



EDUCATIONAL VISIT POLICY

ABSTRACT

Outlines how the school ensures educational visits take place in a safe manner to provide a broad and balanced curriculum.

APPROVED	Chair / Headteacher
POLICY DATE	Autumn 2021
REVIEW	September 2023

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:

- Extensions of the classroom
- Walks in the local area
- Local visits
- Half or full day visits to places of interest (e.g. museums)
- Sporting activities/competitions
- Topical workshops that take place inside and outside of school
- Residential visits
- Reward 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. In circumstances where the behaviour of a child in school suggests that taking them on an educational visit may prove hazardous for themselves or others, the Headteacher may choose to provide alternative provision.

Planning the visit:

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 a 'hook' to the unit of work and therefore enrich the curriculum
- Assess 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, Deputy Headteacher or Educational Visits Co-ordinator **no later than two weeks** before the visit is due to take place. (Risk assessments handed to the Headteacher on the day of the visit will **not** be signed)

Transport Arrangements:

Public transport:

The following factors need to be taken into consideration:

Tickets for public transport must be booked in advance through the office

- 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
- 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 number of adults and children does not exceed the number of seats available.
- No eating or drinking on the coach
- Seatbelts to be worn at all times.

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 maximum).

Minicabs:

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

Supervision:

The school must ensure that there are adequate levels of supervision in place for educational visits.

Ratios of adults to pupils will vary depending on a number of factors:

- 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
- Competence and behaviour of the children.

In the case of a residential stay:

Enough staff to ensure that adequate supervision 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 one class is making the visit, a group leader will be appointed who has authority over the whole group.

Identification of pupils:

The children will not wear individual name badges but will wear a high-visibility jacket, which supports adults in easily identifying and supervising Grange Primary School pupils.

Permission:

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 permission obtained as part of Grange Primary School's admission procedures
- All visits that involve the use of transport will have individual letters sent out seeking permission from parents.

All visits, which involve a cost, will be notified to parents at the earliest opportunity and a voluntary contribution requested. Instalments will be considered where larger payments are involved or where child has a number of siblings in the school.

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 etc.?
- Rendezvous procedures - what to do if they are separated from the group.
- Emergency procedures.

Preparing for the visit

Parents:

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?
- Cost of the visit – The education provided wholly or mainly during the school day is free and educational visits are not chargeable. We will therefore not impose a charge on parents/carers. We will ask for voluntary contributions to support with school in meeting the costs of the visit. As a last resort, the visit may need to be cancelled if not enough voluntary contributions are received and the

shortfall cannot be made up. Reward and residential visits are not considered to fall within the provision of education during the school day and therefore a cost may be incurred for attending these optional visits.

Staff:

Adults must have the following information:

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

Emergency arrangements must be prepared for the visit:

Alternative, contingency 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 etc.

- The Headteacher must be informed immediately of any changes
- The group will return to school immediately if there is no suitable alternative venue available. 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
- call the emergency services
- call the school and notify Headteacher of Deputy Headteacher