

# St Hilda's C.E. Primary School

## Educational Visits Policy



This policy was agreed by the whole school community in line with the National Healthy School's Standards

### Rationale

At St. Hilda's we aim to provide all our children with a wide range of educational visits/off-site activities that will give them valuable first hand learning experiences. We believe that these experiences will support and enhance the children's learning and social development.

### Purpose.

- To provide the children with the opportunity to participate in a range of experiences both within and outside their local environment.
- To enrich the curriculum.
- To motivate children in order to raise attainment and self esteem.
- To develop and extend the children's curiosity about the world in which they live.
- To develop key skills.
- To develop the children's social and co-operation skills.
- To develop the children's confidence in unfamiliar surroundings.
- To develop citizenship and an appreciation of their environment.

### Guidelines

- Visits should be linked to areas of curriculum study.
- The Group Leader/Visit Organiser must follow procedures outlined in St Hilda's Educational Visits Staff Guidelines when planning a visit. These procedures are in line with regulations outlined in Section 21 of the LA Health & Safety Manual 2004
- The Head teacher must be notified by email or verbally of any proposed visit and the expected costs before a firm booking is made to acquire approval in principle.
- The Group Leader/Visit Organiser must undertake a pre-visit of the site or gain detailed information about the venue to plan the visit and carry out a risk assessment
- The Group Leader/Visit Organiser must undertake a full risk assessment of the whole visit which includes
  1. A risk assessment of the journey
  2. A specific site risk assessment
  3. A specific event risk assessmentA risk assessment form must be completed and attached to the EVOLVE form.
- Transport operators used must hold a PSV operators licence and have seatbelts

- If staff use their own cars to transport pupils they must comply with the guidelines set out in St Hilda's Educational Visits Staff Guidelines and current legislation for seatbelts/child restraints.
- Group Leader/Visit Organiser must ensure there is an adequate pupil/staff ratio which is in line with Section 21 of the Oldham LA Health & Safety Manual 2004.
- Group Leader/Visit Organiser must ensure that there is a member of staff qualified in First Aid accompanying each group on the visit.
- Group Leader/Visit Organiser must ensure that all staff and volunteers, who will have sole responsibility for a group of children, are CRB checked.
- Group Leader/Visit Organiser must complete all sections of the electronic EVOLVE visit form and attach a copy of
  1. Risk Assessments
  2. Letter to parents
  3. Itinerary
  4. List of attendees

Completed forms need to be submitted to the EVC for approval as early as possible (At least 1 week prior to the visit for Category A & B visits and 4 weeks prior to Category C visits).

- EVC will check EVOLVE visit form and either return to staff for amendments and resubmission or submit to Head for approval.
- Head will approve all visits and submit any Category C Visits (Residential Visits, Adventurous Activities & Overseas Visits) to the LA for approval.
- Letters must be sent out to the parents providing information about the visit, the cost and any necessary clothing/equipment. Included in this letter should be a tear off slip containing a consent form and a request for emergency contact numbers and medical information. The completed tear off slip must be returned to school before the day of the visit. **NO CHILD WILL BE ALLOWED TO TAKE PART IN A VISIT WITHOUT A WRITTEN PARENTAL CONSENT FORM BEING SIGNED.**
- If packed lunches are required the kitchen staff must be informed of numbers as soon as possible - At least 2 weeks (preferably 4 weeks) prior to the visit.
- A first aid kit will be carried at all times on visits.
- The Group Leader will brief all adult helpers about the visit and their role. Each adult helper will be given a list of the names of the children they are responsible for, an itinerary and any other relevant notes.
- Pupils will be briefed by staff about visit and codes of conduct to ensure the pupils safety.
- Office staff to be informed of participants on the day of the visit.
- On all off site visits the Group Leader will take information with them about which adults and children are taking part in the visit, any medical conditions/dietary restrictions of participants, contact numbers for participants. Also they will ensure all staff carry an Emergency Card outlining

- Children will not be excluded from visits on the grounds that they have not paid, but parents can be informed that if there are not sufficient contributions the visit will not take place.
- Parents should pay money for educational visits directly to the office staff. Arrangements can be made between parents and office staff to pay by instalments.
- The Group Leader must within 14 days of the visit complete an evaluation form and attach it to the EVOLVE form and update attendees register. These will be used to inform future visit planning, monitor the value of the visit for the pupils and keep a record of visits attended by pupils in the school .

### **Conclusion**

By providing a varied programme of educational visits throughout the school the children should build up a wealth of experiences that will assist them with their learning, give them a better understanding of the world around them and help them develop into responsible citizens.

The procedures for planning and carrying out off-site visits are fully outlined in St Hilda's Educational Visits Staff Guidelines. These procedures have been put in place to ensure the safety of our children when out of school and make their experiences enjoyable.

This policy and school procedures for off-site visits will be reviewed in line with changes in current legislation.

Sue Binks (EVC) 6.1.10