



Grimsdyke School

Educational Trips and Workshops Policy

Approved by: Leadership & Management Committee

Date: 29.06.2021

Last reviewed on: June 2021

Mr Iain Sutherland, Headteacher

Next review due by: June 2023

Contents

	Page
1. Aims	2
2. Introduction	2
3. Organisation	2
4. Charging for School Activities	2
5. Curriculum Links	2
6. Process	3
7. Categories and environmental considerations	4

Educational Visits and Workshops Policy

1. AIMS

This policy aims to:

- Outline the process for booking education trips and events
- Clarify expectations for both parents and staff

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 In our school, we ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All pupils are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of activities and educational visits.

3. ORGANISATION

- 3.1 The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for every school year.
- 3.2 Within each class's programme of work, the teachers plan educational visits and activities that support the children's learning and curriculum. These details are shared with the parents usually at the start of the academic year.
- 3.3 Visits and activities normally take place within the school day. We ask parents to give permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the children will be unable to participate. When a child is first admitted to school parents are asked to sign the Admissions form, which also contains a check box for visits in the local vicinity. These trips do not require further permission from parents.

4. CHARGING FOR SCHOOL ACTIVITIES

We ask parents for a contribution towards the cost of educational trips and workshops where necessary. Unfortunately these activities cannot take place unless contributions are received.

5. CURRICULUM LINKS

- 5.1 All educational visits and activities support and enrich the work we do in school. We sometimes invite speakers into school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to the wider curriculum.
- 5.2 For any subject in the curriculum, activities, which may include visits by specialists, may be arranged, examples of these include:
 - English – theatre visits, visits by authors, poets and theatre groups;
 - Science – use of the school grounds, visits to wildlife centres, farms and museums;
 - Mathematics – use of shape and number trails in the local environment;
 - History – castle visits- Tower of London, study of local housing patterns, museums, visits by companies supporting the curriculum, storytelling workshops on the theme of different cultures; Great Fire of London; Florence Nightingale.
 - Geography – use of the locality for fieldwork, village trails; traffic surveys.
 - Art & design – art gallery visits, use of the locality;
 - PE – extra-curricular activities, visits by specialist coaches;
 - Music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents;
 - Design & Technology – extra-curricular activities, visits by theatre groups/workshops
 - ICT – its use in local shops/libraries etc;
 - RE – visits to local centres of worship, visits by local clergy.

Process for the Arrangement of Educational Visits [EV]

Visits to places of interest to support curricular studies are encouraged. Regardless of the nature or the risk of the education visit, they must all be approved by the Headteacher and done so in a timely fashion. Before approval and proceeding with the planning, the following things will be considered:

- Curriculum link/educational benefit to the students
- Timing in relation to the school calendar
- The cost

The following procedures should be strictly adhered to: -

1. Staff to discuss with the Headteacher and EV ideas for visits at least half a term in advance and preferably one term in advance.
2. Staff to visit the proposed location personally to assess its suitability and risks.
3. Outline the proposal in detail and request permission to book the trip from the Headteacher. Proposed arrangements ensuring there is a plan B in the event of any aspects of the trip being compromised e.g., by weather. If approved the EV can arrange conditional booking of the location and transport arrangements.
4. Issue the parents with the standard information letter stating the location, date and cost, curriculum links and the voluntary contribution. This letter should be sent 6 weeks prior to the visit, unless exceptional circumstances prevent this.
5. Evaluate viability of trip, based on contributions received from parents. Consult with the Headteacher again as to whether the visit can go ahead with adequate funding and if the trip is to go ahead. Set up an Evolve ticket. The Evolve system is an electronic system which generates a risk assessment based on a number of questions related to trips and activities. It takes in account things like costs, number of children attending, those children with SEN needs, pupil to adult ratio, First Aiders attending the trip, location, means of transportation and trip leaders. All this information is inputted into the system by the Data Manager and the trip leader. The ticket will then need to be approved by the Headteacher.
6. All payments are kept according to the school's Data Protection Policy on ParentPay. This information is only disclosed to the Headteacher.
7. In the event the required contributions is not met, the trip/workshop will need to be cancelled and parents informed.
8. Ensure that all arrangements for payment of costs are settled promptly according to the requirements of the provider. Ensure that necessary cheques are issued the day before. ALWAYS obtain official receipts for any costs and give these to the Finance Department as soon as possible after the visit.
9. Ensure that medical arrangements are in place, with the necessary resources taken, and that responsibility for such arrangements is clearly understood by staff as per both individual and group risk assessments.
10. Class Teachers are required to:
 - Electronically confirm [on Evolve] that they have read and understood the risk assessment
 - Share the risk assessment with all staff attending the trip
 - Have a list of the children in their care, including groups and individual group leaders
 - Prepare a timetable of events/workshops/travel particulars and share this will all adults attending the trip
 - Have copies of the relevant work sheets/questionnaires
11. Children are required to:
 - Wear the red Grimsdyke logoed sweatshirt - this aids quick identification.
 - Children may wear more comfortable shoes and bottoms if applicable.

- If the visit involves physical or outdoor activities, where alternative clothes may be more suitable, you will receive the list of requirements at least 2 weeks in advance.
 - Bring a water bottle
 - Bring a healthy packed lunch (must not include chocolates, sweets or fizzy drinks)
12. As part of the Universal Free School Meals and FSM, children will be offered the option of a packed lunch provided by the school. This will include a sandwich, piece of fruit and bottled water.
 13. If a child's behaviour prior to a visit causes concern that the necessary element of self-discipline and self-control will be lacking, the Headteacher should be consulted about refusing the child permission to go on the visit and informing the parents of the reason for such a decision. Alternatively, a parent may be asked to escort their child on the visit and take full responsibility for their child. Efforts will be made to ensure that no child should be excluded from a visit however there may be exceptional times when due to severe risks, this may be the most appropriate course of action to avoid compromising the safety of others. This decision will be made by the Headteacher only, with guidance from the teacher and related risk assessments.
 14. An additional Risk Assessment should be carried out for vulnerable/SEN or those children with additional needs. This needs to be shared with all relevant staff and approved by both the child's parent and the Headteacher. All necessary staff should be made aware of this additional Risk Assessment.
 15. If a child's behaviour on the visit is considered to be unacceptable then the procedures outline above should be followed immediately following the visit, with regard to future visits. The child's parent/s and Headteacher should be informed of the behaviour and incident/s. An individual risk assessment should also be produced as supporting evidence.
 16. In the event of an accident or emergency, the teacher in charge will inform the School by either calling the school landline, or mobile numbers of the Senior Leadership Team [if out of hours] and parents will be called if necessary. If there is a need for the child to attend hospital, parents will be informed and requested to meet the child at the Hospital. Parents will be kept informed.
 17. In the event of a missing child, the Teacher in charge will inform the Police and the School. The School will inform the parents and provide all details. Both Police and Parents will be given the corresponding contact details.
 18. From time to time, parents may be asked to volunteer as chaperones on the trip. All volunteers attending will receive training which is delivered by a member of the Senior Leadership team prior to the trip. Before the trip commences, volunteers will be given a copy of the risk assessment and informed of any additional information that may be necessary.

Categories of Educational Visits

We have split educational visit types into three different categories.

Category A

These visits are deemed low risk.

All trips require an Evolve ticket and approval from the Headteacher.

The Evolve ticket must be completed to include:

- Description
- Curriculum link and educational benefit
- Cost (if applicable)
- Staffing (including First Aiders)
- Risk assessments (additional assessments for SEN if necessary)
- FSM eligibility (if applicable)

Examples include

- a. Walking in and around the local area
- b. Trips to the local park
- c. Sports or running in the local area

Category B

These visits have medium risk activities and require approval from the Headteacher only. The activities may require staff to have additional training e.g. activity specific induction or familiarisation of the activity and/or location. Some accredited training may be necessary for certain activities e.g. the Basic Expedition Leadership Award (BELA).

These trips require a detailed completion of Evolve, to include all of Category A requirements and

- Detailed risk assessments
- Individual risk assessments (if required)

Examples include

- Trips to parks
- Trips on any form of transport
- Trips to zoo's museums etc.

Category C

These are the high risk activities. Usually conducted by external providers e.g. tour operators HOAC, Kingswood etc. Providers must hold high standards in safety or hold relevant qualifications (e.g. NGB qualifications or awards) and will need to approve these qualifications, licenses and/or registrations (e.g. AALA licenses) as appropriate.

These trips require Evolve tickets as for Category A and B. In addition they require

- Validated personnel checks
 - Liability Insurance certificates from providers
 - Viewing of validated equipment checks
- These forms need to be completed at least 8 weeks before the event.

Examples include

- a. HOAC
- b. Activity centres (such as Kingswood)
- c. Any water activity except for weekly swimming lessons at a local swimming pool

Environmental Considerations

Depending on the conditions of your visit the category that your trip will fall into may change. A visit may rate a higher category if it takes place:

- a. In or near water;
- b. In dangerous weather conditions;
- c. On or near cliffs or steep terrain;
- d. In an area subject to extremes of weather or environmental change;
- e. On public transport.

Linked Policies:

Data Protection