

Policy for Educational Visits

St Giles CE Primary School

This policy works alongside the Health and Safety Policy.

Introduction

Educational visits and off-site activities are potentially the most hazardous time for both children and staff. It is essential that the following procedures are adhered to.

PROCEDURE FOR ORGANISING AN EDUCATIONAL VISIT (NOT INVOLVING AN OVERNIGHT STAY)

Before the visit

1. Permission is obtained from the Headteacher who needs to be satisfied the visit has educational value and is suitable for the pupils concerned.
2. The activities must be suitable for the age group.
3. A designated teacher will be in charge of the activity. Support staff who are trained first aiders should accompany the group.
4. A pre-visit to the place of the visit should take place. Transport will be organised (see below). A plan of the visit should be in place with an alternative plan in case of bad weather.
5. Liaising with the Headteacher, a letter will be sent to parents of the children involved outlining purpose of visit, place, timings, cost, appropriate clothing for the weather conditions, lunch arrangements and permission slip. (See Charging Policy for further information on charging parents.) In the case of support staff accompanying a small group of pupils (for example a netball team) parental permission will be required.
6. All consent forms will be held in the school office.
7. Organise other staff and parent helpers with written information of pupils in their group and any specific needs. Adults should know which pupils they are responsible for. Adequate child protection procedures must be in place (with CRB clearance if relevant).
8. It will be necessary to have adequate adult supervision taking into account the age of the children, the nature of the activity and the environment to be visited. The overall ratio must not exceed the following minimum levels:

Year 1 – 3: one adult for each six children (with reception children this number should be higher)
Year 4 – 6: one adult for each 10 – 15 children
9. Mobile phone numbers of staff must be given to staff in the office. The telephone number of the school must be available to all staff as well as the West Sussex emergency number. The school mobile should be taken.
10. Risk assessments should be completed with the Headteacher before departure.

11. Pupils should be briefed about the visit beforehand, have an understanding of the expected standards of behaviour and the health and safety aspects of the day. Pupils should be told what to do if they are separated from their group.

On the day of the visit

1. Register pupils and amend class/group lists as relevant. Teacher in Charge must have the class list with them at all times. Group supervisors should have a list of their group and a copy of relevant risk assessments.
2. Regular head counts should take place by the Teacher in Charge.
3. Ensure the first aid kit is taken and members of staff know where/how it can be accessed. Any medical items for specific pupils (ie. Inhalers, epi-pens) should also be taken.
4. Mobile phones should be taken. The Teacher in Charge must have some cash with them in case of emergencies
5. The school should be contacted in case of a late return.

TRANSPORT ARRANGEMENTS

Private cars

Following legislation regarding booster seats, the transportation of pupils during school hours will not take place in private cars. If pupils are involved in sporting or other events after the school day, parents will have to make their own arrangements to transport their child.

Coach

- This must be booked with a reputable company (see the School Office).
- All members of staff need to be familiar with the emergency procedures on the coach (ie. Position of emergency exits and how to operate them).
- Staff should be seated in the best position to supervise pupils.
- There should be no eating or drinking when the coach is moving.
- Pupils must remain in their seats with seatbelts on at all times.
- The teacher in charge must arrange a specific place on the coach for potentially travel sick pupils.
- Pupil numbers should be checked on both boarding and departing the coach/minibus.

After the visit

The Headteacher should be briefed on the visit and any near accidents should be reported. Teachers will complete the enclosed evaluation sheet and give to the Headteacher.

RESIDENTIAL VISITS

All of the above points must be followed for a residential trip. In addition the following procedures need to be adhered to:

- Off-site activities of longer than 24 hours should have the prior approval of the Governing Body.
- Prior clearance for trips must be obtained from West Sussex County Council
- Risk Assessment forms will be completed to reflect the range of different activities during this period. On going risk assessments will take into account a change of weather.
- Emergency contact numbers, details of the child's doctor and relevant health information for each pupil will be taken on the trip. A copy will be retained in the school office and with the Headteacher and Deputy.
- Teachers should have sleeping accommodation adjacent to the pupils' accommodation. Pupils should be aware of how to find an adult in the night.
- All staff and pupils must know the emergency procedures/escape routes in the event of a fire.

EMERGENCY PROCEDURES

Should an emergency occur, it is important that the Teacher in Charge contacts the school as soon as possible. In the case of a member of the group suffering life threatening injury or fatality or is missing, contact the emergency number at West Sussex. The Emergency Plan will then be put into place.

This policy was agreed by Governors and Staff in June 2012.