



Rochdale Islamic Academy
inspire - believe - achieve

G I R L S ' S C H O O L

EDUCATIONAL VISITS POLICY

Reviewed: August 2023

Next Review: August 2024

Responsible: Mr. Mohammed Zarafat

Approved by Board of Trustees: August 2023

EDUCATIONAL VISITS POLICY

In line with the Islamic ethos of the school we aim to provide our students with a valuable learning experience to enhance their learning. RIAG believes that school visits are an essential resource for the teaching of a broad and balanced curriculum. Each year group will go on at least one visits each year linked to an aspect of their topic work. Alongside visits off-site, the school will invite in speakers, groups, artists, or other adults into RIA to enrich and extend experiences.

In is policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

This policy has regard to the DfE's guidance 'Health and Safety, DfE advice on legal duties and powers for Local Authorities, Headteachers and Governing Bodies.

AIMS

- The aims of our off-site educational visits are to:
- 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.

PURPOSES

- To maintain sufficient lead time before an educational visit takes place, in order to prepare and inform parents and other adults within the school.
- To identify the roles of the, Headteacher, staff, volunteers, and pupils.
- To ensure safety procedures are in place and upheld.
- To ensure all legal responsibilities and requirements are fulfilled.

Responsibilities

Trustees

- Ensure that each visit has a specific and stated objective.
- Ensure that Headteacher, and the Group Leader show how their plans comply with regulations and guidelines.

Headteacher

- Check educational objectives of each visit and grant or deny approval.
- Inform Trustees of visit proposals.
- Ensure that correct procedures are followed by all.
- Ensure visits comply with regulations and guidelines.
- Ensure adequate child protection measures are in place.
- Ensure there is adequate and relevant insurance cover.
- Ensure agreed contact and emergency procedures are in place.
- Assign competent staff to lead and help with trips
- Group Leader (Staff organising the visit)
- Has overall responsibility for the supervision and conduct of the visit, including the health, safety, and welfare of all involved.
- Ensure the pupil to adult ratio is appropriate to the group's needs.

- Must define the roles and responsibilities of other adults and pupils and ensure effective supervision of what they do.
- Be aware of child protection issues.
- Ensure first aid provision is available.

How Visits Will Be Authorised

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the headteacher before any commitment is made on behalf of the school. A risk assessment and Form A (Educational trips proposal form) should be completed and submitted to the headteacher for approval. The headteacher will sign form A authorising the visit to go ahead

Once approval has been granted, staff arranging the visit (Group leader) will be responsible for the organising of the visit and should:

- support the headteacher in his decisions on approval.
- ensure a parent's consent form is completed for each child going on the visit
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that any coach company used assures us their drivers too have had police checks.
- make sure that all necessary permissions and medical forms are obtained.
- keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a local library).

The school will follow DfE guidance for educational trips.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the DfE. All off-site activities must take place in accordance with the agreed instructions.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that she is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

RISK ASSESSMENT

A comprehensive risk assessment will be carried out by the group leader before the proposed visit is put forward to the Headteacher. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them.

The risk assessment should be based on the following considerations:

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

A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts.
- proper vetting of the driver by the police.
- proper insurance for the driver.
- details of first aid and emergency equipment.
- breakdown procedures.

Staffing

RIAG recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge, and safety on a school visit. Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

RIAG will ensure that volunteer adults assisting with educational activities and visits are not solely responsible for a group and will have a List 99 check. RIAG does not support additional people accompanying educational visits who are not pupils at Rochdale Islamic Academy or part of the agreed staff complement. This may include family members accompanying visits unless there is an educational benefit for the pupils. A recommended guide to minimum ratios appears below, but it cannot be stressed enough that this is a guide.

Of this minimum number at least, half shall be employed members of staff, teaching, or non-teaching.

Yr. 7 upwards 1:15 pupils

Headteacher may modify the ratio of supervision where a visit is undertaken by a party consisting entirely of young people over the age of 16. The reasons must be stated. The appointed Group leader will be fully supported in the tasks required to arrange the visit. This could include, as necessary for example, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing, and evaluating the visit or identifying time when the leader and other staff might work in partnership to undertake planning and risk assessments.

TRANSPORT

The costing of off-site activities should normally include any of the following that apply:

- transport.
- entrance fees.
- insurance.
- provision of any special resources or equipment.
- costs related to adult helpers.
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit. We instruct all children, whether travelling by car, minibus, or coach, to attach their seat belts.

COMMUNICATION WITH PARENTS

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities. (FORM C) Parents will have the option of removing their child from the trip if they choose to do so.

Funding for off-site activities is provided mainly by voluntary parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to contribute. Parents will be informed of this principle through letters sent home about intended visits.

The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time.

FURTHER HEALTH AND SAFETY CONSIDERATIONS

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children, and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are always both safe and well looked after.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from DFE documentation available in the head teacher's office.

EMERGENCY PROCEDURES

Rochdale Islamic Academy will appoint a member of the staff as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. The Group leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate. The Group leader should be aware of the procedure in an emergency.

All incidents and accidents occurring on a visit will be reported back to the headteacher.

AFTER THE VISIT

Following the visit, the groups leader should complete Form D (evaluation of the visit) and forward to the headteacher. This will be kept on file and used in the planning of repeat visits.

MONITORING AND REVIEW

The headteacher will monitor the effective implementation of the policy and procedures and make changes, if necessary, the policy will be reviewed every two years or before if necessary.

FORM A

Rochdale Islamic Academy Girls
EDUCATIONAL VISITS-PROPOSAL FORM

Before commencing any trip, the following form needs to be completed and submitted to the headteacher for authorisation prior to making arrangements.

Proposer _____ Subject _____

Proposed venue _____ Date of proposed trip _____

Time of trip _____ Year Group _____

Objective/s of trip

How does it relate to the curriculum?

What activities would the students be involved in during the trip?

What follow up work is planned after the trip?

Please submit with a completed risk assessment to the headteacher for approval

Office Use Only

Authorised by Headteacher

Signature _____ Date _____

FORM B Educational Visits – Helpful Tick List Sheet

Before

	Tasks	Tick
	1. Obtain costs for entrance fees and coaches and any other anticipated expenses	
Notes		
	2. Visit the proposed venue.	
Notes		
	3. Check venue for toilets, eating environment, shops, and fire precautions.	
Notes		
	4. Completed the necessary pre visit paperwork. I.e., visit plan, risk assessment, etc.	
Notes		
	5. Complete the Journey Costing Calculation Form (Form A)	
Notes		
	6. Gain authorisation from the Head Teacher	
Notes		
	7. Ensure the booking of coaches or other transport	
Notes		
	8. Write a letter to parents including all relevant details, venue, subject, justification, times, cost, parental contribution, clothing and money for children to bring.	
Notes		
	9. Keep record of money brought in by the children and parent's permission slips, (Usually sent in together)	
Notes		

Just before

Checklist. Have you got.

Children's medical records	
All the permission slips	
All the emergency contact numbers.	
The first aid kit	
A mobile phone for emergency usage	
Do all the adults know their duties	

After

	10. Thank all the children, parents, and helper	
Notes		
	11. Write a thank you to the venue (if applicable)	
Notes		
	12. Produce display photos and work (if applicable)	
Notes		