Farnborough Road Infant school
Educational Visit Policy
‘Learning, Caring and Achieving Together’

Introduction
At Farnborough Road Infants School we work hard to provide a broad and balanced curriculum for all our pupils. Visits and outings are viewed by the school as a way of contributing to the breadth of the curriculum we provide and help make the curriculum relevant to the pupils. All visits must be planned to fit in with the planned curriculum and must be planned well in advance at the beginning of the school year to fit in with overall school arrangements.

The Headteacher must be informed of all trips prior to any booking being made. Governors will also be informed of visits that are due to take place.

Local Outings
There may be times when a teacher wishes to take their class out of the immediate school grounds to enhance curriculum work.
If staff wish to walk around the local area then they must check that all pupils have had the permission signed by parents giving authority for this activity.
There must be at least two other adults to accompany such a walk. Staff must never under any circumstances take a whole class out by themselves.
Always inform the Headteacher if you are planning such a walk and the times you will be leaving and returning to the school site.
If you wish to visit a specific place (e.g. St. John’s Church, Liverpool Road Methodist Church) within the local area the same rules apply but staff must also have made contact with the place they intend to visit beforehand to check whether it is possible. Thank you letters afterwards either from the whole class or from one or two are a courtesy that should be observed.

If you wish to visit somewhere further a field then staff must follow the procedures.

Planning
1. The member of staff responsible for organising the visit informs the Headteacher.
2. Contact the place you wish to visit to establish the cost of entrance, times available, supervision required, any special clothing and whether or not a guide/teacher will be available at the place. First Aid facilities must also be checked and included into any Risk Assessment conducted by staff.
3. A visit to the place to check on its suitability for visiting pupils.
4. Office staff to contact a travel company (it is often best to get two or three quotes and compare prices if possible) to establish the cost of transport there and back.
5. Confirm arrangements – date, times and price – in writing to the place you’re visiting and to the travel company.

Finance
The School is covered under the Personal Accident Insurance Policy for school trips so there is no need to collect money from children for insurance cover.

All correspondence must be sent to the office as soon as you have noted the details.

When you pay ‘on the door’ at a place you are visiting you will need to take a pre-signed blank cheque from School Fund. A receipt must be obtained and hand it in to the school office on return.
Parental Information
The member of staff responsible for organising the outing must arrange to send home a standardised letter to parents, detailing times and dates of visit, activities it will involve and cost. The letter asks for 'voluntary contributions'. Children cannot be excluded on the grounds of non-payment (this information is also included in the schools prospectus).
If insufficient money is received the visit may have to be cancelled. Be sensitive to the needs of individual pupils when asking if they are going to pay. In cases of known hardship school funds will bear the cost.

Organisation and Staffing
The teacher responsible for organising the outing must ensure that procedure has been followed and is responsible for ensuring that risk assessments are completed and checked.
In the event of the person organising the outing not going a group leader for the day must be appointed and made known to all adults helping on the outing. They are responsible for ensuring that all items on the checklist are ready prepared for the outing.
Staff must ensure that they have appropriate adult help on their visit (ratio at least 1:10). A member of the school staff must be nominated as the First Aider and will, if necessary accompany a child to hospital to await parents and the school representative if required.
NO CHILD must ever go on a visit without having brought a signed consent slip from home. The consent slip is part of the original standardised letter and, regardless of payment, MUST be returned before that child is allowed to go.
Keep all consent slips until well after the event is over.
Risk assessments need to be completed for any outing off the school premises. Staff need to ensure that these are done well in advance of the day (see risk assessment template).
Completed risk assessments need to be given to the Headteacher, Office Manager, all staff and volunteers.
Outings and risk assessments will be evaluated by staff at the next year group meeting following their return from the outing. The outcomes/evaluations must be shared with the Headteacher at the SLT Curriculum meetings.

Expectations of Pupils and Parents.
Prior to pupils and parents leaving the site the teacher must remind pupils and their parents about safe conduct and any rules that may need to be applied e.g. walking with partner holding hands, ensuring all seat belts are fastened, staying with class teacher etc.

Emergency Procedures
The school has agreed generic emergency procedures that cover all outings which must be followed in case of emergency. Key Stage Leaders are responsible for ensuring that all staff and volunteers are familiar with these before any outing from school.

Conclusion
Taking children out of school is often taken for granted as a normal school activity. If anything goes wrong however, all responsibility lies with the school.
All visits are potentially hazardous. Pupils must be supervised at all times on a visit and must never be let out of their supervisor’s sight.
Teachers forfeit the right to a lunch break on day long visits. You are in ‘Loco Parentis’ the entire time.

This policy will be reviewed regularly.
Updated October 2016

Signed Date Headteacher

Signed Date Chair of Governors