

**Policy for Educational Visits**  
**And Residential Trips**  
**Redland Primary School**

### **Additional References**

*Policies for:*            *Health and Safety*  
                                 *Safeguarding*

*Documents:*            *QES24 Risk Assessment forms*

### **Rationale**

Children's learning is greatly enriched and enhanced by visits outside of school. Visits to museums, galleries, sporting events and residential visits provide children with experiences that cannot be achieved within the school grounds and which contribute to raising achievement and enjoyment in school.

Educational Visits have a clear aim and targeted outcomes. They also need to be well planned and maintain a high focus on health and safety. While we do not wish to reduce the positive impact of activities on pupils by attempting to eliminate all element of risk, we will manage and assess risk carefully, reducing it to an acceptable level.

### **Guidelines**

#### **Local Visits**

- When children start school parent and carers receive a pack which includes a form for local visits. These are visits when a written permission slip will not be required.
- These visits will involve trips in the locality where children walk and no transport or cost is required.
- DFE states that all schools will determine the number of adults required depending on the nature of the outing.
- At Redland School our ratios are KS1 – 1:6 and KS2 1:12
- An online Risk Assessment (QES24) must be completed prior to these activities.

#### **Risk Assessment Co-ordinator**

The education Visit Co-ordinator (EVC) is currently Mrs. Loo Francis who is responsible for monitoring all visits. The EVC can offer advice and support on completing Risk Assessments and the Forms required for a visit.

#### **All visits**

- Children must be reminded of our expectations of the very highest standards of behaviour towards their hosts and those accompanying them on the trip – children and adults.

### **Local Visits**

- These visits will involve trips in the locality where children walk and no transport cost is required.
- Teachers are responsible for ensuring that legal and appropriate adult/pupil ratios are maintained on these trips. These ratios will vary depending upon the location of the visit and the age of the children.
- A risk Assessment must be completed prior to these activities.
- Children and adults must wear high visibility jackets. If it is a large trip, jackets will be spread evenly throughout the group.

### **Arranging a Visit**

- Teachers should aim to arrange educational visits well in advance. These must be approved by the Headteacher. All residential visits must be approved by the governing Body.
- A pre-visit must be carried out by the lead member of staff in order to assess risk and help organise the visit.
- The QES24 Risk Assessment Form must be completed for all visits. These forms are approved and any comments made through the Safety Officer at Wiltshire Council.
- A pre-visit must be carried out to any new residential centres by the lead member of staff in order to assess risk and help organise the visit.
- In consultation with the member of staff, letters will be sent out to parents and carers outlining the activities and educational value of the visit.
- The lead teacher must take a copy of the parent/carer consent form containing medical information on the visit, and leave the original in school. Children will not be taken on a visit without the consent form.
- All members of staff taking part in the visit must have clear roles and responsibilities.
- The lead teacher or EVC must make all members of staff and volunteers aware of emergency procedures.
- The Headteacher or EVC must ensure there is appropriate insurance cover.
- Parents or carers accompanying the visit should have completed a DBS (Disclosure and Barring Service) on line application. Volunteers without these may in some circumstances accompany the trip, but cannot lead a group of children.
- Volunteers and helpers should be briefed about the visit, expectations of behaviour and learning before the trip takes place.

## **Carrying Out a Visit**

- All members of staff are First Aid trained
- First Aid equipment must be taken on the visit
- Medication for pupils with medical needs must be taken and teachers should liaise with parents or carers to ensure that the care provided in school is maintained for the duration of the trip.

## **Residential Visits**

- Governors must give their consent for all residential visits in advance. This must be noted in the governing Body Meeting minutes.
- The LA must approve all residential visits in advance via the QES24 website.
- A pre-visit must be carried out to any new residential centres by the lead member of staff in order to assess risk and help organise the visit.
- All adults accompanying children on a residential visit must all be subject to enhanced DBS check.
- We do not take parents and carers on residential visits unless there are exceptional circumstances.

## **Following a Visit**

- The Headteacher or EVC should be informed of any issues that caused concern on the trip (pupil behaviour, poor quality of trip etc.) These may need to be followed up with the establishment.
- The Headteacher or EVC should be informed of the success of the trip. A particularly good visit can be followed up with the establishment and a note can be made to use that venue again.
- Poor behaviour outside of school is taken very seriously and will not be tolerated. Poor behaviour on a school trip affects the reputation of all the children attending Redland Primary School. The school reserves the right to refuse to take children on a trip if their behaviour has been poor during previous visits, or if their behaviour is likely to bring the reputation of the school into disrepute.

## **Staff using cars to transport children**

Members of staff occasionally transport children in their own cars. In order to do this they must satisfy the following requirements:

- Fully comprehensive insurance including business use identified on the policy
- Car seats must be used for all children below 1.35m which must be provided by parents.

## **Equal Opportunities**

Adult to pupil ratios are a minimum guide only. If a child has significant additional needs then appropriate 1:1 support will be provided, even if 1:1 support is not received in school. The teacher leading the class should ensure that children with additional needs are in close proximity to her/him throughout the visit.

The school aims to include all pupils on school trips and will provide additional support for children with physical, learning or behavioural needs. However, if a

child's behaviour in school indicates a significant risk to the safety of themselves or the people (adults and children) with them, or the reputation of the school, they may not be allowed to participate and will remain in school.

We do not discriminate against families due to inability to pay voluntary contributions for trips. We speak privately with parents who we know are in receipt of income support and other benefits and also ask on letters that parents experiencing difficulty paying should contact the Headteacher for a confidential chat.

Children's ethnicity and religion may need to be taken into account on rare occasions. While this may not mean a trip does not go ahead, it will be considered when planning events