

# A St. Michael's CE (VA) Junior School Policy



## EDUCATIONAL VISITS POLICY

*[Draft]*

Reviewed by Business & Resources Committee:	
Ratified by Business & Resources Committee:	
To be reviewed:	Summer 2019

## **Introduction**

We believe that school visits, both of a daily and residential nature, are of vital importance to a child's learning. We believe that direct, first hand experiences lead to effective teaching and learning and that it is not always possible to provide these experiences in the classroom. We realise the importance and value of enquiry based learning. We are also conscious of our obligation to provide a broad and balanced curriculum and to ensure that the National Curriculum is covered. Each visit is an integral part of the curriculum, linked to each 'Themed Learning Journey', and therefore enhances school based teaching and learning. Each visit is well planned, to allow the maximum benefit to be obtained within a safe environment. We aim to provide exciting opportunities within each 'Learning Journey', which could take the form of a local community half day visit or a full day trip e.g. to the 'British Museum', with the opportunity for one residential visit in Key Stage Two.

Permission must be sought from the LA and Governing Body at least 6 weeks prior to a visit that will last more than one day and at least 4 weeks prior to a day visit which includes adventurous activities. Other visits must have the approval of the Headteacher and the Educational Visits Coordinator (EVC) in advance of booking the visit, allowing approximately three weeks for notification to be sent to parents.

## **EVOLVE**

All school trips organised by St. Michael's Junior School now take place via the EVOLVE system adopted by and managed for the Federation by Essex CC. Trip Organisers must complete the forms themselves online and should begin work as soon as trips have been approved, as this will allow them to collect the appropriate information gradually. This will be monitored by the EVC. Training on the use of EVOLVE will be given annually, as appropriate. All forms for residential should be submitted to the EVC at least one month before departure. Other local visits are approved by the EVC and should be submitted at least 2 weeks in advance. St. Michael's currently uses the EVOLVE system for overseas, residential and day visits only.

## **Visits Lasting Up To One Day (Day Visits)**

The Headteacher is responsible for agreeing, in principle, to the nature and date of any educational visit prior to any booking being made. The Headteacher delegates the management and approval of visits to the Educational Visits Co-ordinator (EVC). All day visits, however, will require the final approval of the Headteacher. Approval may also be needed from Local Authority if the visit is to include adventurous activities and the Governing Body, in the case of residential visits.

## **Planning a Visit**

When planning a visit, staff will use the code of practice for educational visits ("Health and Safety at Work Code of Practice No 28: Safe Practice on Educational, Adventurous and Recreational Visits" April 2003 and Educational Visits Policy update 2009) to assist in the organisation of the visit. There is a checklist of factors to consider, when preparing for your visit, attached to this policy for easy reference.

## **Approval for a Visit**

When seeking approval for a visit, staff should be able to demonstrate to the Headteacher/EVC/Governing Body that they have:

- Considered the objectives for the visit.
- Considered the staffing and supervision for the visit.
- Acquired a satisfactory knowledge of the location through a preliminary visit.

- Consulted with the Headteacher prior to making any provisional booking with regard to the location and with reference to other events in the diary.
- Consulted with the office staff to provisionally book or arrange transport if needed using recognised or approved providers.
- Costed the visit and identified charges and voluntary contributions in line with the Charging and Remissions Policy (including an assessment of the likelihood of voluntary contributions being met)
- Completed an on-line risk assessment form (for residential and one day visits) and considered ways to limit potential hazards.
- Checked insurance cover for the visit.
- Sought LA approval if needed.

Once the Headteacher/EVC/Governing Body has approved the visit, final confirmation can be carried out with the location and any travel firms.

Facilities on the coach should conform to the Governing Body's policy, which means that the coach must be fitted with seat belts and there must be one child to one seat.

The office will need the following information in order to provisionally book or confirm transport arrangements:

1. Date of visit and the location.
2. What time to leave school and what time the party is intending to return.
3. The number of children and adults.

### **Notifying Parents of a Visit**

Parents should be notified in writing of a day visit at least three weeks prior to the date of the visit. All letters to parents must be sent out via the school office and must have been approved by the headteacher. The letter should include:

- The location of the visit.
- The voluntary contribution towards the cost of the visit.
- The time of departure, and the time of arrival home.
- The reason for the visit, a brief outline of the content of the day and activities in which the children will be engaged.
- Arrangements for lunches, clothing, pocket money and information about what should and should not be taken on the visit by way of personal property.
- A request to parents to inform the school of travel sickness or other medication.

For a day visit, the following paragraph must also be included:

"We wish to make it clear that no pupil will be denied participation in this visit, if it takes place, on the grounds that no contribution had been made on his/her behalf. Equally it will be clear that the school does not have any resources to subsidise non-contributors, and so if contributions do not match the amount needed to meet the cost of the visit, it may not take place. Please note that where monies have been paid to external agencies in advance of visits or events, it is unlikely that this proportion of the cost will be refunded if the child is unable to go.'

The letter should also include a reply slip to be returned to the office by a given date. It should also be stressed that we are unable to take children on a visit without written parental consent. If this cannot be obtained, then a child will have to remain in school. Most trips unless adventurous in nature are covered by the overall permission slip that parents complete when children start school.

If additional adult help is required, a second reply slip could be included for parents to indicate their willingness to assist on the visit. It must be made clear that the school will approach parents who indicate a willingness to help should they be required.

### **Collecting Money and Reply Slips for a Visit**

Money and reply slips handed to the staff will be forwarded straight to the office. The office staff will count and record payments and collate permission slips. They will notify staff of any children who have not returned slips and will contact the parents by telephone to remind them of the need for written parental consent, if necessary.

If there are issues regarding voluntary contributions for a visit, the office staff or teacher must notify the Headteacher immediately.

### **Parents and Adults on Visits**

Essex Local Authority advises adult to child ratios for day visits as follows:

One adult to accompany a group of 6 or less children of Year 3.

Two adults to accompany a group of 20 pupils with 1 additional adult per 10 children thereafter.

At least half of the adults accompanying a visit shall be members of the school staff.

**Staffing ratios are dependent on the nature of the visit and the individual needs of the children participating. The ratios shown above are a minimum requirement.**

Prior to the visit, all adults must be briefed by the party leader on the programme for the day. They must be clear as to which children they will have responsibility for, including any medical, behavioural or educational needs of those children. They should be clear about potential hazards identified in the risk assessment and how these can be limited. They should be made aware of the deputy party leader in larger groups. They should also be made aware of the school's procedures in the event of an emergency. All adults who have unsupervised access to children, i.e. responsibility for a group, must be CRB checked.

### **The Day of the Visit**

The party leader is responsible for ensuring that everything is prepared for the day of the visit. They should consider:

- First aid kit
- Travel sickness equipment
- Contact details of school
- List of groups/whole party
- Pencils, worksheets etc
- Lunches (drinks in plastic bottles, no sweets), bags, coats, pocket money if needed
- Medication for children in the group
- Letters of confirmation from the location
- Cheques that may be required for payment at the location/for travel
- A mobile phone
- A small amount of cash for emergencies

***See EVC procedures checklist for further details***

The party leader is responsible for ensuring that all adults act to control hazards as identified in the risk assessment for the visit. The School uses Essex Evolve System for recording risk assessments.

The party leader should ensure that all members of the group are ready to depart, arrive at the location, are ready to leave the location at the specified time, and arrive back at the school.

### **Accidents and Incidents**

Details of any accidents or incidents should be recorded in The Incident Book as soon as is possible.

Accidents or incidents should be reported to the Headteacher as soon as possible. Minor incidents should be reported upon arrival back at school. The Headteacher should be notified IMMEDIATELY should a more serious accident or incident occur.

The Headteacher or EVC should ensure that the party leader completes the appropriate report form using notes from The Incident Book. Newly identified hazards should be noted and placed with the risk assessment form for future reference.

Linked Policy:              Charges and Remissions

Resources Committee Review:	February 2012
Full Governors Meeting Review:	March 2012
Pupil Curriculum Review:	Summer 2015
Full Governors Meeting Review:	Summer 2015

## Educational Visits Procedures

Here is a checklist of factors for the party leader to consider prior to the visit.



1. Undertake consultation with parents to assess feasibility of the trip i.e cost versus non-payment.
2. Complete the EVC risk assessment form from the site ESSEX educational visits and submit to the EVC coordinator.  
**Number:** 2239  
**Password:** stmichaelcejun
3. If appropriate, undertake a pre-visit.
4. The EVC has to approve the visit and accompanying risk assessments.
5. Complete a SEN form for any statemented pupils or children with SA+ that the leader of the visit feels requires extra consideration.
6. All adults, including parents are aware of the risk assessments for all children. Any adult who has unsupervised access to children must be CRB checked.
7. All adults must be briefed by the party leader on the programme of the day and information on the groups of children they are responsible for.
8. Approximate 1 adult for every 10 children is the starting point (dependant on cohort/activity).
9. Check medical information on specific group of children.
10. Medication carried by designated persons or group leader.
11. First aid kit/travel sickness equipment carried.
12. Registers are carried with SEN identified.
13. Free School Meal parents are contacted beforehand to determined meal requirements.
14. School kitchen are given a weeks notice if children are out of school for the day.
15. Ensure group lists are with the office for all children off site.
16. Mobile phones are carried.
17. Money for emergencies.
18. Emergency contacts are notified of their role. Contact numbers carried.
19. Check blanket permission forms for related consent i.e. food tasting, photos
20. If parents are transporting children then correct insurance and CRB documentation is required.
21. Are contingency plans necessary?