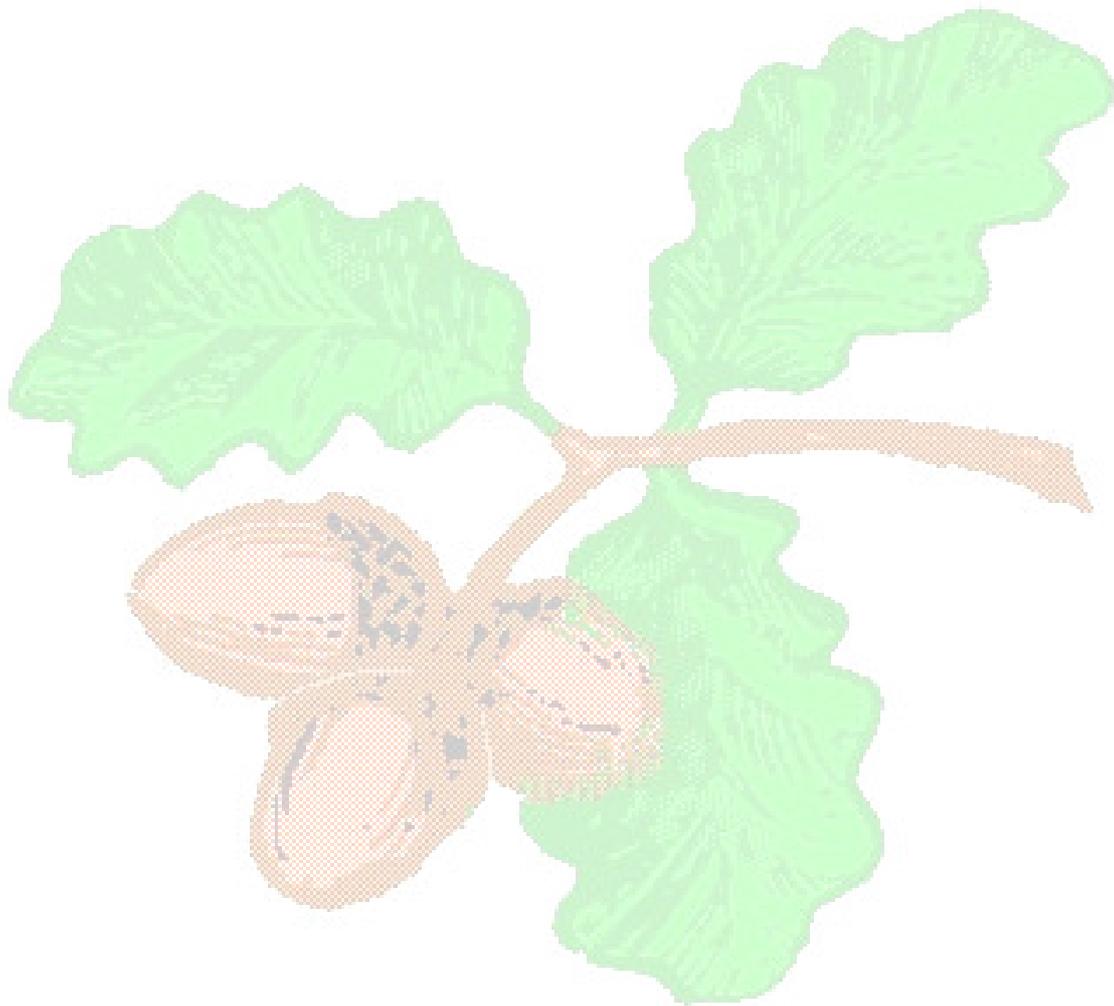


**Churchfields Infants' School,
Nursery Unit
& Language Facility**



**Educational Visits
Policy**

EDUCATIONAL VISITS POLICY

Purpose

The purpose of this policy is to set out clearly the school procedures for planning and organising educational visits, in order to maximise their educational benefit and ensure that all reasonable steps are taken to make the visit as safe as possible.

Aims of educational visits

Educational visits offer significant educational benefits to pupils. The educational aims of each visit will be identified as part of the planning process, but will include some or all of the following:

- To allow pupils to experience the environment at first hand
- To provide a practical focus for children's learning activities
- To broaden children's experiences
- To develop investigative skills in science
- To develop fieldwork skills in geography
- To develop self-esteem and teamwork skills
- To learn to take decisions and manage risk
- To have fun

Short-duration activities in the grounds or the immediate local area

Parental permission to take children on short trips in and beyond the school grounds has been obtained at the point of admission to school. Teachers will be notified if, exceptionally, this permission should have been withheld.

Whole-class activities in the school's own grounds e.g. Autumn walks, observational drawing sessions. These may be undertaken by a class teacher and teaching assistant, if she considers her class able to behave responsibly in this situation. It is preferable, however, to have at least one other accompanying adult. If statemented children have support staff allocated to them, activities should be planned with this in mind. Teachers should use their professional judgement as to whether the child's needs are such that the activity can only take place within the support staff's hours of employment. If necessary, advice should be sought from the SENCO or the Headteacher.

Small-group activities in the schools own grounds. Teachers may arrange for small groups of children to undertake activities within the school grounds under the supervision of other responsible adults. Usually these will be members of the school staff, e.g. specialist teachers, teaching assistants and nursery nurses.

When deciding the group sizes suitable for safety and learning purposes, teachers must consider the nature and duration of the activity, the nature, abilities and special educational needs of the children, and the competencies of the accompanying adult/s.

Please take into account the statement in medical protocols for named children:

“If there are any proposals which mean that xxx may leave the school site, prior discussions will be held between the school and parents in order to agree that the medication is taken on the outing, and an appropriate family member or parent/adult should accompany the child. Provision for the safe handling of his medication should also be clarified.”

Teachers must provide the adult in charge with a note of the names of the children in the group and keep a note of these themselves.

They should give the adult clear instructions about the activity to be undertaken.

Trips in the local area, e.g. visits to local shops, library, war memorial, traffic surveys if outside of school grounds. For short trips in the locality where the **whole class** stays together, teachers should be accompanied by a **minimum of three other responsible adults**.

If the class is to be split into **groups** at any point to undertake different activities away from the class teacher, a supervision ratio of **1 adult to 6 children** is recommended for KS1 and **1 adult to 3 or 4 children** is recommended for EYFS.

When deciding group sizes and composition, teachers must consider the nature and duration of the activity, the nature, abilities and special educational needs of the children, and the competencies of the accompanying adults.

Teachers must provide the adult in charge of each group with a note of the names of the children in the group and keep a copy themselves.

Approval of an educational visit

All visits must be approved by the Headteacher, who is the Educational Visits Co-ordinator: (EVC). As an Infants' school we only carry out day visits, and none of these involve "adventurous activities", so there is no requirement to seek approval from the LA. However, the LEA expect the Educational Visits Co-ordinator, the Headteacher and the Governing Body to exercise appropriate professional judgement when approving visits, and expects the school to seek advice from the LA where necessary. It is recommended good practice to use the **EVOLVE system**.

Planning an educational visit

If a member of staff is considering planning an educational visit they need to consult the Headteacher, who will decide if the visit is appropriate and if the member of staff is suitable to lead the visit. If the planning of a visit is to proceed, the **Visit leader** must complete the EVOLVE processing system where relevant information will be processed and authorised and an **Educational Visits Checklist** provided for completing.

- Identify the reasons for the visit
- Select a suitable venue and arrange for its availability to be checked
- Ask office staff to arrange transport with a reputable coach company (if necessary)
- Ensure a letter is sent to parents, informing them of the visit and asking for their consent.
- Ensure bookings are made with London Transport when using underground transport.
- On these occasions, tickets for accompanying staff must be purchased ahead of time.
- Arrange a pre-visit to the site if possible and if it has not been visited before
- Ensure that an Event Specific Risk Assessment sheet (**ESRA** - Appendix 2) has been completed
- Submit the Educational Visit Checklist and the Event Specific Risk Assessment to the Headteacher at **least 5 days before the visit is due to take place**.

If the visit is approved by the Headteacher, details will be recorded in the school visit log and copies of the Educational Visit Checklist and the Event Specific Risk Assessment will be filed alongside it.

Each class teacher is responsible for his or her class, and the Year group leader will normally act as visit leader. Each teacher should arrange his or her class in groups for the outing. When deciding on group size and composition, teachers must consider: the nature of the activities to be undertaken; the nature, abilities and special educational needs of the children; and the competencies of the accompanying adults. The minimum supervision ratio should be **one adult for six children**.

It is extremely helpful if at least one teacher in the party does not have a group to supervise so that they are available to deal with any difficulties that may arise.

Teachers should hold a central class list of all the groups. This should name the person responsible for each group and all the children in the group. Copies of the list should be given to each adult on the trip and to the school office.

At the outset of the trip school welfare staff will provide teachers with a holdall containing: a First Aid box, plastic gloves, plastic apron, sick bags, a small bag of sawdust, a carrier bag for waste disposal, spare clothing, any necessary medication for individual children, ***a purse containing a whistle, mobile phone, loose change and school phone numbers***.

Before any day or half-day off-site visit, a letter is sent home with each child giving details of the visit, a note on general requirements for educational visits (see below) and an authorisation request slip. No child is allowed to go on an outing unless the parent has returned the signed authorisation slip.

Parents are informed of the following requirements, on the reverse of the letter, when their child is taken on an educational outing. The instructions are also reinforced with the children by the class teacher prior to the visit.

EDUCATIONAL VISITS

Please note the following points when your child is going on a class outing.

- Children should wear comfortable clothes suitable for wearing outside and for the weather on the day of their visit.
- Children should wear caps or hats and have their shoulders covered.
- Children should wear suitable footwear - no open-toed sandals.
- Children will need a packed lunch - no fizzy drinks or glass bottles, sweets or peanuts.
- Children should not bring spending money.
- Children must stay close to the adult responsible for their group and follow their instructions.
- Children must wear the seatbelts provided and must stay seated quietly in the coach.
- Children must follow clear directions when walking to the tube station.

Staff accompanying children to the tube station must wear identification/visibility jackets.

Staff must follow directions from London Transport Staff on arrival and departure from stations.

Children must return a signed permission slip for the outing or they will not be able to participate.

Children whose behaviour could place the safety of themselves or others at risk may be assigned to another class in the school for the duration of the trip.

Before the visit a member of staff, usually the year group leader, will brief all helpers to ensure they understand the timetable for the day, the educational aims for the trip and any activities that they need to undertake with their group. At this briefing the visit leader will stress the importance of regular head counts and of ensuring that children remain close to their group leader. Times and venues regarding when the whole group reassembles, e.g. lunchtime and coach to return home, are also established. Information on the Generic Event Specific Risk Assessment is also shared with helpers at this meeting.

During the visit all school staff and especially the Visit Leader should be involved in a process of on-going risk assessment as local conditions (the weather on the day, the behaviour of a group or individual) could make an activity previously regarded as safe unsuitable. The visit leader is to use their professional judgement in these circumstances to make adjustments to the programme.

Evaluation of visits

On returning to school after a visit the Visit leader should make brief notes of any problems encountered and any particularly successful features of the visit. These notes are helpful in planning future visits. If there has been an accident during the visit this must be reported to the Headteacher who will ensure that the appropriate accident forms are completed.

Monitoring and review of policy

The implementation of this policy will be monitored by the Headteacher as Educational Visits Coordinator, and will be subject to periodic Health and Safety Audits by the London Borough of Redbridge. The policy will be reviewed regularly by Governors.