Educational Visits Policy - June 2019

Anna Stevenson is the designated teacher with responsibility for educational visits.

1. Any visit should be part of the delivery of the National Curriculum or the Early Years Foundation Stage curriculum and should be undertaken for educational purposes.

2. The financing of visits for all Infant Classes must be made through Tuccasi and recorded under a separate named trip account.

3. The Governors have agreed a charging policy stating that all parents may be asked to at least make a contribution. Our pupils enjoy regular educational visits and where possible, the school may pay for transportation costs. Parents will be asked for a voluntary contribution towards any admission cost. Should there be insufficient voluntary contributions collected some visits may have to be cancelled.

4. Staff should visit sites beforehand to ensure that there is an awareness of any Health and Safety issues, and that they acquaint themselves with relevant ‘domestic’ arrangements. If the venue to be used is not one for which the LA has responsibility, then staff should check that a risk assessment has been carried out by the owners. Risk Assessments are reviewed on the day and amendments made.

5. Written consent must be sought from parents/carers before any visit is undertaken. Children are NOT allowed to participate without this.

6. Children should be well briefed before any visits take place and the same high standards of behaviour and courtesy must be expected as if the children were in school.

7. Whilst on a visit one adult will have overall responsibility - this is agreed with the Headteacher before the visit takes places.
8. **Supervision**: the level of this depends on the age group and is described as follows:--

a) **Nursery Classes** – 1 adult: 3 children.
For under 5s the ratio of 1 adult to 2 children will be adopted in hazardous situations, e.g. visits to water, busy shopping and traffic areas.
A ratio of 1:3 should be acceptable in normal situations.

b) **Reception Classes** – 1 adult: 5 children.
Specifying an appropriate ratio for reception classes is particularly difficult. However, the higher ratios of adults to pupils should be used for activities which:-
- Involve younger children or those who are less sensitive to danger.
- Involve exposure to greater hazards (e.g. adjacent to water or near traffic);
- Involve fewer trained adults (i.e. depend on volunteer helpers with limited experience).

c) **KS1 Classes** – 1 adult: 6 children.

It should be noted, however, that the Local Authority’s advice should not be seen as encouraging the involvement of very young children in hazardous activities. The Educational benefit of an activity is unlikely to justify exposing young children to especially hazardous locations.

**Lunches**
The school will provide a packed lunch for children in Reception and Key Stage (KS) 1. No nuts or fizzy drinks should be included in packed lunches.

**Risk Assessments**
Risk assessments for all aspects of the visit must be created and approved by the Educational Visits Coordinator a week before the visit is scheduled. The Risk Assessments should also be reviewed on the day of the trip. Elite Safety Ltd are commissioned by the school to create and approve risk assessments.

**First Aid**
There should be a qualified first aider on the visit, this can be a staff member who has either a First Aid at Work certificate or a Paediatric First Aid certificate. A First Aid kit, sick bags and children’s individual inhalers, epipens and/or medicines should be checked the night before and taken on the visit. For overnight residential trips, written parent consent should be sought for any additional medicines to be administered not normally known to the school. See Medical conditions and Medicines in School Policy, for further advice.
Use of E-Visit and meeting time scales
The Visit Leader should plan and submit their Educational Visit one month before the visit takes place. The EVC will check the content and submit the information to the Head Teacher to approve. For visits involving adventurous activities, submission of the visit, via E-Visit, to the Local Authority should be carried out and any feedback or advice acted upon.

Volunteers
The school will appoint volunteer helpers as far in advance of the visit as practical, and will provide opportunities for those volunteers to meet the pupils, learn their names and get to know them.

The school retains the right to decide which volunteers accompany a visit, as not all volunteers may be suitable.

Transport
Where coaches are used, seat belts must be provided for all seats and each child must wear one. It adds that the visit organiser is responsible for the conduct and behaviour of the children while they are travelling.

The policy also says that where public transport is used, an increased ratio of adults to pupils must be considered, and the children must be closely supervised.

Emergency procedures
Visit leaders must identify a contact in the school who is responsible for emergencies. This emergency contact should have access to all the details of the visit, including the itinerary, venue details, and names of all the participants (including staff). Visit leaders and the emergency contact in the school should also have access to the local authority’s procedures to be followed in the case of an emergency.

To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

This Policy will be reviewed on a bi-annual basis.

Policy reviewed by Governors June 2019
Next review due June 2021

Signed........................................... Chair of Governors Dated.........................
Signed......................................   Head Teacher   Dated......................................