



Educational Visits Policy

Westley Campus

Approved by:	Full Governing Body
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Document Change History

Version	Date	Change Details
1	Sept 2011	1 st Academy Trust Issue
2	07.11.17	Updated by P Moore
3	06.11.18	Updated by D Everett (inclusion of sections 3,4,5 & 6)
4	05.11.19	Updated by D Everett (inclusion of section 2)

This policy is reviewed 3 yearly by the Finance, Audit & Personnel Committee

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1 Introduction

- 1.1 At Westley, educational visits are seen as an integral part of school life. To enrich learning, increase motivation, improve social skills and can make a significant contribution to the ethos of the school. As part of our aim to provide a broad and balanced curriculum, educational visits should:-

- Have a stated educational purpose
- Provide children with first hand experiences
- Enhance learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross-curricular dimensions
- Enhance our plans and schemes of work

- 1.2 For pupils at Westley, the educational visits offered will normally fall into the Type 1 category of the County regulations.

- 1.3 A Type 2 visit involving a residential stay or adventurous activity would only be offered after discussions with the Governing Body and with their specific approval.

2 Management of educational visits

- 2.1 The Governing Body adopts the County Council handbook “Educational Visits, Regulations and Guidance” as school policy for the management of educational visits.

- 2.2 Where the County handbook permits discretion at school level, the following apply:

The Governing Body nominates Pip Moore, Deputy Headteacher, as educational visits co-ordinator (EVC).

- 2.3 The Governing Body agrees that Pip Moore, as educational visits co-ordinator, shall have the following duties and responsibilities:

To ensure that the planning of visits complies with County regulations and guidance

To ensure that the specific risk assessments for the visit or activity are undertaken

To approve the appointment of visit leaders and assistant staff

To verify the competence of visit leaders and assistant staff, taking account of the planned arrangements for the visit and the number and nature of the pupils involved

To ensure that the visit leader is allowed sufficient time to organise the visit properly

To organise and monitor the training/induction of visit leaders and assistant staff as appropriate

To ensure parents are properly informed and give their consent

To liaise with the relevant Admin/Finance staff in planning educational visits at school level

To monitor visits, including accident and near miss reporting and review school procedures

To keep the Governing Body informed of the schools' programme of educational visits and submit proposals for visits in certain categories for specific Governing Body approval

- 2.4 The Governing Body determines the following arrangements for informing and obtaining the consent of parents for visits categorised as Type 1 under County Regulations.

Written parental consent for those routine off site activities within the local community are requested on the admission form completed for the child on their entry to school. These activities might include visits to other campuses where transport is not required or when car/coach/minibus transport is provided by the Trust, and walks around the local environment. This single consent will be taken to apply throughout the child's time at the school unless specific notification to the contrary is provided by the parents

- 2.5 In the case of a series of visits which involve the children travelling by coach or other transport outside the local area, parents will be fully informed of the details and asked to sign a single consent form to cover the series of visits.

- 2.6 In the case of specific, one off visits parents will be given full details and asked to give their consent.

- 2.7 Staff or volunteers who are asked and agree to transport children to an event or other location in their own vehicle should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. All passengers must wear seat belts.

- 2.8 It is the school's policy that only employed staff with the appropriate licence are permitted to drive a school minibus.

- 2.7 The Governing Body determine the following policy in relation to insuring staff and pupils for visits categorised as Type 1 under County Regulations. Participants in Type 1 visits will be insured through the Bury St Edmunds Academy Trust insurance policy. Staff and volunteer helpers are automatically protected by the Trust's liability and personal accident policies. Details of this policy are held in the school's finance office.

- 2.8 The Governing Body endorse the nomination of the following persons as emergency contacts in relation to educational visits:

- Pip Moore, Deputy Head
- Ian Kearns, Head of School
- Mark Ainsley, Assistant Head
- Fran Hart, Assistant Head

3 Planning – information for Trip Leaders

- 3.1 If possible educational visits should be included in initial and long-term planning. In some cases it will be necessary to plan further in advance, for example at the beginning of the school year, or even a year in advance, as some visit locations are in heavy demand.

- 3.2 Information needs to be sent for in advance, and where possible, a pre-visit arranged. The information collected should include access, disabled toilets and include any information needed for wheelchair access, so that provision can be made for all children for the whole visit.
- 3.3 If a physically disabled child is going on the visit then additional arrangements need to be made. Contact the SENCO to assist with making the necessary arrangement well in advance. Lack of facilities for physically disabled children need not prejudice the viability of a visit if no other venue is available.
- 3.4 Points to consider when planning a trip:-

Complete a Trips & Visit pack as soon as possible in order to diary the event, make arrangements with EVO for authorisation and staff cover for the trip. **AT LEAST TWO WEEKS NOTICE**

Timing of the trip – be aware of other trips which have been authorised to allow parents to budget and spread the cost

Is the trip financially viable – consider the expense. The amount the children pay needs to cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers and supply staff for cover if applicable etc. If contributions do not cover the cost of the trip, there is a possibility of cancellation

No child should be left at school because their family cannot pay for a curriculum based trip and concessions will be made to those who apply. It is acceptable however, to leave pupils with severe behavioural problems at school. This is for safety reasons

It is easier to identify children if they are wearing their school uniform. However, if the visit is likely to involve a lot of outdoor activities, for example to a farm, then request that parents send their children in suitable clothing and footwear.

The Trip Leader is responsible for the pupils taken out of school on a school trip. **No child can be taken out without written permission from the parent/carer.** In extenuating circumstances verbal permission can be accepted from a parent/carer. When verbal permission is given, the following details must be recorded: name of person giving permission, date and time of conversation.

4 Procedure for requesting a School Trip

- 4.1 The Trip Leader will complete a “Trips & Visit Pack”. Packs are available in the Staff Room, Finance Office or electronic copies are found on the Staff Shared Drive.

Complete Section 1, 2, and 3 in full

Complete the Risk Assessment Form listing pupils with special needs, behavioural and medical issues and clearly outline the action taken to support the relevant pupil.

Highlight the relevant pupils on the Medical List (this will assist with completing the Risk Assessment Form).

- 4.2 The completed pack is passed to the EVO (Pip Moore) for Authorisation.

5 Procedure for booking a School Trip

- 5.1 Once the trip request has been authorised, the information pack will be given to the relevant Admin/Finance team to organise.

Trips involving a cost to parents/carers – Finance Team to organise.

Trips involving no cost – Admin team to organise.

- 5.2 Based on the information provided in the trip request pack, the relevant team will:-
- i) Book the venue
 - ii) Calculate the costings if relevant (including the cost of Supply Teachers for cover if applicable)
 - iii) Book transport if required
 - iv) Order packed lunches from the kitchen for staff and Free School Meals Pupils – AT LEAST ONE WEEKS NOTICE IS REQUIRED
 - v) Liaise with the Trip Leader to draft a letter to send out to parents outlining the trip, the letter will include the following details:-
 - Venue
 - Date
 - Departure and Arrival Times
 - What to wear
 - What to take
 - Lunch arrangements if relevant
 - Cost, if applicable, including a statement about voluntary contributions
 - A clear reply slip if relevant giving permission must be included for parents to return
 - Request for parental help if required (NB parents and adult helpers are not to be charged when accompanying a class. Their admission fee if applicable should be budgeted for in the cost of the visit)
 - Collate and record replies / payments and chase-up any late responses.
 - Keep the Trip Leader informed of any outstanding payments (NB if after persistent attempts by the Finance Team to obtain a response or payments/permission slips are ignored by parents, the information will be passed to the Trip Leader to action).
 - The letter will be given to the Trip Leader and EVO for approval before sending out to parents.

6 What to take on a School Trip

- 6.1 The Admin or Finance team will compile an Information Pack prior to the trip. This will be available for collection on the day of the trip from the Reception. The Information pack will include:-
- Copy of the Request for Educational Trip – which includes emergency contact information for the school / SMT
 - List of the children on trip
 - Copy of Risk Assessment and Medical List
 - Copy of free packed lunch list
 - Copy of any coach bookings (times and bus company details etc.). if relevant

6.2 In addition to the Information Pack, Trip Leaders will need to ensure the following are also taken on the trip:-

- First Aid Kit (see General Assistant)
- Any medication specific children need, for example for asthma, children should carry their own medication
- Sick bucket, paper towels, plastic bags, disinfectant and sawdust if trip involves transport
- Any resources or equipment needed.

7 Safety Procedures

7.1 The following safety procedures must be followed:

- Children should be supervised by an adult at all times, including lunch times
- A suitable place for lunch and toilet facilities needs to be considered
- Staff must make an assessment of any potential hazardous activity
- The Trip Leader is responsible for ensuring that all adults are comprehensively briefed so that they know the itinerary, which group of children are in their charge, the aim of the visit, and exactly what their duties are
- Pocket money / mobile phones / electrical devices (e.g. iPods) are at the discretion of the Trip Leader. Any items allowed are the sole responsibility of the pupil and the school will not be held liable to any loss or damage.

7.2 Child / Adult ratios:-

Non-residential UK trips

The following are **minimum** adult/pupil ratios:-

Year 3 – 6: 1 to 15

Years 7 – 13: 1 to 20

Visits including an overnight stay

All year groups: 1 to 15

There must be at least 2 members of staff. For single sex parties one member of staff must be the same sex as the pupils. For mixed parties a staff member of each sex must be included.

Visits Abroad

All year groups: 1 to 10

There must be at least 2 members of staff. For single sex parties one member of staff must be the same sex as the pupils. For mixed parties a staff member of each sex must be included

8 Residential Visits

8.1 Plans for residential trips need to take place 9 – 18 months in advance. Prior to any residential visit the Trip Leader will need to visit the venue to:

- Check for suitability and safety, especially appropriate safety standards in outdoor activity centres
- Look at disabled access/facilities/arrangements
- Collect information about the venue and its surrounding area

- Find out location, address and phone numbers of the local doctor's surgery, nearest hospital etc.

8.2 Following the initial visit, costs need to be worked out, in consultation with the Finance Office. A parents' meeting must then be arranged.

This should explain:-

- Purpose of visit
- Costs, including a planned saving scheme
- Practical arrangements
- Itinerary
- Arrangements for supervision and safety
- Insurance arrangements
- Medical and emergency arrangements
- Consent forms
- Contact numbers

8.3 Further preparations:-

- A detailed itinerary
- Contact numbers of parents and staff
- Medical & dietary arrangements needed
- Rotas of staff on duty
- Use of leisure time
- Stand-by staff arrangements (They must be available throughout the entire event, and must hold all information, contact numbers, hotel numbers etc., to enable them to respond to an emergency both at home and away).

8.4 During the visit staff must ensure :-

- i) the adequate supervision and safety of all children at all times
- ii) In the case of any emergency, the appropriate adults at school must be contacted immediately
- iii) Children should know which adult is on duty at all times