



Every year many visits are made from Herrick Primary School for a wide variety of purposes. These visits range from a walk around the school perimeter to an overseas residential trip. The range of activities is similarly wide. The purpose of this policy and accompanying information is to ensure that every trip made from this school combines the safest possible environment for children and the greatest possible educational benefit, both in terms of the National Curriculum and in personal and social development.

Aims

- To provide a framework whereby trips of all kinds may be planned, costed and undertaken.
- To set out a series of steps to be followed when planning a trip.
- To ensure that all trips are of the maximum benefit to children's education in its widest sense.

Objectives

- To develop the child's knowledge, skills & understanding of the wider world outside school & home.
- To emphasise links between various areas of the curriculum, and to put into practice skills learnt in the classroom.
- To develop the child's confidence in encountering unfamiliar situations.
- To develop the child's ability to work with a group, to follow instructions & to complete tasks in
 - co-operation with others.
 - To ensure that children learn the importance of considering the feelings and needs of others.
 - To nurture self-reliance, autonomy and leadership

Children's Experiences

As each child moves through the school visits will be arranged to complement the breadth of the curriculum and to emphasise aspects of the programme of study which lend themselves to such an approach. Within the constraints of the various codes of practice, children will be encouraged to be increasingly self-reliant; for instance, children in Key Stage 1 will look after their own sandwich box and coat, while children on the Year 6 residential trip will have sole responsibility for aspects such as personal hygiene and looking after personal possessions.

Management

Teaching Staff are responsible for preliminary planning of trips and any plans must be discussed with the Headteacher at an early stage. The Headteacher decides whether the trip will take place.

When the trip is approved, the necessary paperwork should be given to the office at least 2 weeks prior to the trip.

Costings sheet to be signed by the Headteacher.

Letter given to the office to be sent to the children (2 weeks before the visit)

Risk Assessment to be given to Mrs Tuckwood, Educational Visits Co-ordinator (2 weeks before the visit) for approval. This should be signed by all staff who will be attending.

The Educational Visits Co-ordinator, has overall responsibility for the suitability and safety of trips, and the Governing Body has ultimate responsibility for the safety of pupils and staff

Equal Opportunities

All trips will be accessible to all children in the class, enabling them to gain confidence, acquire skills and build positive experiences.

Special Educational Needs

Educational visits should fulfil the needs of all children. Children with IEPs may need additional supervision or support whilst on a visit and this will be provided if possible.

Disabilities

Herrick Primary School is committed to increasing the extent to which disabled pupils can participate in the school curriculum, including the extent to which disabled pupils can take advantage of education and associated services, particularly in respect to educational visits.

Implementation

LCC Guidelines for Educational Visits information is available from the EVC is required.

Guidelines for planning an Educational Visit

Identify the educational aims and objectives of the visit at an early stage. When travelling to a distant location the question should always be asked, whether the same objectives might be achieved more simply and cheaply closer to home.

Staffing - Regard must be paid to the experience of the staff, the nature of the visit and the age and needs of the children. Staffing levels stipulated are minimum levels. There must always be at least 2 members of staff of every visit.

Day Visits

Nursery & Reception	-	1 adult to 5/6 children		
KS1		1 adult to 8 children	KS2	1 adult to 10 children

Residential Visits

Endeavour to achieve one adult per 8 pupils with a minimum of 4 adults. Mixed parties should if possible be accompanied by at least one man and one woman.

Visit the venue. This is an essential requirement unless you are very familiar with the location and the itinerary.

All Trips & Visits

The letter to parents includes this statement: "The total cost per child is £0.00. Under the terms of the Education Act we are only allowed to ask for voluntary contributions to cover the cost. Before the visit is confirmed I would like to be sure that there is sufficient support and that you are prepared to make the necessary contribution as the visit will not take place if the shortfall is too great."

Check that the proposed date does not clash with anything else, then enter the date in the School Diary.

Allow a period of at least 2 weeks to inform parents in writing of visit details, requested contributions

and links with the National Curriculum. Parental approval of trips involving a higher level of contribution, eg residential trips, should be sought a lot earlier in the office. Letters are to be approved by the Headteacher before being sent out.

Parental consent should be obtained two weeks before the trip so that the financial viability of the trip can be ascertained. Money should be handed to the office. Parents must ensure that appropriate clothing and footwear is worn.

Ensure that all accompanying adults have undergone the appropriate level of Police Check or equivalent. Driving licenses, insurance certificates and MOTs will need to be seen if parental cars are used. (Where relevant trip organisers must also ensure that booster seats are used to comply with height regulations.)

Teachers leading trips must familiarise themselves with the relevant Codes of Practice. The appropriate Risk Assessment form must be completed. For Residential Visits, this will be completed by the EVC.

Special medical requirements of the children should be known and catered for. Check that First Aid provision is ready and available. First Aid equipment, 'sick buckets', refuse bags, etc will need to be available.

All adults accompanying the party, whether school staff, parents or other adults, must be made fully aware of the purpose and itinerary of the trip and of their own area of responsibility. Each helper should have the mobile number of other helpers, the number of the school, a list of all the children on the trip and a list of the children in their group. A short preliminary meeting should take place to inform parents of these issues and to address any other concerns.

In the case of a residential trip, a preliminary meeting for parents must be arranged to explain the purpose and organisation of the trip, go through any rules and answer any questions or concerns

Guidelines for Conducting a Visit

Conduct of children on a coach - The teacher should ensure that, wherever possible, access to a coach should be directly from the pavement. Children should wear seatbelts whenever the coach is moving. Whilst travelling in a coach children should behave in a sensible and controlled manner.

Leading a party on a train

All children should stand with their group leader, well back from the platform.

Don't get on the train until everyone is ready

The teacher should be the last to board the train, and only release the door once everyone is aboard

Stand on the right on escalators

Children must be aware of what to do if they are left alone on a platform, or if they are on a train and separated from the party

Visits to the toilet - Children are never allowed to go to the toilet unaccompanied. One adult should be inside the toilets and one outside. However, when small groups break up with a leader, like at an Art Gallery, common sense has to be used if a child wishes to use the toilet.

Walking on the pavement - Children must walk along the pavement, towards the inside, with adults on the outside keeping the children away from traffic. There must also be one adult leading at the front, and another following at the rear.