



Educational Visits Policy

Ratified: Summer 2016 Reviewed: Every 2 Years
Next Review: Summer 2018

Visit Aims: Visits must be led by an employee of St Margaret's C of E Primary school or the LA who has, at the very least, assisted in leading a similar visit before

Before the visit

Agree the trip in principle with the head teacher/HOS first. Identify possible dates and the cost per child for the entire visit, including transport, entrance fees, additional costs, i.e. helpers. Ensure that the trip is financially viable.

To use public transport in Greater London ring 'Transport for London' 020 7918 3954 who offer free travel for school parties on London Buses, Underground, Tram link and Docklands Light Railway to cultural destinations. (Website: www.tfl.gov.uk/school party).

- Make a personal familiarisation visit to the location prior to the school visit.
- Carry out a health and safety Event Specific Risk Assessment Form (EV5).
- Complete Educational Visits Checklist (EV1)
- Draft a letter to parents, which should include: the itinerary, safety procedures, form of transport, all activities and cost so that parents are fully aware of any likely risk of the visit so that they consent or refuse on a fully informed basis. Before the letter is distributed it must be seen by the Head Teacher, HOS or Educational Visits Co-ordinator. If the trip is expensive it may be necessary to obtain the commitment of voluntary contributions from parents before it is booked. All letters should contain the wording "if insufficient financial contributions are received, the trip may be subject to cancellation".

Letters should have a tear off permission slip that reads:

"I give permission for my child To take part in I have read and understand information about the visit. I enclose my voluntary contribution".

In the case of sports fixtures it should read:-

"My childis able to play in the match (at.....) on
I have read and understand the information in the letter and give permission for my child to take part"

A copy of these three documents should be given to the EVC as soon as possible.

Standard Procedures

-Inform the Office Manager of the trip and write the date in the Office Diary. The office will book an approved coach/or organise free public transport if asked.

-Send permission slips to the office with a copy of the class register clearly stating the location and date of the visit. Any payment to be made on ParentPay.

-Confirm bookings a few days before the visit and inform the office who will provide a first aider with the first aid kit! All visits should have a responsible adult with a good working knowledge of first aid.

-The office needs to have the itinerary, venue details, names and emergency contact numbers for all participants including staff and helpers and EVA form. Collect a completed EV1 form from the office.

-For residential, overseas or visits involving an adventurous activity, an LEA Approval Form must be completed online by the EVC or (Head teacher)

-When an external provider is used, the LEA form must be completed (EV4)

Further information and definitions of the above types of visits are available in Requirements for Educational Visits 2005. This document is available from the Head teacher/HOS or the EVC or the School Improvement Contractor's Intranet.

Staffing ratios

Staffing ratios are not prescribed. The LEA procedure recommends that there is an appropriate supervision level at all times and that this level has been approved by the EVC, Head teacher and Governing Body

This procedure also states:

"The LEA does not stipulate specific ratios as all visits vary according to the level of supervision for a visit and must be based on risk assessment which will be determined by such factors as:

- a) the type, level and duration of the activity
- b) the nature and requirements of the group
- c) the experience and competence of staff
- d) the venue, time of year and prevailing/predicted conditions
- e) the likelihood and consequences of any reasonably foreseeable changes (**Plan B**)
- f) type of transport used

The DFES states that as a general rule the ratios for local visits in normal circumstances might be:

1:6 for Years 1-3 (higher for under 5's/reception)

1:10/15 for years 4-6

Consult with the SENCO with regard to the level of supervision for children with SEN.

On the visit

-Ensure that all adults and pupils know of any health and safety precautions/restrictions/ arrangements that have been made. (Adults and children should be shown and sign the EV5) Adults must receive written instructions and a written list of pupils in their care.

-All adults must have clear information of what to do in an emergency. The visit leader must carry an EV7 out of school hours and the school's version, available from the office, during school hours.

-Ensure that you can contact the school and that the school can contact the school party. (The school has a mobile phone that can be used. Check that it works before you leave!)

-Ongoing risk assessment should take place throughout the visit by all staff and helpers as circumstances change and where appropriate activities should be modified or curtailed. Keep school informed of the changes regarding timings.

-Any accidents/illness need to be recorded and information be given to the EVC/Office Manager on return to school. Parents need to be informed of accidents and the first aid given.

-If remote supervision is to be allowed it must take into account prior knowledge of the maturity and level of responsibility of the pupils concerned, the venue, conditions, the activity taking place, prior training and the competence of the staff concerned. Children need to know where to find an adult if necessary.

After the visit

-A proper debrief should take place, if possible with the EVC. This should take place within a week of the visit. You should identify what went well and points to be considered in the future.

-The final section of Educational Visit Checklist should be completed

Generic Risk Assessment for School Sports Trips

A letter will be sent to parents/carers re: Aims of the visit; required clothing/footwear; Arrangements for the journey to/from venue; Parental expectation; A Plan B will be detailed. Children are expected to listen to all instructions and respond, especially in the case of Plan B.

-Children will carry their own asthma pumps.

-A first aid kit will be carried by an adult. The emergency procedure card will be carried by the adult in charge.

-On buses: where available, seat belts will be worn

-No standing up

-Children should listen to instructions.

-Low noise levels need to be maintained

-Children will follow instructions for moving through the street: lining up in the street; walking along the street; pedestrian/traffic awareness.

-Teacher in charge will have the return slips with home and emergency arrangements.

-Children will wait for their named parent/carer to collect them.

Except in the case of **dismissal the term 'Head teacher' refers to the Executive Head and the 'Heads of School'. The power to dismiss is vested in the Executive Head teacher.*