



## **SCHOOL VISITS POLICY**

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For  
St Mary's CE Primary School

Approved by Governing body: Summer 2016

Amended: Summer 2018

Date of next review Summer 2019

## ST MARY'S CE 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

### 1. Identified and agreed learning objectives

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

- a. Appropriate planning considering the age of the pupils
- b. Identify how pupils' learning will be enhanced

### 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 prevent them for an experience. 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.

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 the Headteacher before the visit can be organised. Appendix 1
- b. In the case of a residential trip and/or a trip which involves travel into central London Appendix 1 must also be signed by a member of the governing body
- c. A full risk assessment of travelling arrangements must be conducted within the two weeks leading up to the date of the school visit. Appendix 2
- d. A full risk assessment of travelling arrangements must be conducted within the two weeks leading up to the date of the school visit.
- e. The statutory requirement regarding adult to pupil ratios must be maintained at all times. School visits that fail to satisfy this statutory ratio will be cancelled.

LEA Guidelines	Recommended minimum ratio	
Early years	1:6	

Key Stage One	1:10	<b>At least one teacher must be included</b>
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.**

- f. Critical incident/policy procedure (see separate policy)
- g. In consultation with parents, all pupils will be included on trips following full consideration of medical, physical or SEN accessibility
- h. 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
- i. 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. Parents helping on a school visit will receive guidance from the Visit leader or Class teacher to ensure they know what is expected of them
- j. Any day visits involving activities near water (e.g. river, lake, seaside, canal) must be approved by the LA. **Separate approval will also need to be agreed by the designated governor.**
- k. All residential trips have to be approved by the LA. Residential trips are also insured via the LA. **In addition, residential visits will require authorisation by the designated Governor.**
- l. **All visits into central London require the approval of a designated governor.**

### 3 Parents

Parents are asked to complete a "blanket" permission form when joining the school giving permission for their child/ren to attend day visits. Parents are sent a visit "information" form with all details and if costs are involved, asked to pay via Tucasi. In the case of residential trips, parents are sent details of the trip at least six months in advance and asked to sign and return a permission form. Appendix 3

In those instances where parents have not provided written permission, the 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 (if applicable as travel booked with TfL is free if taken between the hours of 0930 and 1630) 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. The success or 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.
- c. 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
- d. 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

### **Equalities Statement:**

St Mary's positively celebrates diversity and inclusion is core to its Christian ethos. The Governing Body recognises that no one should receive less favourable unlawful treatment than another on the grounds of gender, marital or civil partnership status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age, or sexual orientation. It is the Governors' aim that no-one at the School should suffer unlawful direct or indirect discrimination, victimisation or harassment on any of these grounds. The Governing Body is committed to embedding fairness and equality at the heart of the school community, and in all aspects of the school's policies, procedures and practices.

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 Governors.**

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:

\*If a residential trip or a trip involving going into Central London

Appendix 2

Risk assessment and planning form

VISIT DETAILS –		Date -	Time -	ASSESSMENT UNDERTAKEN	Signed
<b>ITEM/ISSUES</b>	<b>HAZARDS/POSSIBLE OUTCOME</b>	<b>PERSONS AT RISK</b>	<b>RISK LEVEL</b>	<b>CONTROLS REQUIRED</b>	<b>FURTHER ACTION</b>
Adequate Supervision					
Travelling Safety					
Crossing Road Safely					
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	

Pre-visit preparation has included:

- An approval form signed by Mrs Abrahams and the school visits Governor (if applicable)
- 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 Mrs Abrahams.

### Appendix 3

Class	
Visit:	
Date:	Time:
Learning Focus:	
Mode of Travel:	
Packed Lunch: <b>(nut free please)</b>	Raincoat:
Cost of Visit* (see note below):	
Other Information:	<p><b>*Please note all contributions are voluntary, there is no obligation to contribute although a trip may not go ahead if we cannot cover our costs. No pupil will be excluded or treated differently whether or not parents have contributed.</b></p> <p>If your child normally has a music lesson and you would prefer him/her to stay at school for this and not attend the trip, email <a href="mailto:info@st-marys.richmond.sch.uk">info@st-marys.richmond.sch.uk</a></p> <p><u>We parent helpers in order for this trip to go ahead.</u> If you are able to help, please email <a href="mailto:info@st-marys.richmond.sch.uk">info@st-marys.richmond.sch.uk</a>. Thank you.</p> <p>The Tucasi login page is at: <a href="https://www.scopay.com/stmarys-richmond">https://www.scopay.com/stmarys-richmond</a></p> <p>OR go to the school website and find Tucasi under the Quick Links section on the homepage.</p> <p>When you log into Tucasi, you will need to <b>double click</b> on the trip name, (under the heading 'Optional trips &amp; events'), to be able to pay/ tick any relevant boxes.</p> <p>If you need any help logging into Tucasi, please contact Justyna Konach at the infant site (0208 892 5840) or email her at <a href="mailto:jkonach@st-marys.richmond.sch.uk">jkonach@st-marys.richmond.sch.uk</a></p>



**Year 4 trip to (insert trip name and date/year)**

1. I have read the letter from Angela Abrahams, Headteacher of St Mary's CE School, regarding the above journey. I authorise the school to make all the necessary arrangements for my child to take part in all the activities and I undertake to make the required financial arrangements.
2. I understand it may be necessary to alter some of the arrangements detailed in the letter, but I approve the details on the understanding that such alternations may be made as circumstances necessitate.
3. Subject to the medical/dental conditions identified on the consent form if applicable (which will be sent out to parents in due course), I consider that my child is in good health and fit to participate. In the event of accident or illness I consent to any necessary medical/dental treatment which might include use of anaesthetics.
4. I will pay the deposit of **£50** online via Tucasi. I understand this is non-refundable.

Child's name ..... Class .....

Name of parent .....

Signed .....

Date .....