



EDUCATIONAL VISITS POLICY

Produced by: **Coldfair Green Primary School**

Produced By: A. Fewkes
Date: March 2017
Position: Headteacher

Current Document Approved: March 2017

Date of Review: September 2018

Signed:

(Chair of Governors/Committee)

Corrections to any policy document or form must be made in ink with the original entry still clearly visible.

FOREWORD

Here at Coldfair Green Primary School we aim to offer all children an opportunity to take part in a varied range of Educational Visits and Activities. These may range from visiting Knodishall or the surrounding local areas on a one day excursion to residential trips within the UK and abroad.

Educational visits are often amongst the most memorable experiences in a young person's time at school. They offer opportunities to enrich learning and increase motivation in many areas of the school curriculum. They can make a significant contribution to the ethos of the school and the achievement of all pupils.

Residential visits bring particular benefits. A residential visit permits an extended period of concentrated study or activity, and the experience of living and working together away from home is recognised as a powerful vehicle for the development of independence and social skills. Residential visits abroad, in particular, contribute to a broadening of horizons through contact with cultures different from our own.

Outdoor and adventurous activities may be a feature of some of our educational visits. Challenging activities outdoors offer valuable opportunities for boosting self-confidence and developing communication and teamwork skills. They encourage a respect for the natural environment and the adoption of a healthy lifestyle based upon enjoyment of the outdoors.

The value of educational visits is widely acknowledged, and pupils here at Coldfair Green Primary School are provided with a variety of opportunities from which they can benefit. These opportunities are only possible thanks to the dedication and commitment of the staff involved: teachers, support staff and volunteers.

All visits take place with the support and approval of Suffolk County Council as set out within their "Educational Visits – Regulations & Guidance 2007" handbook.

Everyone at school, and the Governing Body, recognise the valuable contribution that visits and activities can make towards the pupils' education and their development. Here at Coldfair Green Primary School we will continue to provide every child with an opportunity to take part in the many and varied visits and activities which the school organise.

Mrs Amanda Fewkes
Headteacher
Coldfair Green Primary School

Guidance Notes

(Code in brackets refer to the chapters and sections of the SCC Education Visits Regulations & Guidelines 2007)

Aims and Objectives

(F1.1)

- It is important that you set clear aims and objectives for your visit and share them with supporting adults, parents and children.

Visit Preparation Sheet

- This needs to be completed with all costing information for Head teacher's approval. Hand to the office to arrange authorisation and book necessary arrangements. (Annex 1 - Type 1 Visits & Annex 2 - Type 2 Visits)
- Ensure Kitchen is informed if packed lunches required due to whole day visit.

Approval of Educational Visit

- All educational visits must be approved by the Headteacher and Educational Visits Co-ordinator (EVC), and Evolve must be completed.

Transport

(F2.6)

- Transport should be booked via the school office team. Ensure you provide venue address and arrival / departure times.
- Risk assessment on travelling by coach/car needs to be read and guidance followed.

Reconnaissance Visit

(F1.3)

Where possible, it is strongly recommended that the visit leader carries out a reconnaissance visit to assess:

- Risks associated with the activity
- Any other possible risks
- Toilet Facilities
- First Aid facilities
- Coach parking
- Eating area
- Wet weather protection
- Hand washing facilities (especially for Farm visits)
- Check Mobile Phone Coverage

Selecting Pupils

(F1.6)

- Visits should be planned to meet the needs of the children who are expected to attend.
- Account should be taken of any special educational needs, physical difficulties or behavioural problems and wherever possible all children should be included.
- If staff have any concerns relating to the safety of the children or adults due to any of the above reasons, please discuss these with the Education Visits Co-ordinator/Headteacher.

Clothing Requirements

- Decide upon the clothing requirements of the children attending and disseminate this information to parents, e.g. coats, flat shoes, Wellington boots, old clothes, uniform etc.
- If protective equipment is needed for the activity, establish who is responsible for supplying it – the children, the school or the activity provider?

Insurance (D4.1)

- SCC insurance documentation is completed for all educational visits (excluding swimming and matches) and given to the school office to complete costing and forward to SCC.
- DO NOT sign any insurance paperwork that indemnifies the site owner or activity provider against claims arising from the visit without first consulting the Educational Visits Co-ordinator.

Staffing and Staffing Ratios (F1.5) (D1.1)

- A **Visit Leader** must be appointed and approved by the Educational Visits Co-ordinator. The Visit Leader must be familiar with Chapter F Section 1.5 of the SC Educational Visits Regulations & Guidelines 2007.
- There must be a minimum of 1 teacher per 30 children. We work to the following ratios:

Year Groups	Number of children per 1 adult
EYFS Year R/1	
KS1 Year 1/2	
KS2 Year 3	10
KS2 Year 4	10
KS2 Year 5	10
KS2 Year 6	10

- When deciding on safe staffing ratios the location, nature of the activity and needs of the children (e.g. SEN, Behavioural) should be taken into account.

Emergency Contacts (D5,G)

- In the first instance the school telephone number should be used for emergency contact. If however, you will be leaving / returning outside school hours then you must ensure you have the mobile numbers of at least 2 other members of staff with you.
- Always carry the telephone number of the visit destination with you in case you are delayed.

Paper work

1. Prepare and complete a Visit Preparation Sheet with approximate costings, timings, destination, meal numbers etc. and return to office. (Annex 1 or Annex 2)
2. For Type 1 Visits (Annex 1) and Type 2 Visits (Annex 2) the CHECKLIST should also be completed.
3. **Parental Consent (F1.8)** must be sort prior to the visit. Form PC/94 MUST be completed by parents. **Children without parental consent must not be taken on the visit. Telephone authorisation from parents will not be acceptable.**
4. **Risk Assessment** must be carried out for each visit and submitted to the Educational Visits Co-ordinator (EVC) at least one week before the visit takes place. The Coldfair Green Primary School Risk Assessment pro-forma must be used.
5. **A list of pupils** attending should be taken on the trip & a copy left in the office.
6. **A list of all adult helpers** (inc. next of kin contact numbers) should be taken on the trip & a copy left in the office.

First Aid and Medication

- First Aid Kits must be taken on all educational visits, these are available from the school office store room.
- First Aid should be administered in accordance with the First Aid section in the Health and Safety Policy.
- If a child needs medicines/drugs administered to them during the visit Parents need to inform the class teacher and give them the medication (this should include any Travel Sickness tablets for the return journey).
- All incidents that require the use of first aid MUST be recorded in the schools accident book on the return to school.

- A record of any medicines/drugs administered during a visit must be kept by the Visit Leader. This record must include the time, child' name, medicine name & dosage given.
- Children who require asthma inhalers should have access to them at all times and it's **essential** that the Visit Leader is aware which children require inhalers, and the First Aid appointed member of staff will be responsible for ensuring that they have the pupils medication before leaving the school.
- EPI-PENS for relevant children should be taken by the First Aid appointed adult on the trip.

Walking Groups of Children alongside roads and crossing roads

Guidance Notes

Leadership

- One adult **MUST** lead the group
- No children should walk in front of the lead adult
- One adult must bring up the rear of the group (a back marker)
- No children should walk behind the back marker
- Any other adults should be dispersed amongst the group
- Children should walk in single-file or pairs depending on the width of the pavement.
- The lead adult should ensure that large groups stay together by checking the position of the back marker on a regular basis
- High Visibility Jackets will be worn by lead adults.

Walking along the Road

- Where there is a pavement children **MUST** walk on it
- Where there is no pavement children should walk on the right hand side of the road, facing the oncoming traffic
- When walking on the road it may be necessary to walk on the left hand side if there is a blind right hand bend ahead, alternatively an adult can move ahead of the group into a position where they can safely see around the bend and direct children and motorists

Crossing Roads

- Children should cross the roads at designated crossing points where available (e.g. Zebra Crossing)
- Where no crossing point is available the Visit Leader **MUST** ensure that children are carefully supervised when crossing the roads. It is sometimes necessary for adults to be assertive and stop traffic to ensure all children cross quickly and safely
- No adult however should put themselves at risk from an impatient motorist

Crocodile Crossing

- An adult should check the road is clear
- The adult must direct the children and remain at the crossing point whilst the children cross
- The group should not be permitted to continue walking without a leading adult and should be instructed to wait in a safe place
- When moving a large group of children the leading adult may start the crossing and be relieved at the crossing point by another adult in the group

Crossing en masse

- Sometimes it may be safer and more convenient to cross all the children at the same time
- This can be affected safely if adults stand at each end of the lined up children on the side of the road

- The adults check if the road is clear and give the children a clear signal to cross
- All the children cross as one line

Transport

Guidance Notes

Coaches

- All passengers must wear the seat belts provided
- Prior to departure the teacher in charge must check all children are wearing seat belts
- Expectations for behaviour whilst on the coach should be established prior to departure
- Adults should not get out of their seats without good reason and where practicable the coach should be stationary before this happens.
- The teacher in charge should check that all children are on the coach prior to departure
- Adults should be displaced throughout the coach to ensure the children are adequately supervised at all times
- The seating of children should take into account behaviour, travel sickness needs etc.
- Food & drink should not be consumed on the coach without the permission of the driver
- The teacher in charge should ensure that any children requiring travel sickness medication are given this at the appropriate interval before travelling commences
- A sick kit (bucket, bags, tissue, plastic gloves, bottle of water) should be carried on each coach
- Children must be supervised by an adult as the get on / off the coach

Private Cars

- Children will not be taken in staff cars unless two adults are present, specifics agreed with parents and no other reasonable alternative. Business insurance must be held by the car driver
- All children must have access to & wear a seat belt
- The teacher in charge MUST inform parent volunteers of this requirement
- Car owners should check that their insurance covers them for transporting children on school journeys
- Children should not travel alone with an adult who is not their parent
- Read risk assessment for travelling in a car, this should be completed where appropriate
- Car must have valid MOT & Tax

Mini Buses

- Separate LEA guidelines relate to the use of mini buses and these MUST be followed
- Speak to the Educational Visits Co-ordinator for further information if required

Public Transport

- If you wish to do this you must discuss your requirements with the Educational Visits Co-ordinator so that guidance can be agreed.

VISIT PREPARATION SHEET

TYPE 1 VISITS

(Annex1)

Specific, One-off or Occasional Visits (e.g. museums, field studies, local visits)

Date of Visit: _____ Subject Area: _____

Year(s) / Class taking part: _____ No. of Pupils: _____

Destination: _____

Purpose for Visit:

Visit Leader: _____ Contact Number: _____

Anticipated Costs

Transport: £ _____ No of Coaches: _____

Insurance: £ _____ Insurance Needed: Y/N

Entrance Fees: £ _____

Sundries: £ _____ For: _____

£ _____

TOTAL COSTS £ _____

Cost of visit per Pupil (Total cost divide by pupils) £ _____

Visit Approved:

Headteacher

Date

TYPE 2 VISITS

(Annex2)

PREPARATION SHEET

Visits Abroad / Overnight Stays

Departure Date: _____ Return Date: _____

Departure Time: _____ Estimated Return Time: _____

Year(s) / Class taking part: _____ No. of Pupils: _____

Destination: _____

Purpose for Visit:	
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Visit Leader: _____ Contact Number: _____

Anticipated Costs

Transport: £ _____ No of coaches: _____

Insurance: £ _____ Insurance Needed: Y/N

Entrance Fees: £ _____

Sundries: £ _____ For: _____

£ _____

£ _____

£ _____

TOTAL COSTS £ _____

Cost of visit per Pupil (Total Cost divide by pupils) £ _____

Visit Approved: _____

Date _____

Headteacher _____

(Annex3)

CHECK LIST FOR ALL VISITS

Check	Tick	Notes (indicate N/A if not applicable)
Preparation		
Visit discussed with Head & EVC and approved		
Outing Preparation Sheet completed and given to Office (Annex 1 or Annex 2)		
Aims and Objectives written on to Risk Assessment Form (Annex 4)		
Reconnaissance Visit completed		
Pupils needs considered		
Risk Assessment carried out and copied to EVC		
Transport arranged by office		
Staffing Arranged		
Parental Consent obtained. PC/94		
Parents informed of clothing requirements		
Parents inform class teacher of medication that needs to be administered on the trip		
List of Pupil Attendees		
List of Adult Attendees (inc. Contact numbers for next of kin)		
Notification of Educational Visits form completed. EV/07 SCC Travel Insurance Return completed and given to office		
On the Day		
Helpers 'briefed'		
First Aid Kits taken		
Sick Kit Taken for Coach		
On Return		
Accidents logged in Accident Book		
Debrief with accompanying adults		
Feedback from Children		
Check Column 5 of Risk Assessment completed		
EVC informed of any incidents / concerns		

For Office Use

(Annex4)

ADDITIONAL INFORMATION

Appointed First Aider: _____ No of First Aid Kits required: _____

No. of Pupils No. of Adults No of Packed Lunches required

Additional members of staff taking part, including contact numbers:

Name: _____	Contact Number: _____
_____	_____
_____	_____
_____	_____

No. of coaches needed SMS Departure Time Depart Destination Time

Estimated Return Time to SMS

Quotations from/for:

_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____

Costs:

Transport: _____ Date: _____ Cost: £ _____

Insurance: _____ Date: _____ Cost: £ _____

Pocket Money: _____ Date: _____ Cost: £ _____

Emerg. Cash: _____ Date: _____ Cost: £ _____

Other: _____ Date: _____ Cost: £ _____

Other: _____ Date: _____ Cost: £ _____

Total Costs £ _____

Total Income £ _____

SCC Docs. sent: _____ Date: _____ Doc.: Insurance

SCC Docs. sent: _____ Date: _____ Doc.: EV/07