

WEAVERTHORPE CE (VC) PRIMARY SCHOOL **POLICY FOR EDUCATIONAL VISITS**

Our Christian School aims:

- To be a welcoming rural school with a friendly Christian ethos, where learning is exciting and children reach their full potential.
- To discover and nurture children's potential within a happy, safe and stimulating environment.
- To encourage everyone to stay safe and healthy, and to care for the natural environment.
- To try to deliver high standards of teaching where we can develop questioning minds and skills for life-long learning.

Our Christian values:

We will be:

- Respectful – towards each other and all the different people of the world
- Good learners – we will know how to learn, and meet challenges in a positive way
- Trustworthy – we will tell the truth
- Kind and patient – with ourselves and each other
- Fit and healthy – we will know how to live healthy, active lives

We will:

- Enjoy learning – we want school to be good fun!
- Care for the environment - at school and in the wider world
- Have good manners
- Be confident and have good self-esteem
- Become independent – as we grow up

At Weaverthorpe School we aim to give all pupils access to a wide range of activities, both in and out of school. Pupils' learning is enhanced through a variety of out-of-school activities.

Outline Proposal

- Establish aims of the visit and learning objectives.
- Agree provisional dates.
- Seek advice if needed.
- Follow County safety guidelines folder (located in office).
- Licensed providers must be used for adventurous activities.

Initial Approval

- Agree visit in principle.

Seek approval from educational visits coordinator before proceeding.

Planning and Formal Proposals

- Agree activities to match Learning Objectives.
- Select venue. (For adventurous activities, see LEA guidelines)
- Cost the visit to include:
 - a) Transport.
Only transport companies following County guidelines will be used.
Policies from individual transport companies should be requested and referred to.

Provisional routes should be agreed.

Minibuses will only be used with Governors' approval. Generally, all trips will be transported by commercial companies.

Occasionally, parents will transport pupils to venues. Please see transport policy.

b) Insurance.

Please check current insurances held by school with the office staff.

c) Accommodation.

d) Food and drink.

e) Entry charges.

f) Hire charges.

g) Instruction costs.

h) Equipment.

Equipment / clothing needed should be appropriate to the time of year, study and venue.

- First aid kits should always be carried.
- Reconnaissance visits and/or talk to others who have experience.
- Risk assessments should be undertaken by a competent person. They should identify:
 - the hazard.
 - the person at risk.
 - preventative and precautionary measures taken.
 - the sites where particular hazards are located.
 - any special needs considerations.

Provisionally complete all the above and seek approval from educational visits coordinator before proceeding. Once approval has been given, confirm the arrangements.

- Establish programme – produce a detailed itinerary to include:
 - a) Time and place of departure and arrival.
 - b) Meal stops.
 - c) Names of adults supervising which students.
 - d) Activity groups – identify instructors, helpers, minibuses, activity, students.
 - e) Programme and times for meetings, equipment issue, free time, evening sessions.
 - f) Establish a code of conduct (see appendix 14 in LEA guidelines).
 - g) Be clear about learning outcomes that you wish to achieve and how the programme will maximise those objectives.
- Adopt Weaverthorpe School Emergency Procedures.
- Accounts procedure –
 - a) Keep careful record of all payments made and received, from whom / to whom, on what date and for what.
 - b) Parents can formally request receipts for payments for educational visits.
 - c) Any small deficit may be met by school funds.
 - d) Special Needs - clarify any special; needs arrangements with students, parents, helpers, managers, providers, transport companies, local medical practitioners or hospitals.
 - e) Briefing parents, volunteers and staff –
 - Summarise the educational aims and objectives of the visit.
 - Risk assessment information and Special Needs information – copy provided to all accompanying adults.

Name and address of the destination and any other centre to be visited and an appropriate way to contact the party in the event of an emergency.

Time and place of departure and return, arrangements for supervision generally and during the designated activities, possible alternatives. A “telephone tree” may be agreed with some parents.

Meal arrangements (including those on the journey –packed meals, drinks etc.)

Composition of the group and details of the name and contact address of the group leader.

Details of any other adults accompanying the party.

Charges or voluntary contributions; what they cover and do not cover.

Methods of collection of monies and cancellation arrangements.

Details of recommended pocket money.

Staff responsible for collecting money.

Staff responsible for looking after any medicines, travel pills etc.

Insurance taken out for group members in respect of baggage, personal accident, cancellation and medical cover. Send a photocopy of the insurance schedule to all parents, or state a copy may be obtained from the party leader.

A checklist of clothing, footwear and any other equipment needed.

Items not allowed.

Code of conduct: details relating to the standard of behaviour expected from the young people during the visit, including for example rules on smoking and alcoholic drinks.

- Briefing pupils – Students should know:
 - Why the visit is happening.
 - What is expected of them – see also code of conduct.
 - Staff and responsibilities.
 - Any preparations needed.
 - About medical arrangements.
 - About pocket money.
 - Personal belongings that are not allowed.
 - What to do if they become detached from the party.

Students should have:

- School identification.
- Details of emergency procedures in case they get lost.

- Parental consent forms- should identify:
 - How to contact parents or another member of the family in case of emergency.
 - NHS number.
 - Name and address of the pupil’s GP.
 - Details of the child’s health and fitness.
 - Details of any medication being taken, dosage, frequency.
 - Details of any known allergy.
 - Details of any dietary requirements.
 - Date of last anti-tetanus injection.

These letters will be sent out with an envelope to provide labelled payment.

1. The Visit / Activity

On the visit:

- All groups to have some form of ID.
- Carry copies of all documentation as retained at base.
- Carry serious accident / emergency funds.
- Certified First Aider carrying First Aid kit to be named on risk assessment sheet.

To be retained at base:

- Itinerary and contact details.
- Names, addresses and telephone numbers of pupils, staff and volunteers on the visit.
- Photocopy of consent forms.
- Insurance documents.
- Copies of all planning, briefing and risk assessment documents.
- Serious accident / emergency procedures.

On return, check in with manager.

2. Evaluating

- Collect up feedback.
- Report to manager.
- Keep records for three years unless incidents have occurred and then file according to records and retention policy.
- Record any accidents.
- Review risk assessments.

Date of review (S): Summer 2013

Date of next planned or sooner if required review (G): Autumn 2013

Visit Proposal / Record Form

Outline Proposals

Aims / objectives

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Visit to

Leader

Education visits coordinator

Age Range/ class

I have read the Local Authority Safety Guidelines

Signed

Any advice sought

Licensed? Yes No not applicable

Provisional date of visit

Initial approval

Education visits coordinator

Visit Leader

Signed

Signed

Date

Date

Seek approval from Educational Visits Co-ordinator before proceeding

Planning and Formal Proposals
Activities chosen to match learning objective.

Venue Chosen

Costs:

Transport
Insurance
Accommodation
Food and Drink
Entry charges
Hire charges
Instruction costs
Equipment costs
Total

Total ÷ No. of pupils = cost per child

[] ÷ [] = []

Reconnaissance visits and / or talk to

Risk Assessments

See sheet E

Insurance check []

Signature of office staff

Signature of visit leader

Itinerary

Copy of emergency procedures read []

Accounts procedure agreed []

Special Needs Arrangements- see sheet E

Transport details (including provisional route)

Check this complies with transport policy!

Equipment needed

Adults accompanying the visit

Supervision ratio: children..... / adults

Approval sought:- Date

Education visits coordinator

Visit Leader

Letters home:- Date sent out

Last date for return

Arrangements confirmed:-

Date visit logged onto NYCC database.....

Date kitchen staff informed of visit details

Office staff

**In case of delayed return, the group leader will contact school staff at base.
School staff will inform parents and any other necessary parties**

Please complete and photocopy this sheet along with a class or group list and use this to brief each adult on the visit.

Risk Assessment

HAZARD	TO WHOM	PRECAUTIONS

Special Needs Arrangements

Certified First Aider with First Aid Kit Name

Updates required to Risk Assessment/ Post visit comments

DANGER	TO WHOM	PRECAUTIONS

Serious accident and emergency procedure and delayed return: -

1. Summon emergency help as required
2. Contact school – 01944 738280
3. Contact County Hall - 01609 532218
Out of hours 020 8553 6969

Undertaken by:

Other relevant qualifications

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Briefing parents

Summarise the educational aims and objectives of the visit	[]
Risk assessment information	[]
Name and address of the destination and any other centre to be visited and an appropriate way to contact the party in the event of an emergency	[]
Time and place of departure and return, arrangements for supervision generally and during the designated activities, possible alternatives.	[]
A “telephone tree” may be agreed with some parents.	[]
Meal arrangements (including those on the journey –packed meals, drinks etc.)	[]
Arrangements for children who receive free school meals	[]
Composition of the group and details of the name and contact address of the group leader.	[]
Details of any other adults accompanying the party.	[]
Charges or voluntary contributions; what they cover and do not cover.	[]
Methods of collection and cancellation arrangements.	[]
Details of recommended pocket money	[]
Staff responsible for collecting money	[]
Staff responsible for looking after any medicines, travel pills etc.	[]
Insurance taken out for group members in respect of baggage, personal accident, cancellation and medical cover. Send a photocopy of the insurance schedule to all parents, or state a copy may be obtained from the party leader.	[]
A checklist of clothing, footwear and any other equipment needed.	[]
Items not allowed.	[]
Code of conduct: details relating to the standard of behaviour expected from the young people during the visit, including for example rules on smoking and alcoholic drinks.	[]

Briefing students

Students should know:

Why the visit is happening	[]
What is expected of them – see also code of conduct	[]
Staff and responsibilities	[]
Any preparations needed	[]
About medical arrangements	[]
About pocket money	[]
Personal belongings that are not allowed	[]
What to do if they become detached from the party	[]

Parental Consent Form**Should identify:**

- How to contact parents or another member of the family in case of emergency []
- Name and address of the pupil's GP []
- Details of the child's health and fitness []
- Details of any medication being taken, dosage, frequency []
- Details of any known allergy []
- Details of any dietary requirements []

Visit / Activity**On visit:**

- All groups to have some form of identification or printed contact details []
- Carry copies of all documentation as retained at Base []
- Carry serious accident/emergency procedure contact details []
- Carry emergency / contingency funds []
- Carry a mobile phone for use in an emergency []

To be retained at base:

- Itinerary and contact details []
- Names, addresses and telephone numbers of young people and workers on visit []
- Photocopy of parental consent forms []
- Insurance documents []
- Copies of all planning, briefing and risk assessment documents []
- Serious accident/emergency procedures []

Please share the contents of this sheet with your manager before embarking upon the school visit.

Evaluation Notes