



Educational Visits Policy

Kington St. Michael C.E. Primary School

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Reviewed by:	Full Governing Body

In the interests of providing the children with a variety of first-hand experiences to support their learning, Kington St Michael CE Primary School (KSM) regularly organises outings and educational visits. These may involve activities ranging from walking to the local church or visiting establishments further a-field. For all of these visits, parents are required to give their permission for their child to be involved, and teachers organise bookings, transport, helpers, etc. to ensure the safe and smooth running of such outings.

In order to maintain consistency in this procedure, the Administration Officer is nominated as the Educational Visits Coordinator (EVC). The role of the EVC is:-

- To monitor out-of- school visits
- To keep a log of local trips
- To ensure leaders of trips are aware of, and comply with, Local Authority guidelines
- To ensure that visits meet LA's Health and Safety requirements including those of Risk Assessment
- To provide systems to ensure that parents are fully informed of the full details of the educational visit
- To keep records and reports of accidents and near accidents during visits
- To approve visit requests through the Evolve website (Wiltshire Local Authority)

LEGAL RESPONSIBILITIES:

Local Authorities in their role as employers are responsible for the actions of their employees while in their employment.

Governing bodies are responsible for the general conduct of the school.

The Head teacher is responsible for ensuring that the LA's and Governors' policies are carried out and that activities out of school are properly planned and supervised with due regard to pupil safety at all times.

Teacher organisers are to act 'as a responsible parent' in looking after the pupils in their care during the visit.



RISK ASSESSMENT:

KSM has a duty of care to employees and pupils alike. Those responsible for the day to day running of our school ensure, as far as reasonably practicable, the health, safety and welfare of any person put at risk through school activities such as visits.

Through the procedure of Risk Assessment we aim to:-

- Identify hazards
- Identify potential incidents/accidents
- Gauge the level of risk
- Establish which groups of people are at risk
- Gauge the adequacy of any existing precautions
- Assess whether additional control measures are necessary to reduce the risk
- Prioritise resources where they are most needed

All Risk Assessment procedures will be overseen by the Educational Visits Coordinator, and completed on the Evolve Website. The EVC will not be responsible for the planning and delivery of educational visits but will be involved in the management if these visits led by school staff. Total elimination of risk is not always possible. We aim to introduce or reinforce measures that will reduce any risk as far as reasonably possible.

SUPERVISION:

There must be a minimum ratio of: 1 adult per 10 children on residential trips and KS2 trips, and a ratio of 1:6 for EYFS to Year 3. We usually aim to achieve a smaller ratio of 1 adult to 6 children in order to gain the best value from the visit. A minimum of 3 adults must accompany a class on every visit.

All adult helpers (including Teaching Assistants) should be issued with a list of the children in their group and any information, instructions or guidance regarding the visit. (See appendix).

Safety instructions are particularly important.

In line with current advice on DBS clearance, parents helping on trips are not required to undergo clearance procedures.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS:

We make every effort to include children with special educational needs and/or physical disabilities in all out-of-school trips. If children with particular needs are involved in a school trip, particularly disabled pupils, there must be a suitable adult in the party to supervise them. It may be a teacher, teaching assistant or member of the pupil's family. Facilities for these children must be checked prior to the visit. Risk assessments may need to be in place for specific pupils who have additional needs.



CONSENT / DONATIONS:

The parents will be informed of the visit in advance and will be required to sign a form giving their consent for the child to take part in the visit. Parents may be asked to give a voluntary donation to cover the cost of the visit and if this is not forthcoming, the visit may have to be cancelled. We do not discriminate against individual children.

Parents are asked to sign a form when starting at KSM giving their consent for their child to be taken out of school to visit local areas (e.g. Church, village walk, etc.)

PLANNING FOR AN EDUCATIONAL VISIT:

It is the responsibility of the leading teacher(s) to ensure the thorough organisation of any visit. The appropriate documentation should be verified by the Head teacher and EVC before the date of the visit. (See Appendix)

Residential visits take more planning. Parents' meetings need to be held and a variety of forms need to be completed. Governors are required to approve such trips and should be kept informed of progress.

Staff must prepare their class for any trip by explaining expectations and safety.

GUIDANCE FOR THE PREPARATION OF AN EDUCATIONAL VISIT

TEACHER RESPONSIBILITIES

- Check the availability of the chosen location (preferably at the beginning of school year for all trips that year)
- Assess possible date of visit to ensure that it does not clash with in-school events, music lessons or sports coaches
- Complete a proposal form and present to EVC (Educational Visits Coordinator) (at least 6 weeks before trip)
- To not book trips if lunches have already been ordered
- Await approval from EVC
- Carry out a pre-visit
- Check toilet facilities
- Check lunch facilities (especially in case of wet weather)
- Check shop facilities – do the children need to take money?
- Are there guided tour/activities available?
- Arrange for the required number of adult helpers (2 weeks before visit)
- Prepare guidelines, instructions and group lists for adult helpers
- Carry out and compile a risk assessment

EVC RESPONSIBILITIES

- Check costing for children and adults
- Check coach firms for prices and availability
- Make appropriate bookings (at least 6 weeks before visit)



- Advise the school meals provider if any children require a free packed lunch and cancel lunches for those children who usually have cooked dinners (at least 4 weeks before visit)
- Are you taking milk with you? If not, cancel the milk order (at least 4 weeks before visit)
- Cancel music teachers and sports coaches

LETTER TO PARENTS:

This should include:-

- Location for the visit
- Purpose (learning objective) for the visit
- Date and timings for the visit
- Suitable clothing to be worn
- Packed lunch and drinks (not in a bottle) if needed
- Maximum spending money, if relevant
- Suggested amount for a donation towards the cost
- Consent signature

ITEMS FOR THE VISIT:

- First Aid kit
- Sick bags or bucket
- Paper towels
- Sand/sawdust/newspaper
- Change of clothing for boys and girls
- Milk and straws if applicable
- Packed lunches from kitchen if applicable
- Entrance money (cheque) from the Admin. Officer
- Any extra cash needed for extras (ice-cream, etc.)
- Inhalers/medication
- Black plastic bag for rubbish
- Container of clean water for washing faces/fingers
- Complete list of all pupils on the visit with contact details
- Mobile phone for emergencies
- Camera



EDUCATIONAL VISIT

Place(s) to be visited:

Reason for visit / educational aim:

Date:

Time: Departure

Return

Cost:

Leader(s):

Other accompanying adults:

Number of children:

Year group:

Transport arrangements:

Check list:

- Site checked
- Coaches booked
- Letter sent out
- Adult helpers invited
- Consent forms returned
- Money collected
- Kitchen informed about lunch
- Milk?
- First aid / spare clothing
- Medication



KINGTON ST MICHAEL CE PRIMARY SCHOOL

EDUCATIONAL VISIT TO

Guidelines for adult helpers

1. Attached is a list of the children in your group. Please help them to be responsible for their own coats, lunch-boxes etc.
2. All children to go to the toilet before they get on the coach (before and at end of trip)
3. The children have been reminded to stay with you at all times. They should **not** go off alone. After visiting the toilet they should return to where you are waiting for them. Please remain vigilant and aware of the children in your group at all times.
4. Your own child will not be in your group. Please allow the adult with your child's group to look after them. If you are worrying about your own child, you will not be sufficiently aware of others in your group.
5. There is a fresh water container, newspaper, towels, change of clothes and first aid kit on the coach.
6. Remind the children that if they do get separated from the group they should:
 - Stand where they are and wait
 - **Never go with a stranger**
7. If you lose a child, or if a child has an accident or is ill:
 - Remain calm
 - Reassure the rest of the group
 - Report to the nearest teacher
 - Call the emergency services if necessary
8. If you find a child from another group:
 - Take the child with your group
 - Pass the message that you have found the child to other adult helpers.
 - Report to the nearest teacher
 - Check with the teacher which group or class he / she is in.
9. Be sympathetic but firm to children's demands and treat them as you would your own. If any child is difficult, please tell the teacher and she/he will take the child into his/her group.



10. It is not appropriate to spend your own money buying treats/ice creams, etc. for the children.
11. Please do not smoke in front of the children and only use your mobile in an emergency. **Parents should not use their mobile phones as a camera on school trips under any circumstances.**
12. Ensure that you know what time you need to be back at the coach for the return journey and aim to be there 10 minutes before departure so that the children have time to go to the toilet before getting on the coach.
13. Ensure you are clear on any medication required for children in your group

Thank you very much for giving up your day to come on our outing. We do appreciate it and hope you have an enjoyable day.



KINGTON ST MICHAEL CE PRIMARY SCHOOL

From time to time and weather permitting, we like to take the children out of school, on foot, to explore the local area. We walk down to the church, look around the village and visit the local woods. This enables them to develop their learning from first hand experience and covers many areas of the curriculum, including literacy, numeracy, history, geography, art - the list is endless.

Children out of school are always accompanied by an appropriate number of adults (legally at least 1:10 but we always prefer to take more grown-ups!) We also need your permission to take them out.

If you are happy for your child to go out of school, please return the slip below so that teachers will be able to take advantage of our few fine days without waiting for permission slips every time.

Child's Name:

I give permission for my child to extend their learning on local outings from school.

Signed: Parent/Guardian

Print Name: Date: