

**Educational Visits Policy**

**Nursling C of E Primary School**

**Date of Issue: July 2019**

**Review date: July 2022**

**COVID-19**

In accordance to DFE guidance, local day trips can go ahead following completion of EVOLVE and appropriate risk assessments.

Residential trips are not allowed to take place at this time.

01/10/2020



## **Aim**

To keep children safe on all off-site visits

## **Recommended Supervision Ratios and Qualifications (see p.64 Off-site activities and educational visits)**

Local visits / Day Visits	under 5	1 : 6
	Under 8	1 : 8
	8 to 18	1 : 12 (maximum)

Where possible at Nursling we will try to provide groupings of 1 : 8 or less for Years 1 to 6 inclusive.

The group leader should be a “floater” and should not be responsible for a group.  
A named First Aider should always be present on the trip.

If you are planning a visit which involves working by water or away from a building or near the road side please talk to Head teacher at the planning stage.

## **Procedure for Planning and Managing Visits**

1. Check that all parents have completed and returned the Educational Visit Information Form to the school office.  
The parent of any child without a form should be sent a new form which must be completed before the visit. These forms will be updated annually at the beginning of the academic year.
2. Class teacher must read and be aware of what is written on the EVC forms as it gives important information such as swimming capabilities and allergies.
3. Ask office to find best value coach and to price cost of visit
4. Identify adults who will lead groups and a deputy group leader
5. The group leader must complete a pre-visit and a risk assessment form.
6. On return, the group leader must have the trip approved by the EVC lead.
7. Use parent consent letter proforma with reply slip to inform parents of proposed visit arrangements and cost and get agreement.
8. If required for the trip or activity, complete an Evolve Form alongside EVC lead.
9. Check that all forms have been returned before day of visit. No child may go on a visit without a completed form.
10. Trip Pack must be completed two weeks in advance of visit to enable it to be checked by the Headteacher or Deputy Headteacher.
11. Speak to the kitchen to place a packed lunch order for FSM children
12. Speak to leaders of groups and give written plan of activities, timings, first aid and emergency procedures. Alert leaders to children with medical needs
13. Day preceding visit, talk to class about expectations of behaviour, activities, groupings, routines and emergency procedures

## **Vulnerable Children**

A risk assessment should be completed for our more vulnerable children; those with behaviour or medical needs. Consideration of their needs should be taken into account so not to put the group at risk when off-site.

Children who have a behaviour plan and/or those who have shown challenging behaviour on the school site must be discussed with the Headteacher or Deputy Headteacher to see if the trip is accessible. Should it be judged necessary, their parent will be asked to accompany the child on a 1-1 basis and take responsibility for their child alone. The school believe a school trip is a privilege, not a right and every attendee should have a good record of behaviour and be trusted to follow clear instructions.

Parents are reminded of this at the beginning of every new academic year at ‘Meet the Teacher’ meetings.

## Trip Pack

Trip Packs must contain the following documentation – please use checklist as front cover to enable SLT to mark it has been seen.

Templates can be found on Teacher Resources, Trip Paperwork, Trip Pack Templates.

1.	Nursling School Off-site Activity Form
2.	Copy of letter sent to parents
3.	Risk Assessment
4.	Class lists (SIMS)
5.	Class List for social media and photography awareness.
6.	Contact list (SIMS)
7.	Medical lists & Flag
8.	Minibus/coach bookings
9.	Completed Educational Visit forms for educational year seen for each child and kept in school
10.	Returned permission slips
11.	Itinerary and timings
12.	Name Labels (if required)
13.	Group lists
14.	Order FSM packed lunches
15.	Work pack (if required)
16.	Medication from the medical room
17.	Plans for those left behind (if applicable)
18.	EVOLVE (for residentials & hazardous trips)
19.	First Aid Kits / Sick bags
20.	HCC Off-Site Emergency Procedure Info

## Day of Visit

1. Ensure that you have all medicines and relevant first aid
2. Ensure that you take one of the school mobile phones to keep in contact with school and make emergency calls on. The school mobile phone can also be used to take photographs of the children (who can be photographed) and used for Twitter.
3. Register class and ensure that office staff are aware of absent pupils or pupils who are remaining in school.
4. Give list of groupings with adults to office staff. Office staff should then write coach registration at top of list.
5. A member of SLT must sign out the departure
6. On arrival check the time for return to coach and inform all groups.
7. In the unlikely event of illness ring school to contact parent. Should a child need to be taken to hospital phone school to contact parent and go with the child to the hospital. Keep in contact with the school.
8. If you are delayed on your return phone the school office as soon as possible.

## On Your Return

1. Hand over any incidents (First Aid or Behaviour as examples) to parents when the child is collected from school. If not face to face, this will need to be done by phone call.
2. Record any incidents on CPOMs.
3. Record any information gained which will effect and aid future practice