



Nourishing the fitrah of each unique child

Educational Visits Policy

“Travel in the land and see how Allaah originated creation...Verily, Allaah is able to do all things.”

(Suratul Ankabut: 20)

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Educational Visits and Offsite Visits Policy

At Unique Academy, we aim to offer a curriculum that promotes children's spiritual, moral, cultural, social, mental and physical development, and prepares them for the opportunities and experiences in the next stage of their learning.

We ensure that all of our pupils, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and character.

To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to and complement what they learn in school to broaden their cultural capital.

An educational visit could be a short-term visit in the local community, or a day visit further afield.

All participating in visits are ambassadors of the school and are expected to uphold the school's character.

Aims

We will ensure that:

- We comply with all Department for Education guidelines before any educational visits are authorised.
- Carry out risk assessment before any educational visit
- We have a general risk assessment for our local daily park visits
- Children's safety is paramount and therefore children will always be supervised on off site visits
- We hear the views and opinions of the children regarding the visits and trips that they would like to go on – enabling them to express their views.
- We provide a clear and coherent structure for the planning and evaluation of educational visits to enhance the curricular and recreational opportunities for pupils.

Roles And Responsibilities

Headteacher

The Head teacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy
- Provide leadership and vision in respect of equality
- Provide guidance, support and training to all staff
- Be responsible for the sanctioning and authorising of all educational visits whatever the duration or purpose
- Ensure that the visit leaders have appropriate training and are sufficiently competent and experienced
- Ensure all school personnel so that they are kept up to date with new information and guidelines concerning educational visits.
- Monitor the effectiveness of this policy

The roles of visit leaders

- Any off-site educational visit must be planned 3 months advance of the proposed date of actual visit.
- All requests must be made to the Head teacher on a 'Educational Visit Request Form' (copy in the Educational Visits folder in the reception area) at least 6 weeks prior to the visit. This request form must be filled in by the visit leader (usually class teacher) and submitted to the Head teacher within these timescales.
- Once the visit is approved by the Head teacher, the visit leader will need to make a firm booking/confirm reservation.
- Visit Leaders will then complete a Visit Plan before any visit is given final authorisation. This visit plan consist of:-
 - ✓ a risk assessment(s) based on a pre-visit;
 - ✓ the nature, purpose and length of the visit;
 - ✓ the year group and pupil numbers;
 - ✓ pupil names;
 - ✓ contact details;
 - ✓ emergency contact details;
 - ✓ information to parents
 - ✓ parent consent forms;
 - ✓ medical records;

- ✓ the number of adults;
- ✓ adult pupil ratio;
- ✓ insurance (if applicable);
- ✓ cost of the visit;
- ✓ coach firm and contact details;
- ✓ travel arrangements;
- ✓ itinerary of visit;
- ✓ medical and first aid arrangements;
- ✓ emergency procedures;

The role of other supervising adults

The visits leader will ensure that all supervising adults are:

- Trained in supervisory procedures for educational visits
- Allocated a group of named pupils
- Given any relevant pupil information
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions;

The role of other adult voluntary helpers

We are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will:-

- Be people who are well-known to the school, such as parents.
- Be told that they have the responsibility to follow the instructions of the visit leader and that the visit leader retains overall responsibility.
- Be appointed as far in advance of the visit as practical and will be offered opportunities to meet the pupils, for whom they will have responsibility, learning their names and getting to know them before the visit
- Not be left unsupervised with any child(ren) at any point during the visit

The role of parents/guardians

Parents/guardians will:

- Be informed of all educational visits by the school and will be given full detailed information of the visit;
- Complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- Submit current emergency contact details before an educational visit takes place

Assessment Procedures

Risk Assessments of both the visit location as well as any activities to be undertaken whilst on the visit will be completed following a preliminary site visit by the Visit Leader and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

The risk assessment must include the SEN/medical needs of the specific group of children participating. The school has a standard format for risk assessment which can be found on the folder called 'Risk Assessments'. A copy of the risk assessment will be attached to the visit plan.

All adults accompanying the visit should be briefed about the outcome of the risk assessment and made fully aware of their responsibilities.

A risk assessment of the mode/s of transport will be undertaken. We have model risk assessments for walking / minibus travel /coach travel on the school's drive which can be adapted and used.

Adult: Pupil Ratios

At Unique Academy, we base adult/pupil ratios on a thorough risk assessment of issues, including:

- Age and ability of the children
- Pupils needs (SEN and medical needs)
- The venue
- Activity
- Duration of the visit
- Transport arrangements
- Skills and experience of the adults
- Emergency procedures.

We follow the guidance issued by the Government in 1998 suggested the following 'starting points' for consideration of staffing ratios. These were intended as a general guide for visits to local historical sites and museums or for local walks.

- One adult for every two pupils (1:2) in Nursery
- One adult for every two pupils (1:5) in Reception class
- One adult for every six pupils (1:5) in school years 1 to 6

For our daily outdoor park visits, the ratios will be:

- One adult for every six pupils (1:6) in Nursery
- One adult for every six (1:6) in Reception class
- One adult for every six pupils (1:6) in school years 1 to 6

Financial Arrangements

There are some circumstances when the school can make a charge for certain activities as well as the minibus or coach hire facilities that will be used during the visit. In order to keep costs low, the school will request for parents to drop off and pick up children from venues and the school will also make use of public transport where practicable.

Raising Awareness Of This Policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- communications with home such as weekly newsletters and end of half term newsletters
- Information displays in the main school entrance.

Equal Opportunities

At Unique Academy, all pupils will take part in educational visits regardless of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality in the school.

Monitoring The Effectiveness Of The Policy

The practical application of this policy will be reviewed annually by the Headteacher.

