips**, an EV4 form needs to be completed (on EVOLVE or in the EVC file). One copy to go with the lead teacher and one copy to be kept in the school office. (Note: if the centre has its own consent/medical form requirements then there is no need to duplicate the information e.g. Dukes Barn Consent Form).

**Preparing the Pupils**

Pupils should be well prepared for any off-site visit with clear links made to the curriculum before and after the trip. A full programme and safety briefing should take place. When on the visit, rendezvous points and times should be established and adhered to, and pupils told what to do if separated from the group.

Letters of thanks may be appropriate after the visit. Pupils should know which adult(s) they will be working with during the visit.

Expectations of pupils’ behaviour should be high and uniform should usually be worn unless the proposed activities require more appropriate clothing

Pocket money - give a maximum amount of pocket money. Money should be in a named purse for which children should be responsible. Staff who take responsibility for any personal valuables at any time will be liable should an item become lost.

Pupils should not take mobile phones or any electronic toys/MP3 music devices on any school trips.

Residential Visits - ensure special diets e.g. vegetarians, are catered for. Ensure adult roles are clearly defined well before the visit e.g. rotas for cooking, supervising different activities etc.

**First Aid and Emergencies**

Be equipped for travel sickness - bucket, bags, tissues, towels, wipes. A spare set of clothes is a good idea.

Take portable First Aid kit, one per class, which should be carried around with you.

Make sure you have a mobile phone to contact school with should an incident occur. Relevant phone numbers should also be taken. For example – bus company.

A head count should be taken regularly.

In case of emergency or likely travel delay, the school should be contacted as soon as possible to agree an action plan. In the case of visits which take place out of school hours, the head teacher/EVC will be designated as the school contact.

Any accidents should be recorded and reported following the usual school procedure.

Any special medical arrangements, including travel sickness, must be noted and the adults(s) in charge of the group aware of any special needs.

Should an incident occur, parents should be instructed **not** to text or phone on their mobile messages connected to the incident. The proper channel of communication should be leader – school. School will then contact parents (text or phone) should a message be necessary (e.g. late arrival of bus).

Have a contingency plan in case of accident or emergency that will:

1. Ensure all staff and pupils are safe from further danger
2. Ensure that rescue, medical care and hospitalisation is provided as necessary
3. Inform the emergency contact as soon as possible and ensure that appropriate arrangements are made to inform parents.
4. If press/media are likely to be involved, it is essential that school/LA know details as soon as possible.

**School Emergency Information**

Kinoulton Primary School, Main Street, Kinoulton, Nottingham, NG12 3EL

Phone: 01949 81203 DFEE No. 2769

Head teacher/EVC Simon Paramore Mobile/home numbers to be taken by lead teacher

Deputy Head teacher Abigail Huntingford Mobile/home numbers to be taken by lead teacher

Chair of Governors Paul Townsend Mobile/home numbers to be taken by lead teacher

**Charging for School Visits and Activities**

**Residential visits and activities**

A residential visit or activity is defined as being one which involves pupils spending one or more nights away from home.

If a residential visit or activity is deemed to take place during school hours no charge may be made except for board and lodging. This charge must not exceed the actual cost of the board and lodging provided and cannot include the cost of alternative provision — including supply teacher cover — for those pupils who do not wish to participate. In any event, the charge must be wholly remitted if a pupil is eligible for Free School Meals.

If a day or residential visit or activity is deemed to take place outside school hours an appropriate charge may be made.

**Voluntary contributions**

The restrictions on charging for activities do not in any way prohibit a school from seeking voluntary contributions from parents for the benefit of the school or towards any school activities. Any such contributions must, however, be genuinely voluntary. It must therefore be made clear to parents if contributions are requested that:-

(a) there is no obligation to contribute; and

(b) that pupils will not be treated differently according to whether or not their parents have contributed.

Thus, for example, parents may be invited to make a contribution towards a school visit planned to take place during school hours but no pupil may be omitted from the visit if the pupil’s parents decline to contribute for whatever reason.

If an activity cannot take place without voluntary contributions, this should be made clear to parents. An initial letter to parents in those circumstances could explain the nature of the proposed activity and its educational value. The letter could indicate the contribution per pupil which would be required if the activity were to take place. It should also emphasise that there would be no obligation to contribute and that no pupil would be excluded from the activity because his or her parents were unwilling or unable to contribute. **However, the letter could make it clear that the activity would not take place if insufficient parents were able to support it**.

There is no limit to the level of voluntary contribution which parents or others can make towards school activities. A request for a contribution towards the cost of a school visit could, for example, include an element to cover the cost of subsidising pupils from low income families or the costs incurred by accompanying teachers.

**Music provision**

Charges are not permitted for class music tuition during school hours. Music tuition, whether group or individual, forming part of the syllabus or required by the National Curriculum, or as part of religious education, must also be free, whether it is provided during or outside school hours. No charge may be made for group musical activities, e.g. school orchestras, which take place during school hours.

Individual music tuition not forming part of the syllabus or required by the National Curriculum, may be charged for, provided parental agreement is obtained before a pupil is given the tuition. The charge can include the cost of the teacher giving the tuition as well as the cost of sheet music and the hire and insurance of a musical instrument.