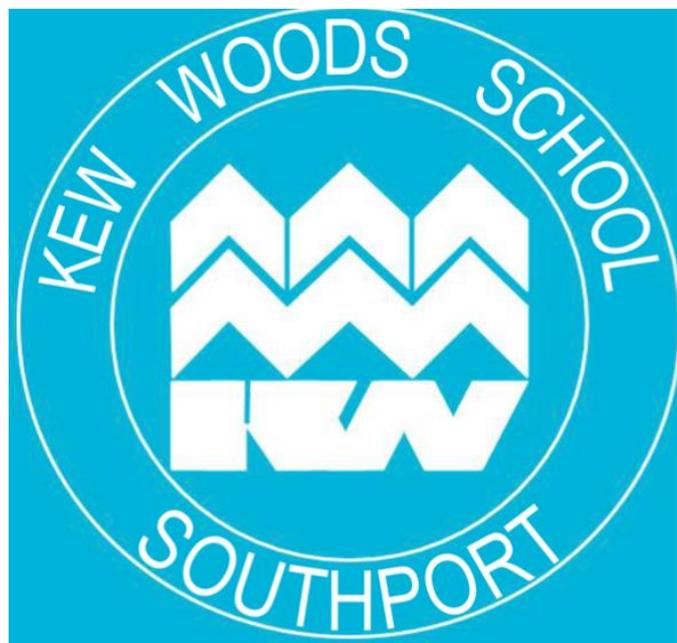


# KEW WOODS PRIMARY SCHOOL



## Educational Visits Policy

## **Introduction**

At Kew Woods we endeavour to offer our children as many opportunities for first-hand experience as possible. We believe that children benefit greatly from taking part in school visits. They have the opportunity to undergo experiences not available in the classroom and longer visits encourage and develop greater independence.

It is envisaged that the majority of trips will be closely linked with curricular work and planning. However, some trips may be undertaken because they are thought valuable in themselves and in a stand-alone context.

## **Planning**

Prospective trips and off-site activities should be identified clearly within half-termly planning.

When planning visits, group leaders should consider:

What is the aim of the visit?

Is the aim being achieved in the most efficient and effective manner?

What advice may be needed before proceeding?

What are the skills and competencies of the accompanying staff and/or staff at the proposed venue?

Does the proposed activity/venue offer value for money?

All trips and off-site activities should be researched thoroughly in terms of:

Practical issues (costing/pupil and staff ratio\*/ timing in relation to other events within school / appropriate transport)

Health and Safety issues (including appropriate risk assessment)

## **Organisation**

The Headteacher should receive full details of the trip at least 3 weeks prior to the date of the proposed trip and no confirmed bookings should be made until formal approval has been received. The trip and visit proforma should be used to record this information. A copy of this form is appended to this policy, and is available on the staff shared drive.

In the case of a trip involving an overnight stay the Headteacher should receive a trip proforma at least 6 weeks prior to the proposed visit. Trip information packs should include copies of emergency contact numbers for all children and supervising staff and a full itinerary detailing the whereabouts of the group for the duration of the trip.

## **Information to Parents**

Parents should be informed in writing of any off-site activity or visit unless it is a regular part of the school curriculum in the local area.

The letter to parents should contain the following information:

Date, time and venue

Any specific information regarding the activities and links to curriculum work.

Any specific items needed for the trip such as waterproof clothing or packed lunches (please note that children who are eligible for free school meals are entitled to a packed lunch from the school kitchen. The number of packed lunches you require should be given to Nicky Slater in the kitchen well in advance of the visit).

A request for the appropriate voluntary contribution. A final date for this to be handed in to school should be stated, along with a statement which explains that if insufficient contributions are made, it may be necessary to cancel the trip.

A consent slip for parents to sign and return to school (this must be obtained from all parents before children are taken off-site).

In the case of a trip involving an overnight stay, parents should also complete a medical consent form.

## **Preparing Pupils**

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should clearly understand what is expected of them and what the visit will entail. Standards of behaviour expected should be reinforced and rules explained. Children should be informed of any potential dangers (e.g. crossing roads etc) and how they should act in order to ensure their own safety and that of others.

## **The day of the trip or visit**

A copy of the trip planning proforma should be left in the main office. This should clearly indicate any changes to staff or pupils numbers and must give a mobile telephone contact number for the group leader.

A complete list of children on the visit should be attached to the trip proforma. This can be in the form of a class list with any children who are absent / not taken for other reasons identified (classes where children are to be taught for the day if they aren't attending should also be identified).

The group leader must ensure that all support staff and helpers are aware of their responsibilities, what activities are taking place and where to meet in an emergency.

## **Checklist of Equipment**

Appropriate first aid kits

Sick bucket

Paper towels

Plastic bags

School cheque

Admission details

Class lists

Group lists

Mobile contacts for other group members (essential if any part of the day involves separating the group for different activities)

Ipad camera

Medical information (teachers should ensure that inhalers and other specific medication are available)

## **Important Information**

It is essential to remember that at all times teachers are in charge of the group. If, in the teacher's opinion, any helper is putting the children at risk in any way they must intervene. This applies equally to guides or instructors who may be leading activities.

Members of staff should ensure they take particular care when supervising pupils on trips and outings, where the setting is less formal than within the school or classroom. Adults remain in a position of trust and must ensure their behaviour remains professional at all times.

Where an out of school activity includes an overnight stay, careful consideration should be given to sleeping arrangements. Pupil teacher ratio and gender mix of staff should be given careful consideration when planning a trip which includes an overnight stay.

If an accident takes place whilst on visit, ensure an incident form is filled in on return to school. You may also be required to complete an appropriate record of the accident for the particular venue.

The school should be informed of any changes that may apply to a visit, particularly in relation to a return time. If for any reason it is likely the group will be delayed it essential for the group leader to inform the school so that parents can be advised.

## **Staff : Pupil Ratio**

Many factors will need to be taken into account, during the process of planning the trip and through risk assessment. Factors to take into consideration will include

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- Age and number of pupils involved
- Pupils' special educational or medical needs
- Degree of responsibility and discipline shown by the group
- Type of visit and nature of the activities
- Level of risk
- Location and travel arrangements

The Headteacher / Curriculum Manager should be consulted if necessary.

Ratios frequently adopted are:

Years 1 and 2 – 1:6 ratio  
Years 3 and 4 - 1:8 ratio  
Years 5 and 6 – 1: 10 ratio

The final decision on the staff to pupil ratio rests with the Headteacher.

## **Risk Assessment**

Regardless of the type or duration of the trip, any proposed visit must involve formal planning. This should involve consideration of any dangers or difficulties that may arise, and making plans to reduce them. A risk assessment need not be complex, but it should be comprehensive. Risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce the risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Many organisations now provide risk assessment information, which can be used when planning. The group leader should consider the following factors when completing a risk assessment:

The type of visit  
The location, route and type of transport  
The competence, experience and qualifications of staff  
The staff: pupil ratio  
The group members' age, and competence in relation to the activity  
The special educational or medical needs of the pupils  
The quality and suitability of the equipment  
Seasonal conditions, weather and timing  
Emergency procedures  
The need to monitor the risks throughout the visit



## **PROPOSED VISIT FORM**

<b>Class(es)</b>	
<b>Date(s) of visit</b>	
<b>To (include emergency tel. no.)</b>	
<b>Trip organiser</b>	
<b>Number of children</b>	
<b>Number of adults / ratios</b>	
<b>Staff on visit (please include mobile numbers)</b>	
<b>Time to pick up from school</b>	
<b>Return to school for</b>	
<b>Uniform required?</b>	
<b>If no please state clothing to be worn</b>	
<b>Other requirements</b>	
<b>No. of pupils on free school meals</b>	
<b>Kitchen informed</b>	
<b>Have you made enquiries to the cost of the trip?</b>	
<b>If YES please state entrance fee</b>	
<b>Other costs (please specify)</b>	
<b>Total costs</b>	

*Attendance register to be left in school office and with headteacher on the day*

**FOR OFFICE USE ONLY**

Coach company (incl. Tel. no.)	
Cost per coach	
Confirmation received?	
Cost per child (coach)	
Cost per child (entrance)	
Cost per adult (entrance)	
Total cost for visit	
Cost per child	
Budget contribution to be used?	YES / NO