

## **St Ives Infant School**

### **Educational Visits Policy**

Educational visits are a very important part of the children's education and enrich many areas of the curriculum. Visits introduce children to new places, interests and activities, stimulate curiosity about the world and feed their imaginations and creativity. The school is committed to ensuring that the children experience a wide range of visits during their time in the school.

The school's Educational Visits Co-ordinator (EVC) is Joanne Dean.

#### **Categories of Visits**

##### **Group 1 Visits in the local area**

- Parents must be informed about these visits in advance, but they do not need to complete a specific permission slip.
- Parents will be asked to complete a generic consent form for local visits when their child starts at the school.
- Governors do not need to be informed of these visits in advance.
- A mobile phone must be taken on all visits.
- A risk assessment must be completed.

##### **Group 2 Visits to places beyond the local area which require coach transport or public transport**

- A Proposal for Educational Visit form must be completed.
- Specific parental permission is required. Children can only go on the visit if a completed form has been received. Telephone consent is not acceptable.
- The nominated visit leader must complete a risk assessment form. This can be based on a previous assessment, but it is essential that this is updated to take account of new circumstances.

##### **Group 3 Visits involving potentially hazardous/adventure activities**

##### **Group 4 Residential Visits**

As an infant school and nursery we have not in the past undertaken any visits which fall into these groups. If it was decided to do so in the future, the guidance in Cornwall Council's guidance would be carefully followed.

#### **Categories of Activities**

All the visits currently undertaken fall into category A, in that they are deemed to present no significant risk and may be supervised by a teacher deemed competent by the EVC.

## **Supervision Ratios**

**The minimum levels of supervision as determined by the Cornwall Council's policy are as follows:**

Nursery	1 adult: 2 children
Reception	1 adult: 3 children
Years 1 and 2	1 adult: 6 children

There must always be a nominated leader, usually the class teacher, who must appoint a deputy in case of emergencies. This should be a member of staff, preferably a teacher if one is available.

All those assisting in a supervisory capacity must be over 18 years of age.

## **First Aid**

One or more first aiders with up to date course certificates will accompany each visit. The EVC will maintain a record of first aiders and arrange to renew training as required. First aid boxes or packs will be taken on every visit, along with any medication required by individual children.

## **The Role of Governors**

- The governing body must agree the school's educational visits policy and review it regularly.
- The headteacher will report all group 2 visits to governors in the headteacher's report each term.
- The governors will be fully consulted before any group 3 or group 4 visits are planned and their written consent obtained.
- Governors are very welcome to accompany school visits and assist the teaching staff.

## **Informing parents and gaining consent**

Parents will be asked to sign a general consent form for local visits when their child starts school. These forms will be kept in the school office.

For group 2 visits specific forms will be sent to gain parental permission. These forms must ask for the following information:

- Contact telephone numbers for the day of the trip
- Details of any medical condition and treatment
- Authorisation for staff to obtain medical treatment for the child in an emergency

These forms will be taken on the visit by the group leader and a copy filed in the office. The copies will be kept for two years.

Contact details for all parent helpers will also be taken in case they are ill or have an accident.

## **Charging Policy**

When a visit is arranged efforts will be made to obtain the best possible prices for admission charges and the cost of the coach.

The total cost of the visit will be determined (including the cost of taking adult helpers) and parents asked to make a voluntary contribution to cover the cost of the visit. School funds may be used, at the discretion of the headteacher, to subsidise the cost of a school visit.

Parents will be informed that the visit may not proceed if insufficient contributions are made.

No child will be denied a visit because parents are unable to pay and opportunities will be given for parents to pay in instalments if necessary.

## **Transport**

The control measures set out in the 'Travel on Educational Visits' risk assessment will be adhered to regarding coaches, public transport and volunteer drivers.

If coaches are hired only those fitted with seatbelts will be used.

If public transport is to be used parents will be informed and given the option of arranging alternative transport.

## **Inclusion and SEN**

All children will be included in all visits with parental consent. However, where a child's behaviour or inability to follow instructions would compromise the safety of the child or others in the party, a decision may be made by the headteacher to withdraw the child from the visit, or the child's parents may be asked to join the party to take responsibility for their child.

If children have medical needs, or special educational needs, these will be taken into account by the leader in the planning process and should not normally prevent any child from participation in a visit.

## **Procedure in case of late return to school**

If breakdowns or other problems occur on the visit which means that the return to school is likely to be delayed by more than ten minutes a phone call will be made to school so that parents can be kept informed.

If there is a long delay parents will be invited into school to wait. The group leader will consider whether it is possible for an adult to return to school ahead of the main party to inform parents of what is happening.

## **Volunteer helpers**

**Visits where there is an open invitation to parents:** All parents will be invited to attend some educational visits, for instance a Reception class trip to the beach or fire station. On these occasions the group will stay together at all times, be supervised by teaching staff and

parents will not be required to hold a DBS check. Children whose parents do not attend will be supervised by school staff according to the ratio set in this policy.

**Volunteer group leaders:** All volunteers, including parents, who are asked to accompany a trip and be responsible for a group of children will hold a DBS check.

Parent helpers will be briefed before departure and written information provided when appropriate.

They will be informed that in the event of an emergency mobile phones must not be used to report back home until an official report has been made to avoid difficulties for parents of other children who may hear of problems via a third party. They must also be instructed not to speak to the press.

### **Planning Visits**

Planning visits will be made whenever possible and particularly if the venue is being visited for the first time. Planning procedures and advice is available in the file and all teachers should familiarise themselves with the contents.

The consent of the EVC must be obtained for every visit.

A Proposal for Educational Visit form must be completed and given to the EVC for every group 2 visit.

### **Emergency Procedures**

A copy of the emergency procedures must be taken on every visit. The deputy leader and other adults on the visit must be made aware of the location of these procedures.

### **Risk Assessments**

When planning a visit, full account must be taken of the school's Health and Safety policy and any appropriate activity risk assessments in the school's Health and Safety file (particularly risk assessment 31 which provides an overview of relevant hazards and control measures).

Risk assessments must be completed for all visits, using forms which have been provided by the school's health and safety adviser. Completed and blank forms are kept in a ring binder in the staff room.

One copy of the completed assessment must be given to the EVC prior to the visit and a copy taken on the visit. If circumstances change on the visit, leaders must re-evaluate risks and make notes of significant new risks and measures taken to minimise them in case of queries which arise later.

March 2014

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