

Auriol Junior School

Educational Visits Policy

Introduction

Educational visits form an important component of the school's curriculum and opportunities exist for pupils in every year group to experience a range of visits which will complement the year groups' plans.

Types of Activity

The following types of activity will feature in the school's plans:

1. visits in the local area of short duration
2. day visits to locations throughout London and S.E.
3. residential visits in England and France
4. visitors invited to the school
5. participation in sporting activities within the borough

For some of these activities there will be a cost to the school which will require a "voluntary contribution" from parents as defined in the school's Charges and Remissions Policy.

Planning Visits

All visits offer opportunities to enrich the curriculum and provide valuable first hand experience. The Headteacher's approval must be obtained before any bookings are confirmed.

Residential visits must be risk assessed and approved by SCC through the online Evolve Educational Visits Approval system. All significant children's needs should be included on any risk assessment.

Through careful long term planning, year groups will achieve a balanced range of activities that will allow staff to prepare for and follow up the visit. It will be important to take account of cost and frequency when considering visits.

The teacher-in-charge of the visit must have visited the locations to which children will go, to ensure that the activity is appropriate and that any Health and Safety issues are addressed.

Transport

We use several local coach firms and the member of staff undertaking reception duties should be given details of the requirements with a view to finding the most competitive quote. Coaches must always have seat belts and children must always have their own seat, i.e. never three to a seat.

When travelling locally by private car, staff must ensure that they have fully comprehensive insurance cover for carrying pupils in connection with their job. The school will pay any occasional additional premium required by insurance companies when no other alternative is available. When children travel with other parents it must be made clear to parents of those

children that this is the arrangement and they must give their written consent. This arrangement should be the exception rather than the rule.

Sometimes children will be transported in a minibus. Anyone driving the minibus will have been trained and assessed to do so.

Supervision

For any visit to be safe and effective the children will need to work in small well managed groups. It is sometimes impossible to provide enough school staff for this purpose, so parental support can be requested. DBS checks will not be required on day visits where groups will always be in close proximity to the teacher. The level of supervision should be discussed with the Headteacher and will take account of the location of the visit and the means of travel. (It is far easier to supervise a group travelling by a hired coach than one using a train and London Underground).

Parents who volunteer to support the school on off-site educational visits will not be placed in the same group as their own child/children; this is to ensure there is no conflict of interests in respect of the health and safety of all the children.

A ratio of one adult per ten children in Years 4 – 6 and one to six in Year 3 will be required if the trip is beyond the local area. The teacher organising the trip retains overall authority throughout and these ratios act as a guideline. Children with severe needs should have a 1:1 on off site visits.

A first aid kit meeting Health and Safety requirements should be taken by the party leader. Where there are several coaches or the party will not remain together additional kits should be carried. It is vital that inhalers/ epipens etc are taken for children requiring them and that the child's group leader has these at all times.

All school journeys are strictly 'alcohol free'.

Working Out The Cost

It is important to keep costs as low as possible. Any charges relating to staff and other supervising adults must be included in the "voluntary contribution". If insufficient voluntary contributions are made, the trip may have to be cancelled.

In cases where parents are unable to pay the full amount they should be encouraged to pay an element of the cost, e.g. transport. If the child receives Pupil Premium, the full cost of the trip may be costed to the school.

No pupil may be deprived of an educational visit since it is an essential part of the curriculum and in such cases the school fund must bear the cost. Clearly this can only happen in a limited number of cases.

Informing Parents

Letters informing parents of proposed visits must be sent at least a month prior to the visit.

The letter should clearly explain the purpose of the visit, the cost (including the words 'voluntary contribution') and the expected time of return whether or not it is in school hours.

When packed lunches are required it is good practice to have them carried in a disposable bag. Normal packed lunch procedures apply (no sweets/fizzy drinks/products containing nuts etc.)

In the case of pupils receiving a free school meal, the senior school assistant will make arrangements with the kitchen, if requested, and the packed lunch will be available for collection at 9 o'clock.

The head of the hearing impaired unit must be informed in good time of all outings involving unit pupils. This allows arrangements to be made to transport the pupil between school and home.

In Case Of Emergency or Incident

Incidents affecting the transport of the group will usually take the form of delays. In this case the school will act as the source of information for parents via facebook, twitter and the website. Never contact individual parents or allow children to leave the group to make a phone call.

When a child is injured and requires immediate treatment the teacher in charge of the activity should nominate a member of staff to remain with the child. The school should be informed and the parent(s) will be contacted **by the school**. It is wise to continue with the activity or journey for the remainder of the group rather than involving them.

In case of a major incident directly affecting the group the first point of contact must always be the school. Whilst emergency services will provide support it is important that the media do not become involved. County policy ensures that schools are supported in such instances by the press office at County Hall. Operation DUKE should be followed in the case of a serious emergency.

INSURANCE:

Guidelines for Educational Visits and Outdoor Education Activities

Surrey Education Services produces a comprehensive manual covering all aspects of arranging visits. The school adheres to these guidelines.

A copy is kept in the school office.

Date approved by staff:	Summer 2 2018
Date approved by the governing body:	Summer 2 2018
Date to be reviewed:	Summer 2 2019
Responsibility:	Mandy McDowall