

# STEAM MILLS PRIMARY SCHOOL

## OFF-SITE ACTIVITIES AND EDUCATIONAL VISITS AND VISITOR POLICY

Date: Spring 2014

Review Date: Spring 2015

Approved by Governors: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chair)

Any extra-curricular activities and clubs should have clear, achievable aims and objectives which are included in and/or complement the Schemes of Work.

### Aims

1. to extend the Curriculum beyond that offered in timetabled sessions:
  - i. to pursue/reinforce work encountered within the normal timetable. Pupils can pursue work/targets over long periods of time not usually possible within a normal scheme of work.
  - ii. to undertake work not normally encountered within the timetable. This may provide the pupil or teacher with the opportunity to pursue a personal interest/hobby.
  - iii. for visitors/specialists to interact with a committed audience, e.g. a player from the local professional football team may give some coaching.
  - iv. to organise visits to venues of specific interest, e.g. a visit to a cup final.
  - v. to develop a project and to enter a competition. Such events can enhance the image and reputation of individuals and of the School.
2. to practice for school teams/trials/auditions/performances, etc.
3. to allow non specialist staff/parents/others with a particular interest or talent to offer their experience and/or time to broaden and enrich the Curriculum.
4. To allow pupils of different ages and abilities to interact.
5. To allow pupils and staff to interact in a less formal manner to improve pupil/staff relationships in the classroom.

### Principles

**eGo form and Risk Assessment must be completed for all off-site activities, permission obtained from carers and LA where appropriate e.g. residential, hazardous pursuits. Full guidelines are given in the LA Educational Visits website.**

**All accompanying staff and helpers must be DBS checked where appropriate.**

1. All staff are committed to offering a variety of extra-curricular activities and clubs wherever and whenever practicable considering the restraints of staffing, cost and time.
2. The extra-curricular activities and clubs should be open to all pupils and must be organised with this in mind.
3. All extra-curricular activities and clubs must be organised with the safety of participants as the major consideration. It must comply with LEA guidelines and school policy. A document addressing aims, objectives, tasks, supervision, location and times should be presented to the Headteacher and the Governing Body.
4. Staff and pupils should be aware of any itinerary, contingency plans, First Aid facilities, emergency phone numbers, etc.
5. Non-teacher supervisors must be informed as to their role. It must not be assumed that all adults know what to do and when to act.
6. Parents must be fully informed of the nature of the extra-curricular activity or club and the working conditions, e.g. near rivers or main roads, any work not directly supervised and the name of the member of staff in charge of the extra-curricular activity or club. Parental permission must be granted for the activities outlined in the letter and the forms retained by the teacher.
7. If transport by minibus is involved staff must have regard to, and comply with, the LA policy.
8. If the extra-curricular activity or club has events that take place during normal school hours then the school community need to be informed of dates and numbers involved. Those informed must include all teaching staff and kitchen staff (two weeks prior to the activity if large numbers of pupils are involved). The office must have all relevant details and copies of letters issued.
9. All staff should have the option to take part in the extra-curricular activities or clubs. If for any reason they do not wish to participate they should be prepared to support their colleagues by, e.g. providing cover for them.
10. The results of the extra-curricular activity or club, including photographs, should form the basis of display work especially for the 'open evening'.
11. For educational visits off site staff must ensure that the venue, organisation concerned and the transport company are all reliable, legal and safety conscious.

## **Visitors/Guests**

At times we are able to utilise visitors to the School as a valuable learning resource. We value their contribution and welcome the opportunity to draw upon the wider community. Governors, staff and pupils are aware that they do not have unrestricted rights of access to the School. However, some individuals such as Ofsted and Health and Safety Executive inspectors have a statutory right to enter the School for certain purposes but they should always follow the visitor guidelines. Difficulties may arise with visitors who are not accustomed to the School and the need for security procedures. In order to

satisfy our security procedures all visitors should adhere to the following procedure:

1. Visitors should be given advance notice of the composition of the audience/ target group and an idea of how their contribution fits into the scheme of work.
2. Reception/Office should be informed of the date and name of the visitor.
3. Where applicable, refreshments should be arranged.
4. The visitor should be welcomed at the main door by the office and receive outline Fire Safety instructions.
5. At the office the visitor will 'sign in', prominently display a Visitor badge and will then be escorted to the appropriate venue.
6. After the visit the visitor will 'sign out', return the Visitor badge and will then be escorted to the exit.
7. Visitors must be supervised at all times and not left alone with children, unless it has been cleared by the Head Teacher or is an authorised visitor e.g. school nurse, speech therapist, EWO etc.

N.B. Staff should also refer to the County's Educational Visits and Health & Safety Policy.

## **Training**

Office Manager, Mrs Harris: course attended 22.05.2014.

## **Relevant Policies**

This policy should be read in conjunction with the policies on Anti bullying, Attendance, Behaviour, Complaints, First Aid, Health & Safety, Internet Acceptable Usage, Pastoral Care, Positive Handling, Safeguarding Children, SEN, Sex Education.

Reviewed in accordance with DCSF guidelines.