

# URSULA TAYLOR CHURCH OF ENGLAND SCHOOL



## School Educational Visits and Journeys

2016

Educational Visits Coordinator – Miss S Wintle

### Basic Principles

- The Headteacher or Chair of Governors must be informed and give permission for the visit to take place. (In the event that the HT or C o G is unavailable, the DHT has delegated responsibilities in the absence of the HT)
- The primary purpose of all visits and journeys must be educational and suited to the ages and abilities of the pupils taking part in them
- All visits must be adequately supervised
- Written consent must be obtained from parents prior to the visit. (For local visits on foot a consent letter is issued to parents on their child's admission.)
- No children will be excluded from an educational visit or outing in school time because of the unwillingness or inability of those with parental responsibility to pay. Refer to the 'Pupil Premium' policy for more information.
- Group leaders will have a high expectation of behaviour. After each visit some form of thank you letter should be sent.
- Risk assessments must always be carried out and signed by the EVC (currently Miss Wintle) prior to visit. If Miss Wintle is unavailable, Mrs V Morrall or Mrs K Hall must sign)

### Leadership

The leader must be a qualified teacher. The Headteacher must be satisfied of the suitability of all supervisors taking part. The group leader should visit the site prior to the visit. They should ensure that:

- Participants are fully briefed and given a copy of the risk assessment.
- Parents are fully informed about the arrangements.
- Adequate information on the places to be visited is collected.
- Advice on safety procedures has been given to leaders and participants.
- The Headteacher is fully briefed.
- All planning and administration has been completed.
- Approval has been obtained as required.
- The secretary and kitchen staff have been informed in sufficient time to make any necessary arrangements.

### Supervisory Ratios

For all day visits where the element of risk is similar to that normally encountered in daily life (for example, visits to historical sites, most field work, visits to places of local interest and local walks) the minimum supervisory ratio should be as follows:

- Reception (Agreed by Lead Teacher and HT dependent on type of visit)
- Years 1 to 3 1:6
- Year 4 1:8

Please note that these ratios are the minimum. The nature of the activity will help determine the ratio. Wherever the risk is raised (e.g. a site including bodies of water) the ratios will need to be higher. Please consult the Educational Visits and journeys File or the EVC if you are unsure of the necessary ratios.

Please Note: It is best practice for the Trip leader to NOT have responsibility for a group of children. This allows the Lead member of staff to liaise with the site staff, deal with concerns and oversee all aspects of the trip.

### **Welfare – First Aid**

A first aid kit must be taken on any visit or journey. The group leader must be aware of the contents and how they are used. The leader must delegate one adult to be responsible for first aid and any long term medication (e.g. asthma inhalers) that the pupils may need. A 'bum bag' style First Aid kit and larger 'bag' are available in the School Office.

It is best practice to have at least one staff member on the trip as a qualified first aider. All supervisors need to be aware of who the designated first aider is.

It is essential that the supervisors should be fully aware of any allergies / illnesses suffered by participants prior to the visit. The group leader must ensure that adults supervising groups are aware of any child that has any medical requirements.

During the summer months children should be asked to bring a hat, a cover for their arms and also sunscreen.

When travelling on coaches or in cars supervisors must insure that every child is correctly seated with their seat belt fastened throughout the journey.

### **Insurance**

When private cars are used as part of the journey vehicles should carry no more passengers than are seat belts, which must be worn. Children must sit on booster seats provided by the child's Parent.

Parents carrying children in their cars must have adequate insurance and must give a signed declaration stating this. Parents must give written permission for their children to be conveyed in private cars.

At Ursula Taylor we only transport children in personal cars under exceptional circumstances. This will only happen when express permission has been sought from a parent and in cars which are fully insured (Business Insurance), taxed and that have a full MOT.

## **Log of Visits and Journeys**

A log of each trip will be kept in a loose-leaf file in the staff room. For each trip the leader should complete a new sheet. This information will be kept for three years. Evaluations should be completed after the visit to inform future visits to the site. All letters sent home regarding Educational Visits will be kept in the school office for reference.

## **Consent form**

Before each outing a parental consent form must be completed for each child. Any instructions about clothing or spending money etc will be sent with the permission slip.

Reviewed January 2016

Future review date January 2018