



POLICY FOR VISITS

Format

*This policy has been compiled with reference to the DSCF document **Health and Safety of Pupils on Educational Visits.***

Aims

The school, including EYFS, aims to provide trips that are: -

- Of genuine educational benefit*
- Safe and appropriate for the children under our care*
- Properly researched and prepared for*
- Enjoyable and purposeful*

To this end, the procedure we follow is: -

- Application to Headteacher before any trip is booked. If the Head is happy that this trip fulfils the above aims, he will approve the visit. On receiving confirmation that the trip may proceed, the teacher makes a firm booking.*
- Fill in an outings form (attached) which ensure the proper sharing of information. Any necessary transport will be booked by Alex Salandin. The Deputy Head, Miss Jennifer Paul, is consulted as to ratios and staffing. Parents accompanying the trip must have CRB clearance (see Mrs Salandin)*
- Member of staff in charge of the trip plans the visit, including Risk Assessment and first aid requirements and produces a letter to go out to parents. This letter is shown (as all letters are) to the Headmaster for approval before being produced in the school format by the office to be sent to parents.*
- Member of staff completes a risk assessment visit (blank risk assessment form attached) and produces a written risk assessment which has to be approved by our Educational Visits Coordinator, Miss Turvey. This will include details such as qualifications of those persons that will be dealing with the children, the behaviour of the children and relevant insurance for the trip.*
- Medical forms are collated, as necessary, in conjunction with the School Nurse, Mrs Leslie.*
- The member of staff collates parental permission slips, medical forms & medication including inhalers etc*
- Emergency Contact information left with the school office , in the case of a residential trip, both Head and Deputy. A complete set of the contact forms with permission for emergency medical treatment if the parents cannot be contacted, will be taken on the trip.*
- The ratios for any trip are as follows Foundation Stage/EYFS/Reception- 1:4/5, years 1,2 and 3- 1:6 and years 4,5 and 6 1: 10.*

- ❑ *The member of staff in charge of the trip needs to prepare the pupils for the trip taking into account any special or medical needs.*
- ❑ *The trips range from academically appropriate trips in conjunction with the curriculum and school journeys starting from year 3 which includes residential trips overseas (Yr 5 trip to France).*
- ❑ *Any serious incident should be reported to the Headmaster on return to school. All staff are issued with a copy of our Critical Incident Guidance. (Attached)*