



# The Apple International Community School

**Mission And Vision** – AICS is a multi-cultural and diverse learning organization which empowers students, staff, and the community to maximize their personal, creative, academic, and athletic potential. We celebrate the pursuit of lifelong learning and are committed to nurturing high self-esteem and respect for others.

## Educational Visits Policy

### Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Apple International Community School (AICS). Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

This policy been produced to offer school staff advice and support in the planning and organizing of all offsite activities in order to ensure the health and safety of pupils.

### Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorized to do so by the principal. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries, and places of educational interest
- Events and school competitions.
- Outward bound and adventurous activities
- Visits abroad

### Aims and expectations.

- Most classes in the school will have one educational visit each half term, although there may be fewer in Reception and Nursery. These trips are planned to support and broaden the children's understanding of the current topic, enhance curricular and recreational opportunities for our pupils.
- provide a wider range of experiences for our pupils than could be provided on the school site alone.
- promote the independence of our children as learners and enable them to grow and develop in new learning environments.
- Class teachers may arrange additional visits throughout the year following authorization from senior leaders.

### Planning and Preparation for a trip The Educational Visits Coordinator

The school will have a Educational visit coordinator whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last-minute invitation to a significant event

or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

## **Procedure**

The best practice to be adhered to in the arranging of school trips is as follows:

- In consultation with class teachers and/or phase leaders as applicable, the office will book the entire trip on the agreed date(s).
- Office staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary.
- The EVC coordinator must be informed using the 'Educational Visits Risk Assessment Form' at least two weeks prior to departure.
- Class teachers will inform parents in advance of dates for school trips in class half-termly letters, with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- If appropriate, payments will be made directly to the school office via the school payment system on the school website.

## **Risk assessments**

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the center to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC.

## **Parental consent**

Parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required. Parents must give their permission in writing before the child can be taken for any offsite activities.

## **Ratios**

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below is the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the principal.

- Reception classes - 1:4
- Years 1 – 3 - 1:6
- Years 4 – 6 - 1:12
- Adventurous activities -1:10
- Residential visits – 1:10
- Visits abroad 1:10

If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

### **Residential trips**

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the children on residential visits.

### **Payments for trips**

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via the school website.

### **Behavior on school trips**

The school's Behavior Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behavior expectations before going off-site on their visit.

### **Trip Safety**

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off-site activities. The school will adhere to the following to ensure the safety of children on educational visits:

An adult of each gender to accompany mixed groups of pupils if possible.

- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible
- For EYFS trips, at least one first aider must accompany children.
- Supervising adults must know of any special medical details relevant to any pupil.
- First aid kits and any individual medicines must be taken on the trip.
- Children to be briefed about the importance of staying with their partner/group/adult helper.
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff.
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside.
- Regular headcounts to be taken.

### **Policy Monitoring and Review**

A copy of this policy is available to all staff and parents and is published on the school website. This policy is reviewed every two years by the Governing body.