



Educational Visits Policy

Staniland Academy

Staniland Academy is committed to educational visits both on and off-site, which we believe greatly enhances pupils' experiences and provides a wealth of opportunity for pupils to engage in active learning.

Educational visits and off-site activities have been recognised for many years as having many beneficial effects on young people.

Organising an educational visit (or other event) to school

- 1) Teacher to decide who is visiting school and for what educational purpose, checking the school diary to ensure no clashes with other trips or events and talk to the Educational Visits Co-ordinator (EVC).
- 2) Teacher will contact the person to book a date for the visit and any additional requirements they might have such as workshops, access to the hall or playground and timings, also catering for certain children with EHCP or SEND children. **All visitors must be put into the school diary and staff notified if timetables or PPA is affected.**
- 3) Teacher to fill in an Educational Trips and Visits Booking Form (see EVC for a copy) and return to EVC when complete.
- 4) Educational Visits Co-ordinator (EVC) to complete the remainder of the booking form and store in a file in the office, contact finance to set up a purchase order and arrange for the payment to be placed on ParentPay if required.
- 5) Teacher in charge of the visitor and EVC need to sit together to fill in a risk assessment on EVOLVE. All risk assessments should take into account of health, safety and welfare of all participants (including staff).
- 6) Teacher in charge of the visitor to liaise with the office and EVC about payments being made.
- 7) All money should be collected two weeks prior to the visitor attending to ensure enough funds are received to cover all costs. If insufficient funds have been received, then the visitor will be cancelled.
- 8) Timetable of the day to be provided to the office and all members of staff.

Organising an educational visit or off-site activity (including clubs)

- 1) Teacher to decide where they want to go on a visit and for what educational purpose, checking the school diary to ensure no clashes with other trips or events and talk to the Educational Visits Co-ordinator (EVC).
- 2) Teacher will contact the venue to book a date for the visit and any additional requirements they might have such as workshops, where to eat lunch and catering for certain children with EHCP or SEND children. **All trips must be put into the school diary and give parents at least 4 weeks to pay for the trip.**
- 3) Teacher to fill in an Educational Trips and Visits Booking Form (see EVC for a copy) and return to EVC when complete.

- 4) Educational Visits Co-ordinator (EVC) to complete the remainder of the booking form and store in a file in the office, book any coaches, contact finance to set up a purchase order and arrange for the payment to be placed on ParentPay.
- 5) Teacher in charge of the visit and EVC need to sit together to fill in a risk assessment on EVOLVE. All risk assessments should take into account of health, safety and welfare of all participants (including staff).
- 6) Teacher in charge of the visit to liaise with the office and EVC about payments being made and if the coaches have been booked, thinking about all other considerations for the trip such as whether children will need **free school meals being made and to arrange with the kitchen at least two weeks in advance of the visit.**
- 7) All money should be collected two weeks prior to a visit to ensure enough funds are received to cover all costs. If insufficient funds have been received, then the visit will be cancelled.

Parent Helpers

Where possible, school will staff the visit using teachers and teaching assistants. In some instances, parent helpers may be required and this will be reviewed on an individual basis ensuring that they are enhanced DBS checked or fully supervised. The teacher in charge will ensure that any parent helpers on visits are made fully aware of expectations and emergency procedures.

Adults to children ratio (recommended minimum)

Category A visits (i.e. class daily trips)

1-2 for Nursery

1-4 for Reception

1-8 for Key Stage 1

1-12 for Key Stage 2

Category B visits (i.e. residential trips)

1-6 for Key Stage 1

1-10 for Key Stage 2

Category C visits (i.e. trips that include hazardous activities) **

1-8 for Key Stage 2

** hazardous activities would include rock climbing, water-based activities such as sailing etc, visits abroad or any activity with significant Health & Safety concerns.

Note: also consider male and female teacher ratios to boys and girls where possible.

Transport

All coaches must be fitted with seat belts. If mini-buses are being used they must have seat belts fitted, crew mini-buses (with seats parallel to the sides of the bus) must not be used.

The children must have a seat to themselves. This restricts the number of children on a 53-seater coach to 51 as 2 adults will be needed to accompany the children. Children should not, where possible, sit on the front seats or on the centre back seat.

Consideration must be given to the following when planning a visit by coach:

- The time and distance of the journey compared to the age of the child
- Stopping points for refreshments and toilets
- Supervision and ratios
- The effect of the weather and contingency plans
- Contingency plans for breakdown, delays, emergency expenses etc.
- Mobile phone and emergency contact numbers to be taken for out of school hours trips if there is no senior leadership member of staff available at school to make the calls in an emergency

For longer travel such as the residential visits particular attention should be given to:

- Crowded areas with the general public, such as motorway services

In these locations the priorities are to:

- Maintain safe supervision
- Sensible conduct of all pupils (and staff)

The Venue

Where possible, a pre-visit inspection of the site to be visited should be undertaken. Most of our class visit venues have been used for many years and pre-visits have already been undertaken. However, if this is the first visit to a new venue, every effort should be made to make a pre-visit prior to booking the visit.

First Aid

Where possible, a staff member with First Aid accreditation should be taken on the visit and a first aid kit/bag. Most venues also have qualified first aiders available in the event of an emergency.

Medication

It is the responsibility of the teacher in charge to ensure that any relevant medication is taken on the visit. This would include inhalers for children with asthma. Any prescribed medication please refer to the First Aid Policy to follow procedures. Other medication such as travel sickness tablets should be taken prior to leaving school on the bus and if any additional travel sickness medication needs to be taken, parents need to complete and sign a medication form (at the office before the trip), then instructions need to be given from the parent to include: medication in a sealed envelope, full name of child, class, amount of medication, time needed to be taken ready for the return journey.

Insurance

With effect from 1 April 2006 School Journey insurance, both in the U.K and overseas, is provided automatically as part of the Contents and Related Insurance Scheme that the school “buys back” to annually.

Clothing

Staff and pupils should be appropriately dressed for the educational visit. If children are expected to wear their school uniform, then staff should also follow suit and wear their normal school clothes or a school’s red polo shirt if they have one. If children are allowed to dress in non-school uniform due to the nature of the visit, perhaps a school jumper should still be worn to help identify them, in which case, staff can also wear non-school uniform. Pupils may be required to wear sensible footwear and should have a coat or rain jacket just in case.

Child Protection

Children away from their usual environment, especially residential visits, may feel safer to disclose abuse. Staff should be familiar with how to deal with a disclosure as identified in the Child Protection and Safeguarding Policy and if unsure, seek advice from the school’s Designated Safeguarding Lead (DSL).

On the day reminders

- Gather the children together (with the relevant adults when possible) to explain the rules and ensure the children know how to safely cross a road and reiterate the school rules and expectations
- Check each coach has:
 - (a) sick bags, paper towels, newspaper, polythene bags and two bin bags.
 - (b) at least one First Aid bag. That is one for each main group.
 - (c) A list of children and adults. This list must be up to date and have any absentees crossed off for each group leader to have a copy and the office.
- Other equipment if needed such as: worksheets, pencils, sharpeners, paper, clipboards etc.

The organiser will need:

- A list of all the children and adults on the visit
- A mobile phone (school mobile phone to call parents if needed in an emergency)
- An itinerary
- Any tickets/ cheques
- An “emergency” plan
- Mobile numbers of all adults on the trip to contact if the groups are being split into smaller groups

Count children’s heads on the coach when they are sitting down and as you are doing the seat belt check. Check on numbers frequently particularly in open environments.

Reviewed March 2020

To be reviewed September 2021