



Educational Visits Policy

June 2018

Rationale

The Governors of Eastburn Junior and Infant School believe that all children should have opportunities to go on educational visits. These visits are always planned as part of the school curriculum, and are highly valued. The visits enhance the learning experiences by providing:

- a stimulus for further research, discussion or class work;
- development of each child's social and independence skills;
- an opportunity to broaden their horizons;
- knowledge and understanding of the wider world.

For these reasons the school organises a wide variety of educational visits. This policy informs the school community of the arrangements and requirements which must be in place for school visits to be undertaken.

Range of visits

The school organises a wide range of visits including:-

- walks around the local area to study the environment of the immediate vicinity;
- visits to other schools;
- visits to places further afield i.e. Cliffe Castle etc;
- Residential visits, for example a four day visit to High Adventure.

Approval requirements

In general terms, the Governors have devolved the approval of school visits to the Headteacher who takes the ultimate responsibility for the management and organisation of school visits.

Upon admission to the school, the school informs parents that frequent off-site activities occur and that all pupils are expected to take part in these activities. In addition, parental consent is sought when visits requiring transport are planned in advance and parents are required to sign a consent form. If the slip is not returned, parents are contacted and consent is sought by telephone. If consent is not given the child remains in school.

Residential visits overseas and visits where water activities are put to the full Governing Body for approval well in advance of trips taking place.

Governors

The Governing Body will keep this policy under review and ensure that they are kept updated on the provision of school visits and any issues arising from visits (usually via the Headteacher's report). They will endorse the Headteacher's approvals and approve any residential visits (in consultation with the Headteacher and taking into account that all risk assessments are fully carried out).

Headteacher

The Headteacher will keep the Governing Body informed and will act as Educational Visits Coordinator – ensuring that visits are properly managed and organised and liaising with staff on review and monitoring procedures. They will ensure that all staff, supervisory assistants and volunteers are appropriately competent and DBS checked as required. In the absence of the Headteacher the Deputy Headteacher will take responsibility for these procedures.

Teachers

Teachers will seek approval for each visit (except local trips covered by the initial parental consent) and liaise with office staff to inform parents by letter to gain parental consent; plan the visit and pupil groupings; carry out risk assessments and complete appropriate forms; make suitable arrangements for children with SEND; make arrangements with the kitchen staff for packed lunches; ensure that sufficient staff / volunteers are available for supervision; arrange transport and ensure that voluntary contributions have been collected. During the visit one teacher will be group leader and responsible for contacting the school in the event of an emergency.

First Aiders

The First Aiders will advise teachers on completing their first aid boxes. A first aider will accompany classes on visits out in the local area.

Administrative Staff

The administrative staff will support and advise the teachers, support liaison between staff and parents, provide photocopied letters / parental consent forms and deal with financial issues (e.g. collection of "trip monies", payment of bills, keeping appropriate records, arrange insurance cover and be the first point of contact in case of emergency).

Other Adults

Volunteers will liaise with the teachers and ensure that the teachers have given them a full programme and a list of their children. They will ensure the health and safety of their allocated group at all times.

Procedures

When a visit is planned it is expected that the following procedures will be followed:

- approval sought from the Headteacher and an initial planner is completed;
- date is booked, transport is booked, financial arrangements made and School Kitchen and Administrator informed;
- parents are informed in writing and parental consent gained (where appropriate);
- risk assessments are carried out and special arrangements for pupils with SEND and medical conditions are noted;
- pupil groupings are planned so that supervisor / pupil ratios are satisfactory;
- all concerns and issues are discussed with the Headteacher or a member of the Senior Leadership Team prior to the visit;
- on the day, children are regularly counted and supervisors are responsible for their particular group as indicated by the teacher in charge;
- the teacher will keep his / her mobile telephone switched on and will contact school immediately if a problem / emergency arises, e.g. late arrival of coach, first aid treatment needed etc. The Headteacher will advise the teacher on the course of action to be followed and inform parents;
- on arrival back at school accident forms will be completed if necessary, the First Aid box will be returned and replenished as necessary and a review of the visit will be carried out in case future action needs to be taken.

Emergency Plan

The school has been carrying out school visits for many years with no major emergencies. It is envisaged that, should an emergency arise, school staff will use their initiative to take appropriate action and act 'in loco parentis'. Staff will communicate any such emergency directly with school and a member of the Senior Leadership team will liaise with staff and parents.

A policy such as this cannot cover every eventuality and it is expected that every visit is well organised and managed, with full risk assessments completed, to ensure high levels of safety for all our pupils.

Appendix 1

Events Planner and Risk Assessment

The following procedures must be followed for **class trips, small group trips, whole school events and visitors into school**. The guidelines are written specifically with class trips, so some aspects may not be appropriate for all events. Whatever the type of visit, the safety and supervision of children is paramount. This can only be achieved through carefully planning, preparation and adherence to school policy and practice.

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<p>Trips must be planned at least four weeks before the trip takes place (excluding local trips which must be planned at least one week in advance). Before completing the Initial Trip Planner, consult the diary – no more than two trips or events should be planned on any day. For events which take children from a number of classes, staff must be informed of the children involved. If approved, add the event into the main diary using one of the Trip / event booking stickers.</p>	<p>Complete the Initial Trip Planner and give to SLT for signing off</p>	
	<p>Add the trip / event into the main diary</p>	
<p>Meet with the Administrator to organise a letter to children, any payments and bookings. At least three weeks before the trip, complete a Packed Lunch Order Form and hand into the kitchen. It is a good idea to make a list of the children who ordered a packed lunch and what they ordered for use later.</p>	<p>Complete a Packed Lunch Order Form</p>	
<p>Complete a Risk Assessment for the visit. Risk assessments must be signed by a member of the SLT at least two weeks before the trip takes place. Residential and visits involving dangerous sports and activities e.g. canoeing must be approved by the full Governing Body and therefore completed in time for scheduled meetings. For trips where more than one distinct activity will take place e.g. residential, a separate risk assessment form is required for each activity.</p>	<p>Complete a Risk Assessment form</p>	
<p>Arrange staffing. This should be done as part of the risk assessment, therefore should be done two weeks before the trip. Staff must negotiate their own staffing. Parents may be used – they do not require CRB checks as they must not be left alone unsupervised with children. School staff must not be taken if this impinges upon previously organised cover e.g. PPA, management time; unless staff rearrange this amongst themselves without detriment to the cover commitment of any individual.</p>	<p>Check the Staffing Ratios for School Visits guidelines</p>	
<p>A week before the trip: Begin collating and checking permission slips Ask the administrator for any cash / cheques you may require for the day Begin collecting medicines / inhalers etc if appropriate</p>		
<p>On the day of the trip: Collect packed lunches and any remaining medicines. Obtain and check first aid equipment Complete the Final Trip Planner and hand into the office Hand in a class list to the office – indicate clearly any children absent (A); children who are in school but working in another class (e.g. 1CC); children who are on the trip (V). For small group trips, ensure that the class teacher has a list of children who will be absent from their class. Take a copy of the Final Trip Planner and the Risk Assessment with you.</p>	<p>Complete the final trip planner</p>	
	<p>Complete class list / group list sheets for the office / class teachers.</p>	

Initial Trip Planner

Year group:

Proposed event / trip to:	
Date of proposed event / trip: (diary must be checked, and there must be no more than two year group or school wide events on any one day)	
Timings of the proposed trip / visit:	
Which classes / children does the event / trip involve?	
Does the event require space in school?	
If space is needed, have you checked availability and preliminarily negotiated space if being used?	
Which members of staff are likely to be going on the trip?	
How will children travel to the venue? (if applicable)	

SLT approval:	Name:	Position:	Date:

Packed Lunch Order Form

Please complete and return to the kitchen **at least three weeks** before the trip or event takes place.

School:	Eastburn Junior and Infant School
Class/Year:	
Date required:	
Time required:	
Total number required:	
How many meals less? :	
Special requirements i.e. dietary/allergies	

	Number of sandwich packs required:
Sandwich Pack A: Cheese sandwich, cuplet, confectionery, fruit	
Sandwich Pack B: Tuna sandwich, cuplet, confectionery, fruit	
Sandwich Pack C: Egg sandwich, cuplet, confectionery, fruit	

Assessment guidance

<p>Likelihood</p> <p>1 Very unlikely - 1/1,000,000 chance 2 Unlikely – 1/100,000 chance 3 Fairly likely – 1/10,000 chance 4 Likely – 1/1,000 chance 5 Very likely – 1/100 chance</p> <p>Consequence</p> <p>1 Insignificant – no injury 2 Minor – minor injuries needing first aid 3 Moderate – may require absence from school up to 3 days 4 Major - may require absence from school for more than 3 days 5 Catastrophic – death</p>	17-25	Unacceptable – Do not continue with the activity and make immediate improvements	5	10	15	20	25
	10-16	Tolerable – Look to review with a specific timescale	4	8	12	16	20
	5-9	Adequate – Look to improve at the next review	3	6	9	12	15
	1-4	Acceptable – No further action, but make sure controls can be maintained	2	4	6	8	10
			1	2	3	4	5

Final Trip Planner

Venue / travel details

Name and address of venue: Telephone:	Name and address of travel provider: Telephone:
Departure time:	Estimated return time:

Staffing details

Lead staff member:	Additional staff: First aider:
Contact telephone:	Additional contact telephone numbers:

Student details

Final number of students :	Names of children absent:	Names of children remaining in school:
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Final checks

Collected packed lunches?		Left a class list and final trip planner at reception /with the class teacher?	
Collected medicines?		Taken a copy of the risk assessment and final trip planner on the trip.	
Obtained and checked First Aid?			