

Whitwick St. John the Baptist C.E. Primary School

Educational Visits Policy

Agreed by Staff: April 2018
Agreed by Governors: May 2018

Signed (Chair): _____ Date: _____

Rationale

Educational visits are an important part of a child's education, and the school seek to enhance the curriculum with visits wherever possible and practical. We subscribe to the benefits identified and articulated on the LA outdoor education website.

Educational visits cover any occasion when children leave the school site from using the field opposite the school to a full scale residential visit. The over riding consideration on any visit must be the safety of both adults and children involved.

Practice

All visits out of school must be approved by the headteacher in the first instance.

All visits will follow the guidance outlined in:

1. School Health and Safety Policy
2. School Medical Conditions Policy
3. The Local Authorities "Guidance of the Management of Off-Site Visits & Learning Outside the Classroom".

Charging will be according to the Schools Charging Policy

Parental Permission – Local Visits

When a child is admitted to the school, parents complete a permission form for their child to take part in local visits within school time that do not require transport i.e. walking to the woods, church etc. Therefore, parental permission is not needed for such events, but parents must be informed that the visit is taking place. It is the teacher's responsibility to check that this signed form has been received for all of their children. This permission also covers children travelling to other local schools for sports events and or festivals. Children may be transported by mini bus to these events but again parents will be informed.

Parental Permission – Other Visits

All trips that take place where transport (excluding the above) or payment are involved, parental permission **MUST** be sought on each occasion. A letter should be sent out through the office to inform parents of the visit. The school office will keep a record of permission gained and will let class teachers have a list of missing permission slips at least 2 days prior to the event. It is the class teacher's responsibility to ask the office to chase missing permission slips.

Any child who does not have written permission for an offsite visit will not be able to go.

Telephone permission is not acceptable.

Emails will be accepted

Risk Assessments

Risk assessments should be completed for every trip. Each risk assessment should be completed and passed to the education visits coordinator to be checked and signed off. There may already be a risk assessment on file in which case it can be signed by the organiser as a record they have seen it and taken account of the content. A new risk assessment will only need to be completed if there has been a significant change at the venue. There are also generic risk assessments available to use.

Ratios

Off site activities should normally have sufficient adults taking part to provide the following minimum supervision ratios:

- Year 1-3 1:6
- Year 4-6 1:10 / 15
- FS and Under 5's should have a higher ratio and at least match the statutory levels required for on site activities.

These are for guidance only and are not statutory.

Procedure for Booking Offsite Visits

- Please collect an educational trips planning pack from the office.
- Complete the trip application form and get authorisation from the headteacher that the trip can go ahead.
- Once approved, the group leader and office staff member should follow the appropriate checklists within the trip pack to ensure that all appropriate steps are completed.
- At least 10 days before the trip the office staff will:
 - Print a list of any children for whom no permission has been granted and pass to the group leader.
 - Re-confirm booking with the venue.
- At least 5 days before the trip the office staff will:
 - Collate a pack including the final list of children attending the trip, a list of children with any medical, allergic or dietary conditions and a copy of the risk assessment is passed to the group leader.
 - Ensure buses have been contacted to confirm booking.
 - Confirm numbers with the kitchen for packed lunches (if applicable).

Transport

- Coaches/numbers should be booked through the school office, who will ensure all vehicles have seat belts for each child and drivers are approved.
- If a child needs to be transported by car at least two members of staff must be present and business insurance must be purchased for the vehicle. Please **DO NOT** transport a child in your own car if you have not got the correct insurance cover.
- If parents are taking/collecting children from/to an event they must make their own personal arrangements and indicate on any reply slip who will be collecting their child.
- The school takes no part in arranging lifts for children.

First Aid

The lead teacher must ensure that they have an allocated first aider for their off-site activity. The medical list provided by the office must be checked by the lead teacher prior to the visit and medication taken along in accordance with the medical conditions policy.

Insurance

- Employers' Liability, Public Liability and Officials' Indemnity risks are covered under the Local Authority Insurance Policy.
- School Trips / Offsite Activities Insurance is purchased through the Local Authority on an annual basis.