

## SWINTON QUEEN PRIMARY SCHOOL

### POLICY STATEMENT FOR VISITS

Co-ordinator: Mrs S. Joyce

- a. The teacher will consult with the Headteacher with regard to the suitability of the visit, i.e. I would like to go to .....
- b. The teacher will then go on a preliminary visit (unless another teacher has been in the last two years). If the venue is suitable and safe, the teacher will make a provisional booking and provisionally book the bus. They will carry out a risk assessment and complete the on-line risk assessment form on the Evolve site. This will be submitted to the Headteacher or LA asking for permission. A costing analysis should also be completed and passed to the Headteacher.
- c. If permission is granted from the Headteacher or LA, the teacher will plan the itinerary for the day or half day. Teachers will then prepare a letter to go to parents with a permission slip.
- d. The children will be then grouped with an adult:  
The official pupil-teacher ratio is 1:10, however we always try to make groupings of 1:6 and 1:4 in the Foundation Stage. Where possible the teacher will not have a group and will act in a supervisory role and interact with all the groups. He/she will then also be free to deal with any emergency that arises.
- e. Volunteer helpers, who have been police checked, will be asked if they wish to accompany us. They are to be asked in the following priority order:-
  - i) Employees, i.e. dinner ladies, caretakers, Teaching Assistants.
  - ii) Students working in school.
  - iii) Parents or other helpers who come in to the classroom on a regular basis. As far as possible a parent will not be given the group which contains their own child.

NB Only the adult approached may come, they may not send a substitute.

- f. A letter will go to the parents for permission and a list of groups and helpers will be displayed in the classroom the day before the visit.
- g. Parents must sign the permission slip which includes an emergency contact number or the child will not be allowed to go.
- h. Children will be asked to wear suitable and safe clothing and footwear for the visits.
- i. Children receiving free school meals will have an individual packed lunch provided by school but will need a carrier bag or back pack. If their parents wish to provide their own, or extra food, they may do so. All the other children will need their own packed lunch in their back pack or bag. No fizzy drinks, no glass bottles or cans. Screw top plastic bottles are best.
- j. Children will have individual seats and they will remain seated at all times. Only coaches with seat belts will be used.
- k. A maximum amount of spending money will be allocated by the teacher, as they will have looked in the gift shop to see how much small gifts cost. If any children bring too much money, it will be kept by the teacher and returned to the parents.
- l. All teaching staff are qualified emergency aiders. On the coach there will be first aid equipment.
- m. On return to school all children must return to their classroom. This is important for the teacher to make sure all the children have returned safely and with all their belongings. Parents should wait in the playground and not on the pavement where children are alighting from the buses.
- n. Any parent who has difficulty in paying for the visit should see the Head Teacher and arrangements will be made to help.
- o. All our visits are educational and are designed to help the children to work from first hand experiences. If the parent does not wish their child to go on the visit, then the child must stay in school. The child must attend school and will take their work with them to another class where they will be supervised by another class teacher.
- p. "Treat" visits may also be arranged as part of our positive behaviour reward system and will follow the same procedures.