

Brighter Futures Academy Trust  
Field Lane Primary  
Educational Visits Policy



| Name of Policy<br>Writer/Amendments | Date Written/Amended | Next Review Date |
|-------------------------------------|----------------------|------------------|
| V.Dear                              | October 2014         | Sept 2015        |
| V.Dear                              | December 2015        | Sept 2018        |
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At Field Lane we believe that out of school visits play an important part in the education of the children in our care. The following guidelines are designed to ensure the safety of the children. No amount of planning can guarantee that an incident will be totally incident free, but good planning and attention to safety measures can reduce the number of incidents and lessen the seriousness of those that do happen nonetheless.

### **Responsibility for the visit**

The head teacher's / educational visits coordinators approval must be obtained before the visit takes place.

A comprehensive risk assessment MUST have been completed and submitted using Evolve and appropriate safety measures in place. The head teacher / educational visits coordinators MUST also sign the risk assessment. If the risks cannot be contained then the visit must not take place. **If the risk assessment and full details of the trip are NOT handed to the EVC 1 week before departure, the trip may not take place.**

School reserves the right to amend or cancel a school trip due to unforeseen circumstances e.g. severe weather if the trip is then deemed to carry a high risk. Advice will be sought from the EHOS ,local authority and other agencies in this instance.

### **The Group Leader**

The group leader should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality.

Each trip should have a group leader who is competent to monitor the risks throughout. Wherever possible the group leader should undertake an exploratory visit.

The group leader should be familiar with the location/centre where the activity is taking place.

The group leader should ensure that

- Parents have signed the consent forms.
- Arrangements have been made for the medical and special needs of all the children.
- Adequate first aid provision is available
- They have the address and phone number of the visits venue
- A mobile phone is available
- A school contact is identified
- There is a contingency plan for any delays including a late return home.

Materials are available to deal with travel sickness, bucket, black bag, travel sick bags, toilet roll, tissues, etc on the coach.

## **Parents**

The school can't impose a charge on parents for a visit that occurs during school hours. The school however, can ask for voluntary contributions. Parents should be made aware that the contribution is not compulsory, and children whose parents don't contribute will not be discriminated against.

Sign a consent form

- Parents must be given as much notice and details as possible
- Parents consent forms must be obtained before children will be allowed to go on the trip

Parents should be given at least two weeks' notice for a trip. A letter should be sent detailing the following information

- Date of the visit
- Visits objectives
- Times of departure and return
- Location of collection and return
- Name of the leader
- Standards of behaviour
- What pupils should take
- Money to be taken
- The information to parents and what they will be expected to consent to.
- Visits to the local area e.g. park, Co-op, library are covered by the letter and general permission slip sent out to parents at the start of every school year. These visits are covered by site specific school risk assessments which are regularly updated by the educational visit coordinator.

## **Supervision**

The following ratio is a guide to follow

1 adult for every 6 pupils in Year 1 and 2

1 adult for every 8 pupils in Years 3 and 4

1 adult for every 10 pupils in Years 5 and 6

There should be a minimum of one teacher in charge.

Parent/adult helpers should be carefully selected and ideally well known to the school.

Anyone who has not had a criminal conviction check should never be left in sole charge of pupils.

All adults must be seen together before the trip to be made aware of rules, routines and general organisation.

## **Head Counts**

Regular head counts of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of pupils and adults involved in the trip at all times. Children should wear the school lanyards with the school contact details on. Pupils should not wear name badges.

## **Preparing pupils for the trip**

Pupils should clearly understand what is expected of them. Pupils should be taught what is expected of them and the rules, which they should follow. The trip code of conduct should be signed by the pupil and stored in the progress file. Pupils whose behaviour is such that the group leader is concerned for their safety or that of others **MUST** be discussed with the head teacher/educational visits coordinator withdrawing from the activity. Parents will be informed. In some instances parents may be asked to accompany their child on a school trip and will then be asked to take full responsibility for the safety, behaviour and welfare of their child. Parents will be asked to sign a confidentiality agreement and letter outlining their roles and responsibilities; this only applies to educational visits.

## **Transport**

Pupils using transport should be aware of the following basic safety rules

- Children should wait for and board the bus in single file.
- Only two children per seat
- Wear a seat belt and stay seated whilst travelling
- Never tamper with the vehicles equipment
- Bags must not block the aisles or cause obstructions
- Never attempt to get on or off moving transport
- Do not distract the driver whilst driving

When booking transport the group leader should ensure that seat belts are fitted. Whilst seat belts must be fitted on coaches it is not legally required on buses.

## **Dissemination and Review**

This policy, once approved by the Governing Body, will be reviewed annually.

