

**Burton Agnes C of E Primary School**



# **Educational Visits Policy**

**Date of last Review: February 2014  
Review in: February 2016**

Signed: \_\_\_\_\_ (Chair of Governors)  
          \_\_\_\_\_ (Headteacher)

**Burton Agnes CE Primary School**  
**EDUCATIONAL VISITS POLICY**

We believe that Educational visits are a vital part of the education which we offer to pupils and staff are encouraged to organise them. We run visits of many kinds, ranging from walking round part of the village to residential which take pupils away from home for several days.

Consent forms from parents are necessary before any child can be taken out of school. For visits within the village (and therefore not involving any transport) a blanket consent form is offered to parents at the start of each school year. For all other visits, specific written consent is needed.

This policy is site specific, but should be considered within the guidance provided by the East Riding Local Authority (the LA) on its eRiding website in the Educational Visits section, and overall guidance from the DCSF. This can be obtained at [www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits).

**Before the visit**

- When considering a visit, the organising teacher should consult with the School Educational Visits Co-ordinator (EVC) to ensure that the plans are educationally appropriate, that the venue is suitable, and that the anticipated cost (including any subsidy from school fund) is acceptable. The coordinator is the Head Teacher
- The venue should be either known or pre-visited.
- Staff should remind themselves about the Risk Assessments that are kept on file in the staffroom and sign the appropriate risk assessments for the trip as well as ensuring all other adults have signed them as well. Once signed an additional visit form must be completed by the organising teacher, stating the risk assessments they need and all the details of the trip this is then handed to the Headteacher to sign and file. Individual risk assessments for specific children may be required.
- Parents should be informed in writing about the visit and details of venue, times and any specific dress requirements made clear, if these differ from our normal uniform expectations.
- The pupils should be made fully aware before the visit of what they will be doing and what the expectations are in terms of behaviour and attitudes. This is an important element of ECM and children taking responsibility for their own safety.
- Arrangements for the care of pupils with Special Educational Needs should be drawn up, and staff briefed as to their responsibilities.
- Pupil ratios as defined by the LA should be complied with. These are:-
  - Foundation/Reception; 'High levels' (as high as 1 adult to 2 children) depending on Risk Assessment
  - Y1 to Y3; 1 adult to 6 children
  - Y4 to Y6; 1 adult to 10-15 children

If we are just walking to the hall then in the light of the distance/route taken etc. 2 adults should be sufficient.

- At least one, preferably more, members of staff should hold first aid qualifications. Paediatric first aid for nursery children.
- Transport arrangements; if a coach is needed, Mrs. Banks will arrange this, please ensure that you give at least two weeks notice.
- Transport arrangements; when cars are used, the driver must complete a proforma stating that the vehicle is roadworthy and insured, and that the driver is fully qualified. Staff drivers also have to confirm that their insurance covers them for 'business use'. They then sign a declaration to this fact using a form. Booster seats will be needed for smaller children; there is a height measure in the hall.
- Transport arrangements; when a minibus is hired, the driver must hold a current LA qualification for driving such a vehicle, and another member of staff must be on board to supervise pupils.

### **During the visit**

- Seat belts must be worn on all journeys.
- Where possible, pupils should not sit in the front seats.
- Adults should be spread through the coach as far as possible to aid supervision and to minimise the risk of all adults being injured in case of accident.
- Pupils must not act in manner which could distract the driver.
- Pupils should not eat or drink on a coach.
- Organising teachers are responsible for ensuring children have access to inhalers and any medication where necessary.
- On the visit involving transport, the following should be available; plastic gloves, first aid kit, paper towels, 'sick bags/bucket' and list of adults and pupils in the party.
- Staff should carry mobile phones with school contact details saved in them.
- In the event of any problem, staff should contact school and/or senior members of staff.
- Staff should ensure that pupils behave in such a manner as to bring credit to the school.
- Staff should keep school informed about estimated return times.
- If pupils/parents need to be given a phone number this should only be the schools phone number, or the school's mobile number, not staffs personal number - see safer working with children document.

### **After the visit**

- The organising teacher should feed back to the EVC/Headteacher about the visit.
- If there have been any problems of issues concerning any aspect of the visit, this report should be made in writing.

## **Residential visits**

- All previous points are applicable for residential visits.
- The LA 'Rover' application will be completed and accepted before a visit can take place, and the visit will be discussed with Taff Bowles, the LA's Education Visits Consultant.
- At least one parents meeting will be held to explain details about the visit.
- The staffing ratio will be at least 1 adult to 10 pupils, and there should be a minimum of two members of staff. At least one must be a qualified teacher with experience of residential visits, and there should be at least one male and one female member of staff.
- Pupils will be provided with an ID card stating the temporary address for the residential, and contact telephone numbers. These cards will be carried at all times.
- Staff on a residential should have home contact details for at least two senior members of staff with them at all times.
- Staff will use the school's mobile as the contact number for parents.
- Staff will follow the school's procedures for safeguarding and safer working.

## **Funding**

- Parents may be asked to make a contribution towards the cost of the visit.
- School fund moneys may be used to help pay for educational visits.
- Where parents have difficulties making such a contribution, they will be approached sensitively and no child will be barred from attendance on the grounds of finance.
- See also Charges and remissions policy

## **Health and Safety Policy**

- A summary of this policy can be found within the school's Health and Safety Policy.

This policy will be reviewed February 2016