



EDUCATIONAL VISITS SCHOOL POLICY

AIM

It is our aim at Wentworth C of E Junior & Infant School to ensure all pupils have the opportunity to participate in educational visits which support, enrich and extend their academic and social development. All visits will be organised in line with school policy and guidelines which will be regularly reviewed in line with LA and National advice.

Through educational visits and in line with national curriculum we aim to:

- Develop pupils' awareness and understanding of the environments in which they live
- Build on pupils' strengths, interests, and experiences and develop confidence to learn and work independently and collaboratively
- Give pupils the opportunity to become creative, innovative, enterprising and capable of leadership
- Develop their physical skills and encourage pupils to recognise the importance of pursuing a healthy lifestyle and keeping themselves and others safe
- Develop pupils integrity and autonomy
- Help pupils form and maintain worthwhile and satisfying relationships
- Enable pupils to respond positively to opportunities, challenges and responsibilities, to manage risk and cope with change and adversity.

Definition of an Educational Visit:

Any organized, off-site visit involving pupils or young people that requires the permission and approval from the Educational Visits Co-ordinator (EVC) and the parents/carers of the pupils or young people attending. A Visit may take place at any time of the year.

RATIONALE

Pupils can derive a good deal of educational benefit from taking part in visits with their school. Visits offer the pupils opportunities to undergo experiences not available in the classroom. Visits help to develop pupil's investigative skills and longer visits in particular encourage greater independence. Visits support the development of the whole child – academic, social and physical whilst linking the pupil's learning to the school and national curriculum.

Broad guidelines

- All visits will be planned with regard to outdoor education visits guidelines, (school, LA and National) and will comply with relevant legislation
- Every effort will be made to include all pupils in a planned programme of visits, but any pupil whose behaviour is considered to be a danger to themselves or to the group may be stopped from going on the visit.
- All visits meet guidelines of Health and safety at work act

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- Teaching Staff at the school will not charge for their time but will not be expected to incur any residential or transport costs
- Risk assessments will be carried out in accordance with the LA recommendations to ensure the health and safety of children on the visits
- Risks will be assessed, measures introduced to control risks and all kept informed
- Governors will be informed in advance of residential trips taking place
- For residential visits time will be given for parents to visit school for a presentation
- All visits will be linked with the school and national curriculum
- Parents will be provided with full information about the visit and their permission will be gained for every visit. Without parental permission in writing the child may not be able to attend the visit.

Guidelines for School Educational Visits

The following guidelines must be followed by anyone involved in an educational visit at Wentworth C of E Junior & Infant School.

RESPONSIBILITIES FOR EDUCATIONAL VISITS

Approval for visits

The Head Teacher's agreement must be obtained before a visit takes place. The Head Teacher will keep the governing body informed of all planned visits.

Governing body

- Should satisfy themselves that the risk assessment has been carried out, that appropriate measures are in place and training needs have been met.
- Ensure that the visit has a specific and stated objective
- Ensure the visit has plans which comply with regulations and guidelines
- Ensure that the leader reports back after the visit
- Ensure they are informed about less routine visits well in advance
- Assess proposals for overnight visits

Head teacher

- Ensure the group leader is competent to monitor the risks throughout the visit
- Ensure adequate child protection procedures are in place
- Ensure that staff have had adequate training
- Ensure that the group leader has experience in supervising the age groups going on the visit and will organise the group effectively
- Ensure the governing body are kept informed of planned visits

Educational Visits Co-ordinator

- Ensure visits comply with LEA guidelines
- Ensure all necessary actions have been completed before the visit begins
- Ensure the risk assessment has been completed and appropriate safety measures are in place

Group Leader Role

One experienced member of staff (usually the class teacher) should be nominated as group leader. This person has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

The group leader should:

- Inform the head teacher of the planned visit and gain agreement
- Follow the policy guidelines
- Be suitably competent to instruct pupils in an activity or have ensured that the person leading the activity is fully competent
- Be familiar with the location and have carried out a pre visit if possible
- Be aware of child protection issues
- Undertake and complete the planning and preparation of the visit including briefing of the group members and parents. Ensure that other teachers and supervisors are **fully aware** of what the visit involves
- Ensure the ratio of pupils to supervisors is appropriate

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- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality
- Undertake a complete risk assessment and hand in to Education Visits co-ordinator at **least 2 weeks before visit – 4 weeks if it is a residential** (see section on risk assessments). If the trip is taking place in shorter notice, 2 days notice should be given where possible. The Head Teacher or another member of SLT (in the Head's absence) must have viewed and checked the risk assessment before the trip can go ahead.
- Review the visit after it has taken place and inform the educational visits co-ordinator of any adjustments which may be necessary
- Ensure parents have signed consent forms
- Ensure arrangements have been made for the medical needs and special educational needs of all the pupils
- Ensure first aid provision will be available
- Ensure the mode of transport is appropriate
- Ensure the office is informed of travel times
- Ensure there is a contingency plan in place for any delays (Access and availability to use the texting service to parents)
- Ensure group supervisors have a copy of the risk assessment and emergency procedures
- Ensure the pupils details are taken and that all group leaders are aware of any special needs of any of the pupils

Teachers/Support Staff

School staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

They should:

- Follow the instructions of the group leader and help with control and discipline
- Prepare pupils for the visit
- Undertake any tasks to support the group leader

Adult volunteers

Any volunteers on the trip should be clear about their roles and responsibilities during the visit. Non-teacher adults must:

- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of pupils for any period of time
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline
- Speak to a member of school staff if concerned about the health of safety of pupils at any time during the visit.
- The group leader will meet with adult volunteers before a residential to outline roles and responsibilities.
- It must always be remembered that teachers have ultimate responsibility for the safety of pupils and therefore set the rules.

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Pupils

Appropriate staff should make it clear to pupils that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other supervisors including those at the venue of the visit
- Dress in school uniform and behave sensibly and responsibly
- Be informed before the visit about expectations – by either group leader or Head Teacher

Liaison with Parents/Carers

The more complex the visit or activity, the more information the parents will require. A standard letter is provided (see appendix) which will be suitable for adaptation for many visits but it alone will not be sufficient for some including residential visits.

Essential information should be passed on in writing.

The following checklist should be used to ensure parents are kept fully informed.

CHECKLIST – INFORMATION TO PARENTS

- A list of all potential activities which may be undertaken during the visit
- The educational aims and objectives of the visit
- Name and address of the destination and any other centres to be visited
- An emergency contact point for parents usually the school telephone number is sufficient
- Time and place of departure and return, arrangements for supervision generally and during the designated activities
- Meal arrangements (including those on the journey – packed meals, drinks etc.)
- Details of staff accompanying the children
- Details of other adults accompanying the party – (not named)
- Advice concerning any medical requirements
- Total cost of visit (including date of final and stage payments and the effects of late payment)
- Amount of spending money to be taken
- Method of payment

A checklist of clothing and other equipment needed.

In the case of a residential visit the letter should invite parents into school to discuss the visit in detail and to alert them to the relevant forms which should be completed. It is recommended that this meeting takes place before pupils are fully committed financially to the visit.

CHECKLIST – INFORMATION REQUIRED FROM PARENTS

- Consent for their child to attend the visit – in writing
- How to contact parents or another member of the family in case of an emergency
- Name and address of the child's GP
- Details of the child's health and fitness
- Details of any medication being taken, dosage and frequency
- Details of any known allergy.
- Details of dietary requirements.
- Permission for medication

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Planning Visits.

Whether the visit is to a local park, museum or swimming pool or is a residential visit it is essential that formal planning takes place before setting off.

Planning for the visit should take account of school policy, LA guidelines – including the group leader being familiar with the DFES document – ‘HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS – a good practice guide’

The group leader should ensure that the following tasks are completed as part of the planning process.

1. Gain the Head Teachers agreement for the visit.
2. The group leader should undertake an exploratory visit and ensure the venue is suitable. If this is not feasible the group leader will have to consider how to undertake an adequate assessment
3. The group leader should carry out a risk assessment. A risk assessment (see appendix) of the premises and facilities of any venue to be used for a visit will be undertaken. If the visit involves activities that are to be supervised or taught by any other staff or instructors then evidence of their suitability and qualifications held will be established. Risk assessments for low risk activities will be given to the educational visits co-ordinator at least 2 weeks before the visits. If the trip is taking place in shorter notice, 2 days notice should be given where possible. The Head or another member of SLT (in the Head’s absence) must have viewed and checked the risk assessment before the trip can go ahead. For medium risk activities including residential risk assessments should be given 5 weeks in advance. (The educational visits co-ordinator will forward a copy to the LEA. Every time the children work off the school premises a risk assessment should be carried out by the group leader).

Any visit with a medium or high risk will be reported to the LEA advisor via the EVOLVE system (All staff should have their own log on details)

The group leader should take the following factors into consideration when assessing the risks

- The type of visit/activity and the level at which it is being undertaken
 - The location, routes and modes of transport
 - The competence, experience and qualifications of supervisory staff
 - The ratios of teachers and supervisory staff to pupils
 - The group members age, competence, fitness and temperament and the suitability of the activity
 - The special educational or medical needs of pupils
 - The quality and suitability of available equipment
 - Seasonal conditions weather and timing
 - Emergency procedures
 - How to cope when a pupil becomes unable or unwilling to continue
 - The need to monitor the risks throughout the visit
4. Check any necessary training has taken place
 5. Inform school office if out over lunch time and advise appropriate staff of lunch arrangements (don’t assume people are aware)
 6. Ensure all necessary equipment is available
 7. Organise transport – if booking a coach check it is on the LA approved list.
 8. Any members of staff using their cars should show a copy of their insurance documents to the office to ensure they have appropriate insurance. (If not provided this is not an option)
 9. Prepare and send out letter to parents – see check list. A standard format is available.
 10. Send any information needed to provider
 11. For residential visits organise a briefing for parents
 12. Liaise with supervisors

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13. Ensure contingency plan in place and emergency arrangements
14. Ensure financial arrangements are in place and monies are collected in on time so if necessary the visit can be cancelled. Parents should be given as long as possible to pay for more expensive trips and should be able to pay in instalments
15. Ensure first aid provision is in place
16. Ensure pupils' individual details are taken on the visit
17. Ensure at least two supervisors have a mobile phone
18. Ratios = FS2 – Y2 1 to 6 / Y3 -Y6 1 to 10 / For some local visits we will use the guideline of 1 to 15. Residential 1 to 10
19. All check lists should be filled in and list of children and adults attending on the day and given to the staff in the office
20. Ensure the visit is evaluated after it has taken place and report any necessary adjustments to the educational visits co-ordinator

**Planning checklists should be used in the planning process and on the day as an aide memoir.
(see appendix.)**

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PLANNING CHECKLIST FOR EDUCATIONAL VISITS

Date of visit _____ Reason/type of visit _____

Venue _____ Group leader _____ Year group _____

ITEM	CHECKED	INFORMATION/NOTES Addresses/who/how many	TICK
Agreed with Head			
Accompanying staff			
Any necessary training			
Visited previously			
Transport organised			
Copy of letter to teacher to check before it goes out			
Risk assessment			
Information needed by provider/sent off			
Accompanying parents			
Equipment/Work sheets			
First Aid			
Time of departure			
Time of return			
Individual Needs			
Toilet arrangements			
Lunch arrangements			
Returned consent letters			
Inform any staff who will be affected		<i>For example if trip affects music/dance/PE timetables/Borrowing members of staff/music lessons</i>	
Notes			

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DAY OF VISIT: CHECKLIST

Date: _____ Year group _____

Venue _____

ITEM	CHECKED
Register of children and adults sent to office	
Equipment	
Lunches	
Drinks	
2 copies of class/Group lists – including contact and medical details	
First aid kit	
Sick bags/buckets/paper towels	
Inhalers/medicines	
Cheques/money for venue	
Cheques/money for transport if applicable	
Mobile phone – have you given number to office	
Notes	

Signed _____ Date _____

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Trips and Visits – Initial Booking Form

Teacher/s in charge:Date to office.....

Yr group/class: Pupil nos.:FSM nos.....

Destination:Possible Dates:

Agreed with Head Teacher.....

Mode of travel:

Check with diary for any clash with other trips or events *(Do Not book any trips in Y6 SATS week or Phonics*

Screening week):

Cost to children for travel:

Cost to children for venue :.....

Overall cost to children.....

Subsidy from school [?]:

Initial letter checked by teacher.....

Initial letter sent (date): Reply /Permission slip received:

Contact list [plus medical information] provided by office.....

Any further details/notes :

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Date.....

Dear Parent/Carer,

As part of our *topic work, purpose of visit* this term, *state class/year group* will be going on a visit to
The visit will take place on The visit has been organised by, the group leader is
The visit will be supported by *staff/parents*
The children will (Include mode of transport, route and brief outline of activity
.....

The children will leave school at and return to school for
The children will need to take with them a packed lunch, and a non-fizzy drink in an unbreakable, resealable container (please do not send cans). Please do not let your child bring sweets.
Please make sure your child has a waterproof coat and is wearing sensible shoes and their school uniform.
Please provide a change of clothes and towel. If the weather is likely to be hot please provide them with a sun hat and sun-cream.

Also if your child needs medication, e.g. an inhaler, please make sure they take this on the visit with them.
Please note medication other than inhalers should be given to the teacher with written instructions before the visit. Without this your child will not be able to attend. It is also important that if there are any medical/individual needs your child has that we don't know about already that you inform us. The cost of trip will be _____.

Parents will be welcome to attend, if you are able to come please indicate on the slip below. It would cost
Your child may bring up to ??? for spending money/Your child should not bring any other money with them. The emergency contact for the visit will be the school office. If the visit is unable to go ahead we will *state a contingency plan*.

Please fill in and return the permission slip below by _____ at the latest. If it is not returned by this day your child will not be able to attend.

Yours sincerely,

Teachers names

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Reply slip for bottom of letter

Please fill in and return the slip below it is important that you give us all the requested information.

Name of child Class

I give permission for my child to attend the visit to

My child will be collected by _____

I enclose £

I would like to attend YES / NO

Is there any medical information you would like to inform the school about which is in addition to the information we already hold. YES/NO (If yes please state on reverse)

My emergency contact number for the day of the trip is

SignedParent

Note – on standard letter for residential request permission to administer calpol or other medication

Approved by

The Governing Body

Effective Date

This policy is effective from 2017, To review in 2019.