



Educational Visits Policy

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Location of policy	Intranet/School website
Policy control record updated by Clerk to Governors	Yes
Date of last amendments	

EDUCATIONAL VISITS POLICY

- All Saints Infants School endeavours to take all children on an educational visit that supports the work they are doing in school, at least once a year.
- Whenever possible the teacher in charge will complete a preliminary visit before the trip is undertaken and appropriate risk assessments will be carried out and documentation completed.
- Families will be given as much notice as possible before a trip is undertaken to allow them an opportunity to budget for it.
- All offsite activities must serve an educational purpose which must be clearly stated on the initial planning sheet.
- Details in writing must be submitted to and permission sought from the Headteacher before any educational visit is organised. All the appropriate forms can be obtained from the school office.
- Risk assessments must be carried out for all trips, even a walk in the local vicinity.
- There will be a teacher nominated as *Teacher in Charge or Party Leader* of the trip. Trainee teachers cannot act as Party Leader but can organise it under supervision.
- Completed forms must be obtained from parents for any Educational Visit throughout the school year.
- A decision will be made regarding the financial viability of a visit. The Governing Body may underwrite the loss where parents are unable to pay the full amount due to financial constraints (e.g. low income & more than one family member attending the trip, the children of families on Income Support). This ensures that parents who have made the voluntary contribution are not paying a subsidy for those who are unable to do so. The cost of any trip will only be planned to cover costs and never for profit. Please refer to the up to date Charging and Remissions Policy.
- For trips outside of the school day, a full contribution can be requested but trips during the school day may be subsidised for those not able to pay the full cost.
- Ratio of adults to children:

The following is guidance and can be varied according to the individual nature of the trip and with the consent of the Headteacher.

Foundation Stage - 1:5

Key Stage 1 - 1:6

- There should be a minimum of 1 teacher on any trip. The remaining adults to reach the required ratio numbers can be teaching support staff, parents/friends of the school. A list of all adults and pupils should be left in the school office.
- School uniform should be worn when practical.
- Fully charged mobile telephones should be carried by each adult at all times. Where travelling by coach/public transport/car a mobile telephone should be carried in each vehicle. Pupils should not be allowed to carry mobile telephones.
- Parents will always be notified of any trips that are due to take place outside of the normal school hours. Should any parent not have received official notification from the school or should they have any queries regarding a trip, they should contact the School immediately.
- It is desirable that at least one member of the party should have a knowledge of first aid. A first aid kit must always be carried.
- A nominated staff member will be responsible for any medicines required by children in their group e.g. inhalers, EpiPen etc.
- Should an emergency arise the normal school procedures should be followed. If a child needs to go to hospital an adult (member of the school staff) should accompany them.
- An estimated time of return should be supplied to those concerned e.g. parents, staff.
- The DfE guidelines state that parent volunteers can be used for one off education purposes without a DBS provided children are supervised by another member of staff who has been DBS checked. Volunteers in school **must** have an enhanced DBS check if working with children unsupervised. A risk assessment on using unchecked volunteer helpers must be carried out. Transportation in private cars involves a greater risk and enhanced DBS checks must be completed before parent volunteers are permitted to transport children.
- Children with medical conditions (diabetes, epilepsy, heart conditions, severe allergies) require an individual risk assessment.



- All adult helpers should be given an information sheet about the visit and preferably a meeting held before the visit takes place.
- Procedures should be in place before the visit to deal with an emergency should it arise.
- It is the Party Leader's responsibility to carry out on the spot risk assessments and to act upon them if necessary (e.g. request a coach driver to slow down if tailgating/driving dangerously etc.) Any such incident should be reported to school upon return.

Register

- At intervals throughout the day (e.g. on and off coaches, in and out of buildings) a register should be taken.
- Each group leader should have a register of the children in their group, this should be taken regularly.

Vehicles

- Coaches/minibuses must be fitted with seatbelts. An adult must always sit by the emergency door and main entrance/exit with the remaining adults interspersed throughout the vehicle.
- Where coaches/minibuses are used a first aid kit should be available in each vehicle.
- There should always be at least 1 adult in a mini-bus as well as the driver, with the driver having no supervision requirement.
- Parents should be notified if children are to be transported in private vehicles.
- Any private vehicle used must have fully comprehensive insurance cover. If the vehicle belongs to a member of staff, the insurance policy must include the appropriate business clause. **Form OHA 4 must be completed before a private vehicle can be used.**
- During school hours the school telephone will always be manned, after school hours a telephone will always be manned for emergencies and the numbers given to the Party Leader.
- Any incident/accident or near incident/accident must be advised to the Local Authority within 24 hours together with any action taken.

ALL TRIPS MUST BE REVIEWED AFTERWARDS TO HIGHLIGHT ANY UNIDENTIFIED RISKS.



DUTY OF CARE

When teachers or others are responsible for the care, custody and control of children or others, they must:

“take the same care that a reasonable, prudent and careful adult would take in the same circumstances”.

IMPLEMENTING THE DUTY OF CARE

In implementing this principle and interpreting the meaning of “reasonable, prudent and careful”, common sense should be applied. In doing so those involved should:

- Try to think as a parent would in similar circumstances;
- Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect and ultimately to a court of law;
- If there are any doubts you should not go ahead unless you have sufficient further advice to remove the doubt.

The duty of care applies to all who take responsibility for the children of others **but the law is likely to expect a higher standard of care from professionals and those who hold qualifications, because of their training.**

Outside Agencies

Where an activity involves an outside agency the party leader must take great care to ensure that the agency involved is competent and any establishment safe.

Reviewed: January 2024

To be reviewed: January 2027