



Educational Visits POLICY

**Tollgate Primary School
Tollgate Lane
Bury St Edmunds
IP32 6DG**

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Document Change History

Version	Author	Date	Change Details
2	HB	October 2017	2.10 – updated names 4.5 – at least 1 first aider must accompany a trip

1 Introduction

1.1 The Governing Body of Tollgate Primary School accepts that educational visits offer opportunities to enrich learning, increase motivation, improve social skills and can make a significant contribution to the ethos of the school.

1.2 For children at Tollgate Primary School, the educational visits offered will normally fall into the Type 1 category of the County Regulations.

1.3 A Type 2 visit involving a residential stay or adventurous activities would only be offered after discussions with the Governing Body and with their specific approval.

2 Management of educational visits

2.1 The Governing Body adopts the County Council handbook "Educational Visits, Regulations and Guidance" as school policy for the management of educational visits.

2.2 Where the County handbook permits discretion at school level, the following apply:

The Governing Body nominates Hannah Brookman, Assistant Headteacher, as educational visits co-ordinator (EVC).

2.3 The Governing Body agrees that Hannah Brookman, as educational visits co-ordinator, shall have the following duties and responsibilities:

- To ensure that the planning of visits complies with County regulations and guidance
- To ensure that the specific risk assessments for the visit or activity are undertaken
- To approve the appointment of visit leaders and assistant staff
- To verify the competence of visit leaders and assistant staff, taking account of the planned arrangements for the visit and the number and nature of the pupils involved
- To ensure that the visit leader is allowed sufficient time to organise the visit properly
- To organise and monitor the training/induction of visit leaders and assistant staff as appropriate
- To ensure parents are properly informed and give their consent
- To organise emergency planning for educational visits at the school level
- To monitor visits, including accident and near miss reporting and review school procedures
- To keep the Governing Body informed of the schools' programme of educational visits and submit proposals for visits in certain categories for specific Governing Body approval

2.4 The Governing Body determines that the following minimum staff/pupil ratios for visits categorised as Type 1 under County regulations shall be:

Age 3	Nursery	1:3
Age 4	Reception	1:6
Ages 5-6	Years 1 & 2	1:10
Ages 7-9	Years 3 & 4	1:15

2.5 In every case, one staff member included in the above ratios must be a teacher. Larger parties must include at least one teacher to every 30 pupils.

2.6 The Governing Body determines the following arrangements for informing and obtaining the consent of parents for visits categorised as Type 1 under County Regulations. Written parental consent for those routine off site activities within the local community is requested on the admission form completed for the child on their entry to school. These activities might include visits to other local schools, walks around our local environment. This single form of consent

will be taken to apply throughout the child's time at the school unless specific notification to the contrary is provided by the parents.

2.7 In the case of a series of visits which involve the children travelling by coach or other transport outside the local area, parents will be fully informed of the details and asked to sign a single consent form to cover the series of visits.

2.8 In the case of specific, one off visits parents will be given full details and asked to give their consent. The consent form will include any medical needs, emergency contact details and photo permissions (where third party photos are possible).

2.9 The Governing Body determines the following policy in relation to insuring staff and pupils for visits categorised as Type 1 under County Regulations. Participants in Type 1 visits will be insured through the Bury St Edmund's All-Through Trust insurance policy. Staff and volunteer helpers are automatically protected by the Trust's liability and personal accident policies. Details of this policy, including the current scale of premiums and benefits are circulated by the Insurance Manager to all schools annually.

2.10 The Governing Body endorses the nomination of the following persons as emergency contacts in relation to educational visits:

Hannah Brookman, Assistant Head teacher

Claire Bates, Headteacher

Chris Pamplin, Chair of Governors

Allison Harker, Vice-chair of Governors

2.11 In case of an emergency due regard should be given to critical incidents procedures and policy and to the emergency contacts therein.

2.12 The Governing Body shall approve in advance, on a visit-by-visit basis, educational visits in the Type 2 category. Governing Body advance approval is not required in advance for Type 1 visits.

2.13 The Governing Body shall approve, in advance at the Summer Term meeting on an annual basis, educational visits undertaken within the immediate vicinity.

2.14 The Governing Body will receive information on visits in the following categories in the termly head teacher's report and does not require notification in advance. All Type 1 visits including:

Visits to local venues

Liaison visits to schools in the All Through Trust

Day trips by classes undertaken to support curriculum work

2.15 All notifications of educational visits submitted to the Governing Body for approval (usually Type 2 visits) will include a statement of the objectives of the visit and the learning outcome expected for the participating pupils.

2.16 The Governing Body reaffirms its charging and remissions policy in relation to educational visits.

2.17 The Local Visit Form issued and signed by parents on entry to the school will provide permission for visits within the immediate vicinity of school where transport is not required or when car/coach/minibus transport is provided to an All Through Trust school.

2.18 Staff or volunteers who are asked and agree to transport children to an event or other location in their own vehicle should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. All passengers must wear seat belts and car

seats must be used for children in accordance with current legislation (including the requirement that children must normally use a child car seat until they are 12 years old or 135 cm tall, whichever comes first).

2.19 It is the school's policy that only employed staff with the appropriate licence are permitted to drive a school minibus.

3 Residential visits

The following additional procedures will apply to all residential visits:

3.1 Prior to any residential visit, staff will arrange a parent meeting to make clear behaviour expectations and outline procedures or possible actions as a result of children breaching school or centre behaviour codes.

3.2 Behaviour agreement/consent form that parents must sign before a residential trip makes clear that staff are '*in loco parentis*' and outlines procedures or possible actions following any poor behaviour.

3.3 Parents are to be informed by HT of any significant behaviour incidents on a residential trip and any action planned or taken as soon as reasonably possible whilst children are still away.

4 Planning and Preparation

4.1 Trips and visits should be included in long term and medium term planning where possible.

4.2 Visit Leaders will submit a proposal form to the EVC for approval (Type 1 visits) at least 6 weeks in advance of the trip. The Senior Leadership Team (SLT) will then approve the trip. The cost of a trip (transport, entrance fees etc.) must be taken into consideration when planning a trip.

4.3 For all visits, a full risk assessment will be written; this will include any provision in place for individual children with medical, SEN or behaviour needs.

4.4 Visit Leaders will ensure they have full first aid kits, emergency contact numbers (staff and children), any medication and 'Record of Concern' forms.

4.5 At least one first aider, will accompany every trip.