

Gilnahirk Primary School



Educational Visits Policy

January 2025

Overview

It has been staff policy in Gilnahirk Primary School to voluntarily organise Educational Visits on a one-day and residential basis. Day visits normally relate to aspects of the **Northern Ireland Curriculum for** each particular year group. The main Residential Visit for P7 pupils is usually a trip to Edinburgh, Scotland. We also offer a Primary 6 Residential Visit to an Activity Centre (e.g. **Ganaway Outdoor Centre**).

The Board of Governors wishes to encourage staff and pupils to undertake educational visits as an addition to the children's learning experience during their primary school experience. In a time of financial constraint, voluntary contributions will be requested from parents of participating children to cover the cost of such a visit. The Board of Governors however reserves the right to cancel the outing should the cost of the voluntary contributions not cover the cost of the visit.

Aims

1. To provide pupils with as many real-life experiences, as practicable, which relate to the curriculum areas being studied.
2. To develop in the pupils a feeling of self-confidence and sense of adventure.
3. To encourage children to become self-reliant.
4. To develop and encourage social skills in working, playing and sharing together in the team situation.
5. To provide pupils with the opportunities to practise and apply the skills learned in the classroom to the outdoor situation.

Procedures

STAGE I

1.
 - (i) The teacher in charge discusses with Principal and obtains initial approval for visit.
 - (ii) Obtains local information including facilities for refreshments, toilets. Assesses hazards. Makes pre-visits, if appropriate or necessary.
2. Board of Governors to be made aware of any intended Residential Visit.

STAGE II

3. Staff involved - prepare detailed itinerary to include -
 - (a) length of visit.
 - (b) mode of travel and travel arrangements.
 - (c) costs including pre-visit costs (if appropriate).
 - (d) staffing levels, including requirements for specialist staff (if appropriate).
4. Staff involved - determine category of visit in accordance with Educational Visits Scheme.

Adult-Pupil Ratio

Foundation 1:10

KS1 1:15

KS2 1:15

5. Staff involved - complete appropriate approval form for consideration by Principal. (EVA for categories 1 and 2. EVP for categories 3, 4 and 5). If trip is category 3, 4 or 5, complete EV1 (Planning checklist)

STAGE III

6. Staff involved - inform parents by letter. Details to include -
 - (a) nature of activities.
 - (b) date(s) and length of visit.
 - (c) cost and method of payment.
 - (d) clothing requirements.
 - (e) meal arrangements.
 - (f) supervisory arrangements.

- (g) insurance arrangements.
- (h) liaison arrangement with school.
- (i) consent form.
- (j) pocket money.
- (k) travel arrangements.
- (l) packed meals to be taken en route.
- (m) School's Charging Policy.

7. Party Leader holds meeting of parents (if appropriate) -
 - (a) Answer queries on 6 (a - m);
 - (b) briefs staff regarding responsibilities during visit.
8. Staff involved - brief pupils on visits, including recall signals.
9. Staff involved - collect and deposit money in the appropriate School Educational Visits Account.
10. Trip confirmed by Principal or decision to cancel referred to Board of Governors.

CODE OF CONDUCT FOR PUPILS

For the visit to be both beneficial and enjoyable for all, pupils are expected to:

- ☐ behave responsibly and show consideration for others, including fellow pupils, staff and members of the public;
- ☐ comply with the instructions given by school staff;
- ☐ look after your own possessions and anything you borrow;
- ☐ keep all facilities clean, tidy and undamaged;
- ☐ abide by any rules and regulations of the places we visit;
- ☐ in the event of an emergency, follow emergency procedure instructions;
- ☐ understand and follow the rules about the purchase, possession and consumption of alcohol;
- ☐ understand and follow the rules about the purchase, possession and use of tobacco;
- ☐ understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden;
- ☐ inform staff if you have any medical conditions or injuries;
- ☐ inform a member of staff if you have any concerns about safety or security;
- ☐ report any damaged or unsafe equipment;
- ☐ wear appropriate clothing;
- ☐ comply with any restrictions on the access to and use of social media and online services including agreement on the safe sharing and posting of photographs, videos and other information.

On a coach or minibus

- ☐ remain in your seat, unless given permission to do otherwise;
- ☐ wear your seat belt;
- ☐ do not distract the driver – no shouting out, no flash photography etc;
- ☐ if you begin to feel travel sick, inform a member of staff;
- ☐ when disembarking, be aware of traffic movement and direction.

On a ferry, at an airport and at a railway station

- ☐ remain in your group at these busy locations;
- ☐ be aware of and comply with all timings and meeting places;
- ☐ understand and comply with security arrangements and limitations;
- ☐ follow instructions from transport operator staff;
- ☐ follow all instructions about being on boat decks;
- ☐ visit shops in pairs or groups - never alone;
- ☐ stay back from the edge of railway platforms;
- ☐ be sure you know where the group is based and how to locate staff.

Staying in a hotel

- ☐ read and understand all instructions about fire and safety procedures;
- ☐ know the location of duty staff;
- ☐ comply with any instructions about permission to leave the hotel;
- ☐ comply with any instructions about access to parts of the hotel, e.g. bar, casino, swimming pool;
- ☐ understand the dangers of balconies and comply with any instructions about access to them;

- ☐ comply with instructions about access to other people's bedrooms;
- ☐ comply with any instructions about appropriate relationships amongst participants;
- ☐ comply with any instructions about appropriate relationships with others they may come in contact with;
- ☐ arrive on time for meals and meetings;
- ☐ comply with any restrictions on the use of mobile phones, smartphones, tablets, cameras, music players, etc;
- ☐ comply with any restrictions on internet access, and viewing TV, videos and DVDs, etc.

Excursions

- ☐ remain in your designated group;
- ☐ know which member of staff is your nominated leader;
- ☐ when unaccompanied by staff, ensure that you understand any instructions and limitations;
- ☐ always carry your emergency contact card.

CODE OF CONDUCT FOR ALL LEADERS, STAFF AND SUPERVISORS

Adult supervisors leading and accompanying a group of students are at all times bound to follow the Child Protection Policy.

Given the particular circumstances of educational visits, adult supervisors must adhere to the following additional guidelines:

- supervisors must discuss and agree supervisory duties in advance of the trip and carry out all duties so assigned throughout the period of the trip;
- supervisors must ensure that their relationships with pupils are appropriate to the age and gender of the pupil, taking care that their conduct does not give rise to comment or speculation;
- supervisors must not enter the bedrooms or sleeping accommodation of pupils unless accompanied by another supervisor except in an emergency or when such action is completely unavoidable;
- a supervisor should avoid situations in which he/she is alone with a pupil. If such a situation is unavoidable, the supervisor should as far as possible ensure that he/she is in a public place with the pupil;
- supervisors must avoid all physical contact with pupils, unless engaging in administering first aid or as part of the college's Reasonable Force policy;
- supervisors must not consume alcohol during the trip;
- supervisors must not smoke in the presence of pupils during the period of the trip;
- supervisors must ensure that their own conduct is appropriate in the circumstances and would not give rise to comment or speculation;

If any incident occurs during the trip where a supervisor feels that his/her actions may have been misconstrued, the supervisor should report the incident to the group leader immediately and should, on return, provide a written and verbal report of the incident to the principal.