

SUMMARY OF EDUCATIONAL VISITS POLICY AND PROCEDURES

Thank you for your time and effort in providing our pupils with opportunities beyond the classroom.

The checklist of procedures detailed below should aid the process of planning and organising a safe and successful school visit. If you have any further ideas on how best to refine and improve the process, please discuss these with the Assistant Head.

1. Check with the Deputy Head that no other activity is planned on the day of the proposed visit by referring to the school calendar and diary.
2. Check that the visit is being organised on the “best day”, i.e. least disruptive to teaching and learning, for the pupils involved.
3. Ensure that the purpose of the visit is justifiable and worthwhile and that the cost is, therefore, reasonable.
4. Complete a thorough risk assessment of all activities, tour operators and accommodation for residential visits. Carry out a pre visit where possible. Educational Visits Coordinator, will double check your risk assessment.
5. Arrange suitable levels of supervision. The Dcsf general guide for visits to local historical sites and museums or for local walks, in normal circumstances, is:
 - 1 adult for every 6 pupils in school years 1 to 3 (under 5’s reception classes should have a higher ration);
 - 1 adult for every 10 -15 pupils in school years 4 to 6;
 - 1 adult for every 15 – 20 pupils in school year 7 onwardsThe above are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one nominated teacher in charge. Where there is more than one teacher/supervisor, a group leader should be appointed who has authority over the whole group. If more than one school is involved, an overall group leader should be identified, usually the person with the most experience in leading such visits.
(Source:”HEALTH & SAFETY OF PUPILS ON EDUCATIONAL VISITS” www.dcsf.gov.uk / www.teachernet.gov.uk)
6. Complete the “Initial Application for Approval for an Educational Visit” (colour coded yellow) – available in the School Office and Staff Room. In Lower School, please check with the Head of Prep before going further.
7. Submit the form for a further Risk Assessment to Educational Visits Coordinator and then to the Deputy Head who will double check calendar dates. The Headteacher will make the final decision.
8. If and when accepted, send out consent form, medical detail form and letter to parents with all the necessary information.
9. Book transport, or minibus, if required.

10. Work out exact cost per pupil, checking with the Finance Officer before sending out a definitive price.
11. Make appropriate and reasonable adjustments and arrangements for disabled pupils or pupils with special needs.
12. Arrange home contact.
13. Submit fully completed application to the Headteacher - **a minimum of 7 working days prior to date of visit.**
14. Once final approval has been granted, send out a more detailed letter to parents if any updated information is necessary.
15. Order packed lunches for those who normally have school dinners if the visit extends over lunchtime.
16. Hold a briefing meeting for parents if appropriate.
17. Meet with proposed staff team and discuss the proposals / arrangements for the visit. Ensure that each team member has a copy of the itinerary and a copy of all members in the party. Staff should have a clear understanding of all risks and safety related matters.
18. Confirm that:
 - all money has been paid in (any money collected should go straight to the Finance Officer)
 - all consent forms, medical and parents' contact forms have been received
19. Complete emergency Contact Form.
20. On the day of the visit copies of **ALL** the documents should be left in the school office.
21. Collect and sign for First Aid Kit from Reception.
22. Ensure the Visit Leader has a mobile phone. Walkie talkies can also be taken from the Reception area. Continue to monitor and evaluate risks and adapt/revise arrangements throughout the trip.
23. Make sure that a camera is taken on the trip to document the activity for the school's newsletter and IES magazine. If you ask students to take cameras or other valuables, make a check for equipment as you enter the bus, during the activity and before returning home (as with number of students at all times).
24. After the visit review and complete evaluation form and return to the Head, who will forward to Educational Visits Coordinator for filing and future reference.

NB: The timescale for approval for visits must be adhered to. Approval cannot be guaranteed if the timetable is not adhered to. The final paperwork should be with the Head at least 7 working days prior to the visit to allow sufficient time for reading and approval.

A copy of the Dcsf “HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS” is available from the Educational Visits Coordinator.

**A copy is also in the Staff Room or online at www.teachernet.gov.uk
The Educational Visits Coordinator is available to help and discuss any aspects of any school visit.**

M. Dunnington.
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