



Barn Croft Primary School

Educational Visits Policy

This policy has been written in conjunction with The Governors Guide to the Law and the London Borough of Waltham Forest (LBWF) guidelines to school visits and outdoor activities.

Introduction

The Governing Body recognises the importance and value of educational visits and is keen to encourage their development. The safety of the staff and children involved in them is paramount. It is essential that all visits are planned and supervised with great care.

Through this policy we aim to provide the procedures and guidelines which will enable our visits to be implemented safely. It gives advice and information about responsibilities for staff, procedures in the event of an accident, insurance and financial arrangements.

The policy will be reviewed regularly and amended where necessary in order to reflect any changes in legislation.

Planning & procedures

1. The Visit

To establish the appropriateness and safety of a visit the following questions should be considered by the organisers. All concerned should have a clear understanding of the objectives relating to the curriculum and to social and personal development. Appendix 1 outlines the specific procedures to be completed before the visit.

Activities must match the age, needs and experience of pupils and should address questions such as:

- What is the aim of the visit?
- Where does it fit into the pupils' current curricular needs?
- Is it in line with the school's curricular policy?
- Is the aim being achieved in the most efficient and effective manner?

2. Planning

Organisers should precede outdoor activities by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk. No contract or visit should be entered into until the organisers are satisfied that there is good safety provision.

3. Risk Assessment

All proposed educational activities off school site must follow the completion of a formal risk assessment and signed off by the Headteacher and Educational Visits Co-ordinator. A risk assessment should be completed prior to the event and communicated to all involved.

We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed. We aim to do this by careful consideration of the following factors:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualification of the school supervisory staff.

- The group members age, competence, fitness and temperament
- The ratio of experienced, qualified centre staff to students.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

4. Responsibilities

The Governors have a statutory responsibility for the conduct of the school and its curriculum and for the safety of a planned educational visit. Authority for residential visits require the approval of the Governing Body.

The LEA also has a duty of care for children on school visits and on-line authorisation for residential trips must be sought from the local authority.

The Head Teacher has overall responsibility for ensuring that this policy is adhered to and for all off-site activities.

Educational Visits Co-ordinator has the responsibility to:

- Ensure all visits comply with Health and safety guidelines
- Approve all visits
- Notify the Borough of Waltham Forest of any residential and adventurous visits and gain their approval
- Liaise with the visit coordinator
- Check CRB status for all parents/ escorts
- Ensure that comprehensive risk assessments have been carried out prior to the visit

All Staff have the responsibility to co-operate with the Head Teacher and the Governors, to ensure the safety and success of a school visit. All outdoor activities must have prior approval of the Head Teacher.

All injuries or accidents should be reported to the Head Teacher and recorded in the school accident book. The L.A. should be informed of severe injuries i.e. hospital visits exceeding 24 hours.

Parents must receive written details of routine visits and journeys. Their written consent is required for all activities that differ from the daily norm.

Supervision of Pupils - It is essential that each member of the school or centre staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them and their group. Party leaders retain responsibility for the safety of pupils at all times, but on occasions may delegate this to a qualified member of the centre staff for a short time during a hazardous journey.

First aid provision

Residential visits must include a minimum of one member of staff with a recognised First aid qualification. Wherever possible a qualified first aider should also support other 'non residential' visits. Individual pupil's medication together with a complete first aid kit must be taken on all educational visits.

5. Staffing the Visit.

For reasons of both child protection and health & safety it is important that wherever possible a minimum of two staff support each visit, one of whom should be a qualified member of staff.

Suitably experienced party leaders should be found or the visit will not take place.

Voluntary helpers must be carefully selected and must act towards the children as a careful parent would in similar circumstances. However, the teachers retain primary responsibility for supervising the party at all times.

Minimum recommended staffing ratios are as follows:

- For day visits without a high risk, a ratio of 1 adult to 10 children is required.
- Activities with increased levels of risk will require lower ratios.
- For children under 8 years, a ratio of 1 adult to 6 children is recommended.

LEA guidance states:

- each visit should include a teacher . but this is at the discretion of individual governors
- no difference in number of children that qualified / unqualified staff should have assigned to them

6. Transport

Whenever an educational visit is due to take place that requires transport hired by the school, LBWF approved reputable companies should be used. It is important to ensure that this hired transport should be equipped with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained. However, it may be necessary from time to time for pupils only to use public transport, where buses are not fitted with seat belts. Learning how to behave appropriately in using public transport is a valuable life skill that pupils should be taught.

Parents should be made aware of the school policy via the school prospectus.

Signed:

Date: October 2010

Review date:

BARN CROFT PRIMARY SCHOOL

NOTIFICATION OF EDUCATIONAL VISITS

Section 1: THE VISIT

Class:	Class Teacher:
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Date of Visit: (cleared with office diary)	Destination:
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Coach Company used: Tel No.....

Coach booked to arrive : am to return Pm

Purpose visit:

TO BE COMPLETED 6 WEEKS PRIOR TO THE TRIP – AUTHORISED BY EVC

Section 2: THE PARTY

<i>Pupil number</i> (include any non-pupils under 18)	<i>Staff numbers</i> (include visit leader)
School Year:	Teacher - Male - Female
Boys:	Other Adults -
Girls:	
TOTAL PUPILS	TOTAL ADULTS -

Insurance has been arranged forchildren and adults

Section 3: THE EMERGENCY CONTACT INFORMATION

Address and telephone number of visit venue:

Address

..... Tel No:

Names of Adults accompanying visit:

- | | |
|---------|----------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |

TO BE COMPLETED 48 HOURS IN ADVANCE OF TRIP

Section 4: To be completed by Headteacher

I confirm that the arrangements for the above visit have the approval of the school governors and Headteacher.

Signed Teacher

Date

Signed Headteacher

Date

BARN CROFT PRIMARY SCHOOL
Costing Sheet for Educational Visit

Class: Date of Visit:

Destination:

When booking a school visit which involves an entrance fee, please ascertain whether VAT is included/(not included VAT) in entrance fee.

*If the school trip involves paying an entrance fee with a school cheque you **MUST ENSURE THAT YOU OBTAIN A VAT RECEIPT.***

Entrance Fee £.....

Transport Costs £

TOTAL COST OF VISIT £

TOTAL COST OF VISIT PER CHILD £

VOLUNTARY CONTRIBUTION REQUESTED £

(Total cost divided by number of pupils
i.e. £280 divided by 28 pupils = £10.00 per child)

YOU DO NOT CHARGE PARENT HELPERS FOR THE TRIP.

Barn Croft School School Trip Checklist

Please **complete this form** each time you go on a trip.
Copies must go to the **Educational Visits Co-ordinator**, the **office staff** and **every adult** going on the trip.

Things to Do	<i>Complete or tick when done</i>
Name of teacher organising the trip	
Which class/children are going?	
What is the destination?	
What date? (Must be previously confirmed with Headteacher)	
Venue confirmed?	
Are there suitable arrangements for children with disability? Access arrangements?	
How many children are going? (1) Overall cost of trip (2) Cost per child	
Mode of Transport? <i>i.e Walking, bus, tube, train, coach</i>	
Is a taxi needed for any child? Is it booked?	
Leaving and returning times?	
Have you told the office that your class is not going to be here for dinner?	
Have you ordered spare packed lunches?	
Which members of staff are going? Check with Headteacher that staff can be released and that nobody is double-booked	
Are all playground duties covered?	
How many parents are you taking? <i>(Please write their names down)</i>	
Has Headteacher seen draft trip letter?	
Risk assessment attached?	
Have you informed everyone who may be affected? <i>(Learning mentor, EMAG Teaching Assistant etc.)</i>	
Emergency contact number?	
Who will organise first aid pack?	

**Please give this completed form to the Headteacher at least
2 weeks before the trip. Thank You.**

