

Educational Visits Policy



REFER TO L.E.A. GUIDELINES FOR THE ORGANISATION OF ALL TRIPS AND FOLLOW PROCEDURES EXACTLY IN ORDER TO ENSURE THAT YOU ARE COVERED FOR ANY EVENTUALITY

CHECKLIST

Please use checklist and complete details when organising an educational visit.

LOCAL VISITS

We do not use blanket letters for local visits. Letters are drafted by the class teacher or teacher in charge of the visit and given to the Headteacher for approval. Letters are typed by office staff

ADULT ESCORTS

Ratios of adults to children for trips are normally 1:10. although higher ratios are recommended for KS1 pupils. Adults employed at the place being visited are not to be counted when calculating ratios. At least half of the minimum adults required should be teachers. (As per L.E.A. guidelines)
No adults should have unsupervised contact with children, unless the adult is a staff member .

APPROVAL PROCEDURE

No contractual arrangements can be entered into until approval has been sought and given for the educational visit.

This is the procedure which MUST be adhered to exactly. A verbal approval is not viable:

- (1) Gather all preliminary information (place, date, time, cost etc.)
- (2) Complete an Educational Visit Booking Form (in office)
- (3) Have this signed by the Headteacher (At least 2 to 3 weeks before the trip takes place.)
- (4) Now make arrangements for the visit
- (5) Inform parents with at least 10 days to 2 weeks' notice
- (6) Collect consent forms and contributions.

COSTS

These must be fully worked out before going ahead with organising a School Educational Visit. School clerical assistant enquires about coach prices and books the coach for the visit.

The school has a policy of asking for voluntary parental contributions. As the activity must be made available to all pupils insufficient contributions may lead to cancellation of the trip.

In extreme cases of hardship or exceptional circumstances the school has tried to subsidise local visits (using a small reserve of funding) so that planned visits have been able to go ahead; however this may not always be possible. In The important point to remember is that an educational visit is only viable if costs are covered and all eligible children have the opportunity to take part.

All children must have a consent form signed by their parent or guardian if they are to be included.

Children without forms or excluded by their parents will be found alternative supervision by the teacher in charge, if the trip still proceeds without them.

When considering costing remember to include cost of preliminary visits if necessary , adult entrance fees and transport.

COLLECTING MONEY

**Please follow the money collection procedures included here as an appendix
Money should not be left in the classroom at any time.**

Clear and accountable records for money collected from children must be made. A record of children who have paid must be kept by the class teacher and the teaching assistant collecting the contributions. Once money has been collected it is to be sent to the Office in the class box with the amount and visit destination clearly stated in the book.

Money will be reimbursed in the event of cancellation. In other circumstances costs will be fully or

partially reimbursed, depending on any costs incurred (deposits, coaches etc.).
No profit can be incurred from an educational visit.

MEALS

If a trip requires a packed lunch this must be included clearly on parent information forms. Staff must remind children that, as in school, fizzy drinks and glass bottles are not permitted. The teacher in charge must check with the secretary that the midday supervisors and kitchen staff know how many children will be out at lunchtime. **(This task is usually delegated to the teaching assistant working with the class teacher although class teacher have overall responsibility for all arrangements)**

Children who are entitled to a school meal, are entitled to a 'free' packed lunch. Teachers must enquire how many children require these and inform the secretary at least 10 days prior to the visit.

MEDICAL INFORMATION

Children who need inhalers should be reminded before the visit to have their inhaler with them. All teachers leading visits should make sure that teaching assistants accompanying the class take a first aid kit to deal with everyday minor injuries. Medical forms attached to the letter must be checked by class teacher. For more serious accidents or illnesses medical attention should be obtained as necessary. In such instances the teacher in charge will:

- (1) Contact the necessary service or arrange for medical attention
- (2) Inform the Headteacher who will inform parents/guardians and the Area Office, if applicable.
- (3) Complete an accident form on return to school
- (4) When a child needs the 'epipen' administered the ambulance must be requested straightaway.

A MOBILE PHONE should be taken on all trips. This will allow for more immediate response to emergencies and delays. It should be kept switched on to allow two way information if required.

If you are taking your own mobile please ensure that school knows the number.

As at school, we are not permitted to administer medication. Where children have exceptional medical requirements the teacher must seek instruction from the parent before taking the child out of school. This does not apply to the use of Epipen, Piriton (nut allergy).

INFORMING PARENTS

Parents and guardians must be informed of the trip with 3 weeks notice, where possible, using an information letter approved by the Headteacher and a consent slip.

A child is not permitted on an educational visit without written or at last minute verbal.

The letter will inform parents if the pupils will arrive after end of school day from the visit. If pupils on a visit are delayed back at school, the class teacher in charge will inform school and a notice will be placed on the main entrance door to inform parents about approximate arrival time.

RISK ASSESSMENT

Please complete risk assessment Venue / Activity / Group specific Risk Assessment ()

WHAT TO DO IN AN EMERGENCY

1. Establish the nature and extent of the emergency as quickly as possible.
2. Ensure that all of the group are safe and looked after.
3. Establish the names of any casualties and get immediate help.
4. Ensure that a teacher/helper accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together.
5. Notify the [police if necessary).
6. Inform the school (Headteacher) 0121 429-2775 and continue to phone at 5 minute intervals if number engaged or there is no reply.
7. Details of the incident to pass on should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action to be taken (and by whom).
8. Write accurately, as soon as possible all relevant facts and witness details and preserve any vital evidence.
9. No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to school.

10. No-one in the group should discuss legal liability with other parties nor sign anything relating to accident liability without clear advice from the L.E.A._

ACTION TO BE TAKEN AT SCHOOL (School Mobile 07758146619)

11. If school mobile is not being used, take telephone number of member of staff (Probably a mobile)
12. School should contact L.E.A. immediately for advice 0121 303-2259 (Central Area Management)
13. School contact should notify parents, providing as full a factual account of the incident as possible.
14. Complete an accident form as soon as possible. Contact HSE or LEA if necessary.

All information in this policy is written in line with Regulations for Educational Visits, copies of proformas are kept in the Educational Visits file in the school office.