



# **Educational Visits** **policy**

**Date presented to Governors: Spring Term 2018**

**Review date:**

**Spring term 2019**

**Signed Ms *S Ward***  
**Headteacher**

**Signed Mrs *F Good***  
**Chair of Governors**

## **EDUCATIONAL VISITS POLICY**

Educational visits are an integral part of the school curriculum, and as such can provide the stimulus for a new topic or can be an opportunity to consolidate a topic that has previously been studied. The number of educational visits each class takes part in will vary. However, each group of children should take part in at least one visit a year.

### **VOLUNTARY CONTRIBUTIONS**

A voluntary contribution towards the cost of each visit will be requested from a child's parent/guardian. NO child will be precluded from taking part in a visit because of their parent/guardians inability or unwillingness to contribute toward the costs. Voluntary contributions must never exceed the total costs of a visit, the school budget will be used to make up the difference.

### **CONSENT FORMS**

No child will be allowed to take part in a visit without prior consent from a parent/guardian. An accurate record should be kept of each child's consent form, which should also indicate whether or not a contribution has been made. In no way should an individual child be directly approached for a contribution towards a visit – instead a general request to the whole class should be made.

Consent forms should be collected by the class teacher and sent to the office for collating.

On no account should the visit proceed until all consent forms are returned to the office

### **PRE-VISIT PROCEDURE**

1. Decide upon place, date and time of visit
2. Seek verbal approval for the visit from the Headteacher
3. Complete official Online LA form with the support of the coordinator
4. Give the relevant information to the office in order to write a parent letter, including:
  - Place to be visited
  - Date and time of visit
  - Purpose of visit
  - Any specific equipment – waterproofs/Wellingtons etc
  - Packed lunch
  - Spending money
  - Number of teachers and helpers involved
  - Transport Company
  - Any other relevant information
5. Inform the Kitchen so that the number of meals for that day can be adjusted – preferably one months notice.
6. Insurance will usually be the Blanket School Visits Cover.
7. A preliminary visit should be made where possible.
8. The day before the visit or earlier, if possible, all consent forms should be checked, any remaining contributions collected, confirm travel arrangements and coach sizes with transport company.

**ADULT : PUPIL RATIOS**

The staff:pupil ration must be correct:

FS1 – to be accompanied by a parent or carer (plus 1 qualified teacher and 1 qualified paediatric first aider)

FS2 – 1:5

KS1 - 1:6

KS2 – 1:15

(1:1 TAs do not count as part of the ratio numbers)

There should be a trained paediatric first aider on each educational visit

**FINAL BRIEFING**

Before beginning the visit parent volunteers should be reminded about:-

- The itinerary for the day
- Safety procedures on and off the coach
- Moving the children in either two or single lines throughout the day and strategic points.
- Reminded of the need for constant vigilance. If they see a potentially dangerous practice they should act immediately to stop this and then inform the teacher.

**BEFORE LEAVING SCHOOL**

A child will not be allowed to participate on the visit until a consent forms has been returned to the office

The office must be made aware of:

- How many children are on the trip
- How many adults are on the trip
- Any absent children
- Mobile telephone numbers of trip leaders

All children must have a packed lunch and drink (if required)

All children must have suitable clothing (sun hat, rain coat as required)

Staff should ensure they have

- a basic first aid kit
- wet wipes
- sick bags
- school telephone number

**WALKING**

- Adults must wear hi-vis jackets
- Children should walk in pairs
- They should only walk on designated footpaths
- When crossing roads, adults should find a sensible place to cross and control the traffic as required
- Visits should be planned so children are not walking in areas of busy traffic, in the dark, in inclement weather

### **COACH TRANSPORT**

- An adult must board the coach before the children
- Children must be counted onto and off the coach
- Coaches should be filled up from the back forwards, unless there is a child who suffers from travel sickness, and in this case a seat towards the front of the coach should be allocated
- Children must have their own seat and be secured with a seat belt.
- Children should not sit on the front seats of a coach
- Adults should be spaced out along the coach
- Disembarkation should start from the front seats. There should be an adult stationed at the foot of the steps to help children off the coach, and other adults positioned at appropriate places for the children to line up next to.

### **SUPERVISION**

It is the duty of the group / class leader to issue instructions, check head counts regularly etc.

Each class group and assigned volunteers should remain together at all times

Groups should always be in sight of the group / class teacher

Younger children will be given a wrist band to wear with the school contact details printed on.

### **MEDICAL MATTERS**

Prior to the visit, it is the responsibility of the staff to make themselves aware of any medical issues within their class.

**Asthmatics** Those asthma sufferers taking part in the visit should take their inhalers with them on the visit. These will be held by a nominated member of staff or the child themselves.

### **FIRST AID**

School first aid bags should be taken on board each coach used for the visit. A basic first aid kit for each class group should be carried by a nominated member of staff/adult helpers.

### **CONTACT SYSTEM**

To be used in case of breakdown or delay. Teacher in charge rings into school. The office then contacts parents. In case a parent cannot be contacted, the office is informed and will leave a message with grandparents or friends. Staff will also carry emergency contact numbers with them.

### **BEHAVIOUR**

All children are expected to demonstrate high levels of respect and responsibility throughout the visit. The parent letter will remind parents of this expectation. Any child whose behaviour falls short of this expectation, and are presenting either a danger to themselves or to others, will be returned to school. Parents will be made aware of this decisions and the arrangements for their return.

If a child has persistently displayed extreme behaviours that present either a danger to themselves or to others prior to the visit, a decision will be made – in consultation with parents – as to whether the child will be allowed to participate in the trip.

This policy should be read in conjunction with the:

Discipline Policy

Supervision Procedure

Safeguarding policy.