

Educational Visits Policy

Forms to complete

The following forms should be completed and sent to the office prior to the visit:

- A trip proposal;
- risk assessment, which is available to parents if desired. Risk assessments are often sent by the places of interest in advance, but these may well need to be adjusted to meet the needs of the group, and to include any potential hazards on the journey;
- a letter to notify parents of the visit (pro-forma letter to be found in 'P' drive entitled 'pro-forma for trips');
- checklist.

Clothing

Wherever possible, school uniform should be worn on trips. However, for some activities, alternative clothing may be more suitable.

Packed lunches

If the children are out of school over the lunch time period, the kitchen staff must be informed at least two weeks prior to the visit. Those children who would normally have a school dinner should bring a full week's dinner money on the Monday as usual, as the kitchen will provide a packed lunch and a drink. This is necessary to keep up the kitchen staff's hours.

Informing parents

On each child's Data Collection Form, we ask for parent's permission for their child to take part in activities outside the school grounds, i.e. pedestrian visits to the church, the allotments, Morris Green etc. Without this consent children will not be allowed to leave the school grounds during the school day.

Parents must be informed for any trips further a field. If parents are required to contribute towards the trip they should be informed at least two weeks before the visit takes place, if it is simply consent which is needed then a shorter period of notice will be acceptable. Of course, children without consent will not be allowed to participate in the trip. **In the letter to the parents, the reply slip should include the wording "I wish my child to take part in the activities described on this information sheet. I understand that the school staff in charge of the party will take all reasonable care of the children"**. This is for insurance purposes. All parental letters or consent forms must be seen by the Headteacher or Deputy Headteacher before going out to parents.

Cost of trips

Parents can only be asked to provide a voluntary contribution towards the cost of the trip. This should cover the cost of the trip, however, if a parent expresses a difficulty in paying for the trip then a smaller contribution can be negotiated with the Headteacher. If the cost of the trip cannot be met through voluntary contributions then either the trip will need to be cancelled or the school will need to pay the outstanding amount.

Attendance

If a parent does not wish their child to attend the trip, then alternative educational arrangements need to be made. The child must not stay at home on the day of the trip. Please inform your Unit Leader if anyone is not going on the trip.

Suggested requirements for the ratio of adults to pupils

Foundation Stage	1:4
Foundation Stage & Key Stage 1	1:6
Key Stage 2	1:10

Adult supervision

Wherever possible the children should be accompanied on school visits by both male and female staff. When using the toilet or changing facilities, where possible children should be accompanied by an adult. Staff should use their discretion when considering either of the following options for the use of the toilets and changing facilities. Children must either be supervised when using the facilities or a member of staff must have checked that the facilities are safe to use and remain within the area whilst the facilities are used. Children should be warned before the visit of the procedures for dealing with strangers, i.e. calling out if they feel uncomfortable and reporting any incidents to a teacher straight away.

Teaching assistants

If the visit covers the normal working hours of the TA, then no further action is required. However, if the visit is for the full day then the second part of the day can be taken in lieu at a time to be negotiated with the Assistant Head they work with, either before or after the visit takes place.

First Aid

Please ensure that appropriate first aid is taken on the trip, along with a sick bucket, a bottle of water and tissues. Medicines (which any child keeps in school) should also be taken.

Self-drive vehicles

Employees using their own vehicles for outdoor activities both with and without pupils as passengers must ensure that they are covered by the terms of their own insurance policy for such use. Please ensure that booster seats are used where appropriate. The Headteacher is responsible for ensuring that employees hiring or owning self-drive vehicles and carrying pupils as passengers are competent drivers of such vehicles. All intending drivers, with or without previous experience of driving mini buses or similar vehicles, should arrange an authority familiarisation test under the supervision of the Education and Culture Transport Department.

Overnight visits

Where activities involve an overnight stay in this country or abroad, the Chairman of the Governing Body should be informed. A list of names and addresses of pupils, teachers and other adults taking part in the visit should be left with a member of the SLT who is not participating in the trip.

Please ensure the office is aware of return time and inform them by telephone if there is going to be any change to this time.