

Queensmill School

Educational Visits Policy

Introduction

Visits are an important part of the teaching and learning at Queensmill School. Through our community outings and visits children are able to generalise skills in the wider community, practice social and life skills, participate in group events and extend the curriculum based knowledge that they have learnt at school. Queensmill School also recognises that it is often difficult for parents and carers to participate in community visits with their children due to the children's anxieties. By giving children the experience of community visits it allows the children to become more tolerant of public places and families may then find outings and visits less stressful.

Implementation

Educational visits are an important part of our school curriculum and all pupils, on a rota basis experience a range of different visits, these include:

- Swimming
- Horse riding
- Climbing wall
- Library
- Café
- Shopping
- Adventure play
- Park
- Work experience
- Cinema-autism friendly screenings
- Residential trips (these usually occur during the summer term)
- Curriculum visits-e.g. museums, places of worship, historical sites, and farms.

All staff are required to carry one of the schools mobile phones during an educational visit. These must be checked to ensure they are fully charged and have the school number within the phone's address book.

The school owns a mini bus which is used each day of the week for school visits. All staff who drive this mini-bus have passed the appropriate test administered by the LA: MIDAS training-Contact Details: The Hammersmith & Fulham Community Transport Project. Where appropriate children will travel using public transport as this is an important life skill for our children.

Visits may be undertaken as a whole class, a group of classes, small groups of pupils or an individual pupil. Supervision is given the highest priority at all times and where it is not possible to provide appropriate supervision due to staff issues then a visit may be cancelled or postponed.

Before each visit is carried out a thorough Risk Assessment is carried out for the class as a whole and where necessary for individual children. Ongoing risk assessments are undertaken for trips such as swimming and walks in the local community. Teachers are responsible for ensuring that Risk Assessments are written and signed off by a member of the Senior Management Team. The teacher ensures that all members of the team are aware of the content of the Risk Assessment and what their role is during the outing/visit.

Where a trip is not part of the weekly curriculum permission forms are sent to parents and a voluntary donation towards the cost of the visit can be asked of parents where necessary.

Where a visit occurs to a new or unfamiliar destination the teacher carries out an initial visit to assess the venue. This assessment allows the teacher to plan the trip according to the needs and practicalities of the venue and the needs and abilities of the pupils.

Residential trips are organised by a member of the Senior Management Team and adhere to the DFE guidelines below. We also work in collaboration with our LA using their specific 'Learning Outside the Classroom' risk assessment, emergency procedure and notification and approval form.

All our educational visits Health and Safety Executive guidelines, www.hse.gov.uk/services/education/school-trips.pdf and the Department for Education's advice contained in 'Advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies- June 2013.

Policy reviewed – Oct 2017

Reviewed by *F Adu*.....

Date for next review – October 2018