

St Laurence C E Primary School
School Visits Policy

St Laurence C E Primary School is committed to offering children a broad and rich education. School educational visits play an essential part in delivering this education and children, parents, governors and staff want to see these take place. The school will use appropriate funds to ensure that all children are able to participate in all educational visits regardless of the financial difficulties faced by the child's family.

The priority at all times is to ensure that children and adults are safe. The challenge is to do so in such a way that school visits are manageable and organisers are not faced with unnecessary restrictions or bureaucracy.

Another challenge is to produce a policy that supports the huge diversity of school visits that take place in our school such as.

A whole class residential visit
Whole School visit to a local church
A class visit to another site
Sports and music events
Small group visits into town

Factors to consider are:

The site you are visiting and any potential risks
The mode of transport and any potential risks
The size of the group you are taking
The age of the children in the group
The behaviour of the children in the group
The nature of the activities taking place
The adult support available
Medical condition of children and adults

These factors will inform the risk assessment and the headteacher's decision to give permission.

Repeat visits (Ludlow School, St Laurence's Church, Ludlow Leisure Centre....) do not require a new risk assessment form to be completed for each visit. The leader must have read a previous risk assessment for the visit, if additional changes are necessary they will amend the risk assessment document, sign and date it.

The office staff will make transport arrangements but the group leader will be responsible for making sure that this has been done.

Occasionally there are very small group, local visits with two or more adults. This may be when adults take an individual or small group of children into town. E.g. Children with special educational needs may need to have practical road safety education, experience of going into shops and spending money. A general risk assessment can be used for repeat visits with modifications as necessary. When taking children off site the headteacher (or deputy) and office staff must be informed and the children must be signed out. The adult must have a mobile phone with them. In granting permission the headteacher(or deputy) will take in to account:

- a) age and number of children in the group
- b) experience of the leaders

c) nature of activities taking place

Parental consent: All parents sign a school visits consent form when their child is admitted to the school. If there are special circumstances these will be noted on the class transfer form. When the school requires funding a letter will be sent to parents asking for voluntary donations. For other visits eg swimming, forest school, library etc, parents will normally be informed that the visit is taking place. For children who require very small group visits (as above) the parents of the individuals will be consulted.

Appendix A

CHECKLIST FOR PLANNING AN EDUCATIONAL VISIT OR JOURNEY

All the elements listed below are covered in the various sections and paragraphs of the LA's 'Guidelines for Educational Visits and Journeys'. It is essential, therefore, that anyone planning an educational visit or journey is fully conversant with these Guidelines.

1. Obtain the Headteacher's approval, in principle, to proceed with planning - at this stage the Headteacher will require a verbal outline covering type of activity, purpose, composition of party, venue, approximate cost, type of travel and staffing.
2. Carry out and document either in writing or electronically a full Risk Assessment (including for off-site swimming pools where required).
3. Make a preliminary visit where possible or gather information from other sources.
4. If a commercial company is involved, check that their credentials and standards match the LA's requirements or are nationally licensed in accordance with the requirements of the Activity Centres (Young Persons Safety) Act 1995.
5. Check insurance cover.
6. Notify and obtain the Corporate Director: Education Services approval where appropriate and within stipulated timescale. (High Risk Activities and Visits Abroad).
7. Plan travel arrangements.
9. Complete a detailed costing.
10. Arrange a subsidy where available.
11. Make detailed staffing arrangements in consultation with all affected parties.
12. Plan communications for emergencies.
13. Present detailed plans to Headteacher for final approval.
14. Headteacher confirmation for visit to go ahead received.

Appendix B

Checklist for Educational Visits

1. Have all adults seen the risk assessment?
2. Do you have a list of all children and adults?
3. Are you aware of any specific medical conditions of children and adults?
4. Does the school have your mobile phone number?
5. Do you have:
 - A copy of the critical incident plan
 - First aid kit
 - Inhalers
 - Epi-pen
 - Sick bucket
 - Wipes / paper towels
 - Mobile phone

Either contact details of all children and adults
Or has a list been left in the school office
6. Residential Visits
 - Has a copy of your programme been left in the school office?
 - Does the school have contact details for your accommodation and the number of at least two mobile phones of leaders on the visit?
 - Do you have contact details for all children and adults?
 - Do you have contact details of the headteacher and deputy headteacher?