



SCHOOL VISITS POLICY

**School Visits Policy
for
St. Mary's CE Primary School**

Approved by Governing Body:	Summer 2016
Date of next review:	Summer 2019
Tom Holmes	Deputy Headteacher

ST MARY'S C.E. SCHOOL VISITS POLICY

At St Mary's we value the educational benefit derived by our pupils undertaking school visits. Our aim is to enrich the educational experience for all our pupils by providing them with appropriate opportunities to enhance their learning in a variety of learning environments that are not necessarily available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence. However, in all instances, these visits are carried out with full regard to:

1. Identified and agreed learning objectives
2. Health and safety of both staff and pupils
3. Opinions of parents and carers
4. Economic viability
5. Implementation and monitoring – [Appendix 4](#)

1. Identified and Agreed Learning Objectives

The identified learning objective should take into account the following points:

- a. Clearly stated for each school visit
- b. Relevant and appropriate to medium term planning and / or age of pupils
- c. Identify how pupils' learning will be enhanced
- d. One of the criteria the Headteacher will consider when deciding to approve a proposed visit

2. Health and Safety for School Visits

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of the activity. (*Health & Safety: Advice on legal duties and powers, DfE, December 2012*).

All school visits should be conducted in a way that aims to ensure the safety of all staff, parents and pupils involved. In particular, attention must be paid to the following areas:

- a. An Educational Visits Approval Form must be completed and signed by the Headteacher and school visits governor before the visits can be organised. [Appendix 1](#)
- b. A full risk assessment of the venue of the school visit must be conducted within the two weeks leading up to the date of the school visit. [Appendix 2](#)
- c. A full risk assessment of travelling arrangements must be conducted within the two weeks leading up to the date of the school visit.
- d. The statutory requirement regarding adult to pupil ratios must be maintained at all times. Any school visit that fails to satisfy this statutory ratio must be cancelled.

LEA Guidelines	Recommended Minimum Ratio	At least one teacher must be included
Early Years	1:6	
Key Stage One	1:10	
Key Stage Two	1:15	

St Mary's will aim to improve on this statutory ratio in order to better ensure the health and safety of our pupils.

- e. Critical incident policy/procedure. (See separate policy)
- f. In consultation with parents, all pupils will be included on trips following full consideration of medical and physical accessibility
- g. All teachers will carry a mobile phone during the school visit so that in the case of an emergency the school visits leader can contact the school, parents and other organisations. Parents will be advised before every trip that the school visits leader is the key point of contact in an emergency.
- h. If parent helpers are needed to accompany the children on a school trip, priority will be given to those parents who have Disclosure & Barring Service (DBS) clearance. The DBS status of all parent helpers will be reviewed at the final risk assessment of the trip. Any non-DBS checked adults will be accompanied by a member of staff and not left unsupervised with the children.
- i. Parents helping on a schools visit will receive guidance from the Visit Leader or Class Teacher to ensure they know what is expected of them.
- j. The School Journey and Visit Guidance (issued September 2009) requires any day visits involving activities near water (eg. river, lake, seaside, canal) to be approved by the LA. All regular local trips will be pre-approved by way of a generic risk assessment - teachers should check with the Senior Leadership Team to ensure that their trip falls within these guidelines; if not separate approval will need to be sought.

3. Parental Opinion Regarding School Visits

St. Mary's aims to take into account the wishes of parents (carers and legal guardians) regarding school visits. Parental opinion will be gathered by means of an annual school visits questionnaire. The results will inform policy and procedure, particularly regarding modes of transport and undesirable locations. Parental opinion is one of the criteria the head teacher should consider when determining whether to approve a proposed school visit.

Permission will be sought from parents for each pupil prior to each school visit and permission must be given in order for each pupil to take part in the school visit. Permission and any applicable payment is made via the Tucasi online payment system or a paper form is completed per [Appendix 3](#)

In those instances where parents do not provide written permission, that child will not be allowed to attend the school visit, but will remain in school for the day.

4. Economic Viability of School Visits

We aim to recover the cost of all school visits by asking parents to make a voluntary contribution towards the cost of transport and entrance fees arising from a school visit. In line with our equalities policy no pupil will be excluded from a school visit for reasons of restricted finances. In those instances where voluntary contribution falls below the actual cost of the school visit, the viability of the visit will be evaluated with options including cancellation at the Headteacher and SLT's discretion.

The financial element of each school visit is an additional factor that must be approved by the Headteacher in advance of each school visit.

5. Implementation and Monitoring

- a. This policy will be publicised so that it can be implemented and operated by every member of the school community
- b. Staff will receive any training required to ensure that adequate risk assessments and planning can be carried out satisfactorily. **Appendix 2** can be used as part of this training.
- c. The success of otherwise of a school trip from an educational and logistics perspective is considered after each trip and if necessary discussed at staff meetings so staff are aware of any issues or changes. **Appendix 5** includes a form that could be used to capture the information – however, the priority is to ensure that staff have been made aware of any issues, concerns or learning points from the visit.
- d. The school trip leader may wish to seek feedback from staff at the hosting venue to gather external feedback. **Appendix 6**
- e. A programme of proposed school visits will be prepared at the start of every academic year for approval by the Headteacher and governor responsible for school visits.
- f. The effectiveness of this policy and our practice will be evaluated every three years by the leadership team, in consultation with the whole school community.

6. Equalities Statement

St Mary's CE School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities.

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The Governing Body recognises that no-one should receive less favourable treatment than another on the grounds of gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at St Mary's school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.

A copy of the LEA's revised guidelines (September 2009) for school journeys and visits is available from members of the SLT or the LA should anyone need to consult them.

Appendix 1

Application for Approval of an Education Visit/School Journey.

To be completed at least two weeks before visit date and signed by Headteacher and Schools Visits Governor.

Visit organiser:	Contact number:
Class teacher:	Link teacher:
Class/year group:	
Places to be visited:	Contact number:
Purpose of visit and specific educational objectives:	
Dates and times:	
Transport arrangements:	
Proposed cost and financial arrangements:	
Details of the programme of activities:	
Details of any hazardous activity and the associated planning, organisation and staffing:	
Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party (eg. first aiders):	
Proposed size and composition of the group:	Number of boys:
	Number of girls:
	Adult pupil ratio:
Headteacher's signature:	School Visits Governor's signature:
Date:	Date:

Appendix 2

Risk assessment and planning form

VISIT DETAILS -		Date –	Time –	ASSESSMENT UNDERTAKEN BY	Signed -			
ITEM/ISSUES	HAZARDS / POSSIBLE OUTCOME	PERSONS AT RISK	RISK LEVEL	CONTROLS REQUIRED	FURTHER ACTION			
Adequate supervision								
Travelling Safety								
Crossing road safely								
Travelling on coach								
Losing children								
Accident/ emergency								
Water								
Food/lunch								
Adults attending				Final no. of children:				
On the day check:	First Aid		Medication		Travel Sick Bucket		Mobile Phone	

Appendix 3

Class Visit Information Form

Pre-visit preparation includes:

- An approval form signed by the Headteacher and the school visits Governor
- The class teacher has visited the site in the two weeks leading up to the visit
- A risk assessment form has been completed and given to the Headteacher

Class:	
Visit:	
Date:	Time:
Learning Focus:	
Mode of Travel:	
Packed Lunch: YES / NO <u>NUT FREE</u>	Raincoat: YES / NO
Cost of Visit:	Please make cheques payable to St. Mary's C.E. School. We appreciate this is a voluntary contribution to enable the visit to take place.
Other Information:	

I enclose payment of:	Cash / Cheque	Sealed and clearly marked envelope.
Signed:		
I can attend visit if required		I cannot attend the visit

Appendix 4

Implementation and monitoring - check list for school visits

Action	Details
Programme of visits for academic year	Class teachers of each year group should identify in collaboration the school visits they wish to undertake during the year. A whole school draft programme of visits should be prepared.
Headteacher and Governor approval	Class teachers must complete an Application for Approval of an Education Visits form and present to the Headteacher and governor for initial approval, including: Learning Objective, costings and link teacher. See appendix 1
Informing parents	Class teachers must inform parents of the school visit, at least one week before the visit, by completing and sending out a Class Visit Permission Form . See appendix 3
Medical	Red medical bags, including first aid kits must be taken on every visit.
Safety	All pupils should wear a red contact information band and the class teacher should discuss with the pupils what to do in the case of an emergency.
Mobile Phones	All teachers should carry a mobile phone. In the case of an emergency, all contact with the school will be via the school visits leader.
Evaluation	All teachers should complete an evaluation of the school visit - this information can be used to inform further visits to the same destination. See appendix 5 .

Appendix 5

Evaluation form

School Visit Evaluation Form		
Location:	Class:	Date:
Learning focus:		
		✓ x
Trip planning adequate?		
Learning focus met?		
Transport arrangements satisfactory?		
Venue suitable?		
Staff on site appropriate and helpful?		
Adequate time?		
Adequate staff and adult supervision?		
Lunch arrangements satisfactory?		
Any special needs appropriately dealt with?		
Value for money?		
Rate trip – Excellent 5 - 4 - 3 - 2 - 1 Poor		
What would improve a visit to this site/venue in the future?		
Completed by:		Date: