



Educational Visits Policy

Policy agreed by:	LMT
Date of policy:	November 2019
Review frequency:	3 years
Date of next review:	November 2022

Red Gates School Educational Visits policy

Definition of Educational Visits

Occasions on which children take part in off-site educational, sporting, cultural and religious activities which have been authorised by the Head Teacher to take place in school hours during term time.

Approval

Weekly visits of a routine nature are time tabled and therefore automatically authorised. Prior to other educational visits taking place a risk assessment must be carried out and discussed with the Head or Deputy. Non-routine visits must be written in the school diary by the class teacher, which is kept at the front desk. Visits that are planned in advance will be documented in teachers' planning.

The Head teacher is ultimately responsible for the safety of pupils on and off site and may exclude a child from going off site if either a child or member of staff or both are considered to be at risk and therefore the activity is unsafe. This situation will be discussed with parents and reviewed.

The Head Teacher or Deputy Head must authorise all educational visits.

Consent

Written parental consent should be held in school before any child may participate in educational visits.

Standard Procedure

The risk assessment must be completed prior to departure and will include date, destination, names of pupils and staff going on visit, names of other pupils from other classes joining the group and the class any child remaining in school will be joining. For educational visits that take place offsite at least 2 members of staff will be present. It will also identify which of the school mobile phones is being taken. The risk assessment will be given to the Deputy Head and another copy handed into the office prior to leaving. Risk assessments must be signed prior to the visit by a member of LMT.

The class or group teacher or TA4 is responsible for;

- Gaining permission from the Head Teacher or Deputy Head re- visit and writing in school diary.
- Informing the cook at least a week in advance of an educational visit which requires packed lunches or lunch needs cancelling.
- Informing Deputy Head and Admin staff when a class is going to be out over lunch time (this has implications for lunch time support assistants) and also if lunch money is required
- Taking a school mobile phone and ensuring staff do not use personal phones
- Taking disabled badge for parking the minibus

Individual staff are responsible for taking their ID cards

No medication can be given on a visit, unless administered by a parent so the school nurse must always be informed at least a week before, should an educational visit affect the timing of a pupil's medication. The exception to this is the administration of emergency medication, such as an epipen, which can be used when the member of staff is specifically trained and permission has been given by parents to use that intervention with a child.

Staff who are specifically trained for named children can give gastro feeds during an educational visit if this is agreed with the school nurse in advance of the visit and permission has been given by parents.

The class teacher or TA4 is also responsible for ensuring child details/medical information sheets are taken on all visits of whatever duration.

In the event of an emergency the teacher or TA4 will reorganise the group as required and make contact with a member of LMT at school for further instruction. If an ambulance is called a member of staff will travel to hospital with the pupil. If the group are unable to travel back safely with reduced adults they must wait for someone from school to assist.

Purpose of Visit

Visits during school hours must be related to the curriculum. Preparatory and follow up work will be linked to the visit. Actual travelling time should be used to maximise opportunities to learn about the environment.

Charges

The provisions of the 1988 Act maintains the right to free school education, forbidding charges for any activities which take place during school time. However teachers will send letters to parents inviting them to contribute voluntarily to support the educational visit.

If a visit is dependent upon voluntary contributions in order for it to go ahead, this must be explained to parents and it must also be clear that if the visit goes ahead, no child will be left out if a parent has not contributed to the cost. However it may be cancelled should there not be sufficient voluntary contributions.

Supervision

When planning a visit, safety is paramount.

A teacher or TA4 must be in charge of the visit and make clear the delegation of responsibilities to other staff. The teacher must ensure and feel confident that there are sufficient numbers of staff supervising the children and should allocate each child to an adult prior to departure. This should be identified on the risk assessment.

Should wrist straps / walking reins be used, the class teacher or TA4 must ensure that this is with parental consent.

First Aid

Staff should have a working knowledge of first aid, should it be necessary to use the materials in the first aid box. The contents must be replenished by the school nurse on return to school.

All health and safety guidelines must be followed. Any incident requiring first aid must be reported to a member of LMT and parents. The incident must be recorded on CPOMS on return to school.

Mini-bus Drivers

Adults must be over 21 years of age, held a full driving license for 2 years and must have passed Croydon's mini-bus test and health check to be eligible to drive the school mini-bus. Staff will need to have eye sight checked periodically as recommended by the LA (at 40,45, and every 2 years after 50) and they are responsible for ensuring this takes place.

Drivers of the minibus will have their licence checked annually.

A second adult, qualified to drive the mini-bus, should be present for any planned journey where a member of staff is driving in excess of 1.5 hours continuously. This second driver can then be called upon to take over should this become necessary.

Reviewed November 2018

Head teacher

Chair of Governors