

Queensgate Foundation Primary School



Educational Visits Policy February 2019

Working together for a successful future



EDUCATIONAL VISITS POLICY
Queensgate Foundation Primary School

Policy Review

This policy will be reviewed in full by the Governing Board on a regular basis.

The policy was last reviewed and agreed by the Governing Board on 12th February 2019

It is due for review February 2021 (up to 24 months from the above date).

Signature *Sillito* Head Teacher Date *5/3/2019*

Signature *R. Webb* Chair of Governors Date *06/03/19*



We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.' (Welsh Assembly Government 2008)

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.

Procedure

Role of Governing Board

The Governing Board has:

- appointed a member of staff to be the Coordinator for Educational Visits (EVC)
- the right to be consulted and to give permission for all school trips
- responsibility to ensure that the school complies with all health and safety regulations and procedures
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring policies are made available to parents
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Board
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- be responsible for the sanctioning and authorizing of all educational visits whatever the duration or purpose;
- ensure that the EVC and Party Leaders have appropriate training and are sufficiently competent and experienced;
- monitor the effectiveness of this policy;
- annually report to the Governing Board on the success and development of this policy

Role of the Educational Visit Coordinator

The coordinator will:

- undertake appropriate training and is competent and experienced to undertake the role



- ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher and Governing Board
- review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit
- lead the development of this policy throughout the school
- work closely with the Headteacher and the nominated governor
- provide guidance and support to all staff
- provide training for all staff on induction and when the need arises
- keep up to date with new developments and resources
- review and monitor
- annually report to the Governing Board on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator
- ensure this policy and other linked policies are up to date
- ensure that everyone connected with the school is aware of this policy
- report to the Governing Board every term
- annually report to the Governing Board on the success and development of this policy

Role of the Party Leaders

Party Leaders will complete the following Visit Plan before any visit is authorised and follow the Trips Check List:

- a Risk Assessment(s) based on a pre-visit
- the nature, purpose and length of the visit
- accommodation details
- the year group and pupil numbers
- pupil names
- contact details
- emergency contact details
- parent consent forms
- medical records
- the number of adults
- DBS checks of parent helpers
- adult pupil ratio
- insurance
- costings of the visit
- coach firm and contact details
- travel arrangements
- itinerary of visit
- medical and first aid
- a mobile telephone number will be designated prior to the trip
- emergency procedures



Trip to:		Organiser:	
Date:	Cost:	Adults accompanying:	
Transport being used: Coach from -		Mini-Bus	Yes <input type="checkbox"/> No <input type="checkbox"/>
** In advance of Trip **			
1	Give adequate notice of trip to parents and enter details in office diary		
2	Give copy of trip letter to office / ensure all monies and reply slips are sent direct to office and not kept in classroom		
3	Inform kitchen of date of trip immediately and confirm number of packed lunches required one week before trip		
4	Make arrangements for transport (enter any mini- bus details in mini-bus book) - pupils must not travel in private cars		
5	Inform parents whether school uniform should be worn and/or if additional clothes are required		
6	Send permission forms to parents if needed/check category risk; ensure parents have returned annual consent form		
7	Inform any outside agencies/personnel who may be due to visit your class on day of trip that you will be off site		
8	Ensure Risk Assessment/s are in place, up to date and signed – include coach, mini-bus, venue and any others needed. Medical/Behaviour details of pupils must be removed for non-employees. All adults should have a copy of all risk assessments		
9	Ask the office to print off up to date contact details – don't leave it until the day of the trip!		
10	Check accompanying adults are DBS checked and T.A.s have First Aid cover (2 required for Diabetics)		
11	NO staff to travel in own car unless relevant driver documents have been submitted to office		
12	Have all permission slips/payment been returned?		
13	Parents should not accompany their own child (in a group) on trips but may accompany the class		
14	Will children need coats, sun hats, wellies, back-pack or spending money in named envelope or purse?		
15	If your trip is a Residential (or deemed to be hazardous) ensure you obtain approval from LA to ensure that insurance is valid. Contact: Rod.Warne@iow.gov.uk		
** On day of trip – check **			
1	Have you given copy of Risk Assessment to <u>ALL</u> adults accompanying you? (Unless new, RA's are all on shared drive)		
2	If travelling by mini-bus does the driver hold an appropriate licence?		
3	Check whether driver has filled in mini-bus check form		
4	Do you have First Aid kit / Mobile phone (2) / Camera (spare batteries!) – MUST be a school camera, not personal		
5	Do you have pupil medicines? Have appropriate forms been completed for administering?		
6	Do all parents know if there is a change of pick-up place/time?		
7	Are fluorescent jackets required?		
8	Group Leader's sealed envelope should contain: Contact details/medical details for pupils, staff, helpers/Risk Assessment/s		
9	Collect packed lunches from kitchen and store in Cooler Bag. Do all pupils have a lunch?		
10	Do you have/need: black sack for rubbish, tissues, J. cloth, sick bag, plastic spoons, spare clothes?		
11	Ensure you CLOSE classroom door on leaving – SIGN ADULTS AND PUPILS OUT!		
** On return **			
1	Sign adults and pupils back in		
2	Contact lists/confidential details to be shredded		
3	Write up any necessary forms e.g. blue forms, accident forms, mini-bus problems		

Role of Other Supervising Adults

The party leader will ensure that all supervising adults are:

- trained in supervisory procedures for educational visits
- allocated a group of named pupils
- given pupil information

Risk Assessment Procedures

Risk Assessments will be completed on preliminary site visits and will cover:

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

We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

A risk assessment of the mode/s of transport will be undertaken.

Recommended Adult Pupil Ratios

We will use the following adult pupil ratios:

Primary Schools
1:8-10

Authorisation of Educational Visits

The Headteacher will:

- authorise all short term or day educational visits
- seek the approval of the Governing Board and the Local Authority for a residential visit

Role of Parents

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit
- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered
- submit current emergency contact details before an educational visit takes place
- attend all planning and information meetings held by the school before any residential or overseas visit takes place
- be subjected to a Disclosure and Barring Check before they take on the role as a volunteer helper/supervisor on an educational visit
- undertake training in the above role
- be allocated named pupils during the visit



Planning & Information Meetings

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- the name of the group leader
- the names of the deputy leader and other staff
- the names of parents accompanying the visit
- the ratio of pupils to adults
- the dates and times of departure and return
- the full contact details of the destination
- the method/s of travel
- the name of the coach firm/travel company
- the itinerary of the educational visit and of the activities planned
- the total cost
- the date when the deposit needs to be paid and when the final travel cost has to be paid
- insurance arrangements
- pupil medical and dietary information
- checklist of clothing and other essentials
- checklist of equipment
- details and advice of pupil pocket money
- ground rules for the visit

Role of Pupils

Pupils will:

- abide by the ground rules and the standards of behaviour for the educational visit
- know which adult is responsible for them
- look after their possessions and spending money

Role of Parents/Carers

Parents / carers will be aware of and comply with this policy

Training

The EVC will:

- undertake training organised by the Local Authority
- train all Party Leaders and volunteer helpers

Financial Arrangements

The school office will act as 'treasurer' and will collect all monies from parents / carers and will pay all bills.



Raising Awareness of the Policy

We will raise awareness of this policy via:

- the Prospectus
- the school website
- the Staff Induction pack
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and end of half term newsletters
- Headteacher reports to the Governing Board
- information displays in the main school entrance

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

