



Policy for Educational Visits and Residential Trips

Additional References

Policies for: Health and Safety
The Curriculum
Safeguarding
Charging and Letting

Documents: Risk Assessment
Health and Safety Manual
Evolve

Rationale

Children's learning is greatly enriched and enhanced by visits outside of school. Visits to museums, galleries, sporting events and residential visits provide children with experiences that cannot be achieved within the school grounds and which contribute to raising achievement and enjoyment in school.

Educational Visits have a clear aim and targeted outcomes. They also need to be well planned and maintain a high focus on health and safety. While we do not wish to reduce the positive impact of activities on pupils by attempting to eliminate all element of risk, we will manage and assess risk carefully, reducing it to an acceptable level.

Guidelines

Educational Visits Co-ordinator

The Educational Visits Co-ordinator (currently Mrs Louise Stewart) is responsible for monitoring all visits. The EVC can offer advice and support on completing Risk Assessments and the Forms required for a visit.

Visit Categories

- Category 1: Visits vetted at school/ local level only (most school visits)
- Category 2: Visits over which the LA needs to keep a watching brief
- Category 3: Visits which the LA must be asked to approve at the outset of planning (all foreign travel and residential outdoor and adventurous visits)

All Visits

- Teachers are responsible for ensuring that legal adult / pupil ratios are maintained on these trips. For children in years 1 to 3 the ratio of adults to pupils is 1:6 (for children in Reception the ratio should be higher). For children in years 4 to year 6 the ratio is 1:10-15.

- Children must be reminded of our expectations of the very highest standards of behaviour towards their hosts and those accompanying them on the trip - children and adults.
- Children will be reminded not to speak with children from other schools unless it is a joint trip. Remarks made towards other children are taken very seriously.

Local Visits

- In September parents and carers will be asked to fill in a permission form for local visits. These are visits when a written permission slip will not be required.
- These visits will involve trips in the locality where children walk and no transport cost is required.
- Teachers are responsible for ensuring that legal adult/ pupil ratios are maintained on these trips. These ratios will vary depending upon the location of the visit and the age of the children.
- A Risk Assessment must be completed prior to these activities.

Arranging a Visit

- All teachers should be familiar with Cheshire West and Chester Council Guidance on Educational Visits and Overnight Stays which is available in the central policy / documents file.
- Teachers should aim to arrange educational visits well in advance. These must be approved by the Headteacher. All residential visits must be approved by the Governing Body.
- A pre-visit must be carried out by the lead member of staff in order to assess risk and help organise the visit.
- A County Council Risk Assessment Form must be completed using the Evolve website for all visits. Pupils with behaviour likely to cause a risk should form part of the Risk Assessment.
- Office staff will arrange transport and letters to be sent to parents. The lead teacher will need to liaise with office staff with regard to letters, cost and transport.
- Letters for parents and carers should outline some of the activities and educational value of the visit as well as details of times and voluntary contributions.
- All members of staff taking part in the visit must have clear roles and responsibilities.
- The lead teacher or EVC must make all members of staff and volunteers aware of emergency procedures.
- The Headteacher or EVC must ensure there is appropriate insurance cover.
- Parents or carers accompanying the visit should be subject to a DBS check. Volunteers without these may in some circumstances accompany the trip, but cannot lead a group of children.
- Volunteers and helpers should be briefed about the visit, expectations of behaviour and learning before the trip takes place.

Carrying Out A Visit

- Please refer to Guidance in the CCC Health and Safety Manual (copy in main office)
- A member of staff who has a certificate for Paediatric First Aid must accompany the visit.
- First Aid equipment must be taken on the visit

- Medication for pupils with medical needs must be taken and teachers should liaise with parents or carers to ensure that the care provided in school is maintained for the duration of the trip.

Residential Visits

- Governors must give their consent for all residential visits in advance. This must be noted in the *Governing Body Meeting* minutes.
- The LA must approve all residential visits in advance via the Evolve system. The LA contact for visits: Jane Pepper.
- Staff should have visited the residential centre prior to the visit taking place. We use Cheshire Outdoor Education Centres, including Beeston and Burwardsley, as well as PGL Adventure Centres - mainly Boreatton Park.
- All adults accompanying children on a residential visit must all be subject to enhanced DBS check.
- The lead teacher must take a copy of the parent/ carer consent form containing medical information on the visit, and leave the original in school. Children will not be taken on a visit without the consent form.
- We do not take parents and carers on residential visits unless there are exceptional circumstances.
- School Governors may be invited to attend residential visits.

Following A Visit

- The Headteacher or EVC should be informed of any issues that caused concern on the trip (pupil behaviour, poor quality of trip etc.) These may need to be followed up with the establishment.
- The Headteacher or EVC should be informed of the success of the trip. A particularly good visit can be followed up with the establishment and a note can be made to use that venue again.
- Poor behaviour outside of school is taken very seriously and will not be tolerated. Poor behaviour on a school trip affects the reputation of all the children attending Leftwich Community Primary School. The school reserves the right to refuse to take children on a trip if their behaviour has been poor during previous visits, or if their behaviour is likely to bring the reputation of the school into disrepute.

Staff using cars to transport children

Members of staff occasionally transport children in their own cars. In order to do this we have taken out an insurance policy for business class use to cover all staff with Marsh Insurance Company.

Equal Opportunities

Adult to pupil ratios are a minimum guide only. If a child has significant additional needs then appropriate 1:1 support will be provided, even if 1:1 support is not received in school. The teacher leading the class should ensure that children with additional needs are in close proximity to her/him throughout the visit.

The school aims to include all pupils on school trips and will provide additional support for children with physical, learning or behavioural needs. However, if a child's behaviour in school indicates a significant risk to the safety of themselves or the people (adults

and children) with them, or the reputation of the school, they may not be allowed to participate and will remain in school.

We do not discriminate against families due to inability to pay voluntary contributions for trips. We speak privately with parents who we know are in receipt of income support and other benefits and also ask on letters that parents experiencing difficulty paying should contact the Headteacher for a confidential chat.

Children's ethnicity and religion may need to be taken into account on rare occasions. While this may not mean a trip does not go ahead, it will be considered when planning events.

Policy agreed by Governors: January 2017
To be reviewed : January 2018

Signed:
Chair of Governors _____ Date: _____

Signed:
Headteacher: _____ Date _____