

Grange Primary School
Policy for Arranging Educational Visits

RATIONALE:

At Grange Primary School, educational visits are seen as an integral part of school life. To support our aim to provide a broad and balanced curriculum, educational visits:

- Have a stated educational purpose providing a stimulus and enhancing the area of the curriculum that is being taught
- Provide children with first hand experience
- Enhance learning opportunities to enable children to achieve a fuller understanding of the world around them
- Develop personal and social skills

Visits include:

- Walks in the local area
- Local visits
- Half or full day visits that need transport
- Residential visits

EQUAL OPPORTUNITIES:

We will make every effort to ensure that school activities are accessible to all who wish to participate, irrespective of special educational or medical need, ethnic origin, sex, religion etc. Venues will be selected that are accessible to all children or reasonable adjustments will be made to meet the needs of all the children.

PLANNING THE OUTING:

An exploratory pre-visit must be organised to:

- Ensure first hand that the venue is suitable to meet the aims and objectives of the school, meeting the needs of all staff and pupils in the group
- Ensure that the visit will provide the 'hook' to the unit of work and therefore to enriching the curriculum
- Access potential risk areas and the levels of risk, becoming familiar with the area before taking a group of children there
- Prepare learning materials to capture the full potential of the visit
- View the accommodation and assess for safety in the case of a residential stay.

A risk assessment must be prepared including:

- What are the hazards?
- Who might be affected by the hazards?
- What safety measures need to be in place to reduce risks to an acceptable level?
- What will happen in the event of an accident? – first aid kit, name of first aider, details of the nearest hospital.
- Who will put the safety measures into place?
- What steps will be taken in the event of an emergency?

All risk assessments need to be authorised by the Headteacher or Deputy Headteacher before the visit can take place

Appropriate transport arrangements need to include:

Private cars:

Teachers and other adults who drive pupils in their own cars must ensure their passengers safety at all times, making sure that the vehicle is roadworthy and that they have appropriate licence and insurance arrangements

- Pupils should wear a seatbelt at all times
- Pupils travel only in the back of the vehicle (3 children)
- An adult accompanies the children in each taxi e.g. if 2 taxis are used, each taxi must have an adult

Public transport:

The following factors need to be taken into consideration:

- Supervision factors (see section on supervision)
- Safety when crossing roads, getting on/off transport, waiting for transport – these factors may influence which stations/bus stops etc are used
- Pupil behaviour – children must not 'roam' but they must sit still
- Staff and pupils need to be aware of emergency procedures

Coaches and Minibuses:

- Need to be booked well in advance to ensure that appropriate transport is arranged
- Need to ensure that the total of adults and children does not exceed the number of seats
- There should be no eating or drinking on the coach
- Seat belts must be worn at all times

Minicabs:

- Children to travel in the back of the vehicle
- Seat belts to be worn at all times
- If 2 minicabs are used an adult must accompany the children in each minicab

Appropriate supervision arrangements need to include:

It is important to have a high enough staff ratio of adult supervisors to pupils for any visit

Factors that will influence the number of adults include:

- Pupils with special educational needs or medical needs
- The nature of the activity
- The duration and nature of the journey e.g. a higher ratio of adults is needed when public transport is being used
- First aid cover
- The competence and behaviour of the children

Ratios

Recommended ratios for visits to local historical site, museums and local visits in normal circumstances are:

- At least 1 adult for every 4 children in the reception class
- 1 adult for every 6 pupils in years 1 to 3

- 1 adult for every 10 – 15 children in years 4 to 6

In the case of a residential stay:

- Enough staff to ensure that the ratio is maintained in the event of an emergency e.g. a member of staff leaving the venue to escort a child to the hospital

Where more than 1 class is making the visit, a group leader will be appointed who has authority over the whole group.

Parents/volunteers may be used to supplement the supervision ratio. They will be carefully selected and they will be well known to the school. Preferably all volunteers will have a DBS check. If a volunteer is used for an outing without a CRB check they must not have sole charge for any children e.g. they must not accompany them to the toilet.

The children will not wear individual name badges but will wear badges displaying the school name and contact number as appropriate. This includes the wearing of the visual jackets.

Appropriate permission must be obtained from parents to support insurance arrangements: Children will only be allowed to take part in the outing if appropriate permission has been gained from their parents.

- All local visits (shops, parks, investigations in the local area) are covered by the letter sent out at the beginning of each academic year.
- All outings that involve the use of transport and involve outings going further a field will have individual letters seeking permission from parents.

All pupils must be prepared for the outing:

Pupils should know:

- The aims and objectives of the visit
- What safety measures are in place and why they should follow the rules
- What standard of behaviour is expected at all times e.g. on transport, at the venue
- Rendezvous procedures and what to do if they get separated from the group
- Emergency procedures

All parents must be prepared for the outing:

Parents must be given the following information:

- Date of the visit
- The objectives of the visit
- Time of departure and return
- What the children should/should not take on the visit. Do they need any money?
- Suitable clothing for the visit
- Cost of the visit – The education provided wholly or mainly during the school day is free and so we are unable to impose a charge on parents/carers. We will ask for voluntary contributions, stating that as a last resort the outing may need to be cancelled if there are not enough voluntary contribution and the shortfall cannot be made up.

All staff must be prepared for the outing:

Adults must have the following information:

- The aims and objectives of the visit

- What safety measures are in place. This will include information on allergies/phobias/medication/dietary requirements
- Which children require school packed lunches
- What standard of behaviour is expected at all times e.g. on transport, at the venue
- Rendezvous procedures and what to do if they get separated from the group
- Emergency procedures – name of first aider, mobile telephone numbers of other adults

Emergency arrangements must be prepared for the outing:

Back up arrangements need to be made to cover any changes that may happen in the case of an emergency e.g. train station closed, the evacuation of a museum, the venue closed

- The headteacher to be informed immediately of any changes.
- The group would return to school immediately if there is no alternative venue. Any alternative would need to be of a similar nature and must be authorised by the headteacher.

If an accident happens, the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services and everyone who needs to know of the incident

This policy was reviewed by SLT in September 2016

This policy was presented to the Pupil and Standards Committee Autumn 2016