

# SMITHY BRIDGE FOUNDATION PRIMARY SCHOOL

## EDUCATIONAL VISITS POLICY

The governors of Smithy Bridge School adopt the guidance and procedures issued in the Rochdale Metropolitan Borough Council document 'Requirements for Educational Visit'. This is to ensure consideration of the health and safety of all those involved and to maintain the educational quality of visits and value for money.

### **Procedures**

The governors delegate responsibility to the headteacher for visits that are not residential, overseas or adventurous. For visits that are residential, overseas or adventurous governors' approval must be sought.

Staff wishing to plan and undertake a visit must fill in section 1a of the visit application form to get outline permission from the headteacher or EVC for permission to continue with the planning of the visit.

Outline permission will be granted if the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated. The cost of the visit must be reasonable. (proceed to 1b of form)

For visits that are deemed adventurous (see section Y of RMBC document), residential (see section O), overseas (see section P) or involve water (see sections R and S) local authority approval must be sought before the trip can take place. Approval must be via the EVC, headteacher and governors and must be made at least 4 weeks in advance.

Once outline permission, and any necessary governor and LA approval, has been received the group leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of 7 days before the visit.

Once telephone bookings have been made confirmation must be made by letter (letters are to be approved by the headteacher).

### **Parental consent**

Parental consent letters outlining the aims and date of the visit, planned activities, cost of the visit and signature for consent must be sent out in adequate time to allow parents to pay for the visit in weekly instalments if required. A copy of this letter must be given to the office with any other relevant information.

For library visits consent forms must be sent out annually. For other local visits (church, local walk etc) a consent form is required for each specific visit.

For off site sporting events letters detailing away fixtures will be sent out seeking parental consent at the beginning of each term. Parental consent will be sought for each one off specific event.

For off site music or other after-school events parental consent forms will be sent out each term and for one-off specific events as appropriate.

All consent slips are to be kept by the group leader.

For visits with a requested financial cost to parents, all slips must be sent to the office first. They will then be returned to the group leader.

Group leaders must complete the RMBC Educational Visit Checklist prior to visit, this form must then be passed by EVC.

## **Transport**

Parents must be made aware of the intended form of transport, and their consent obtained.

Coaches and mini-buses must be booked with an approved contractor and have seat-belts fitted. A teacher must be in charge on both coach and mini-bus (if used). There must also be enough adults to adequately supervise the children. (For more information see generic coach risk assessment)

Smithy Bridge requires that all drivers of mini-buses are appropriately trained and hold a valid licence/certificate in line with RMBC policy. If a teacher is driving the mini-bus another competent adult must be present to supervise pupils.

Where a private (staff or parent) car is to be used to transport pupils then this must be approved by the headteacher, and Form EV6 (RMBC) must be completed and retained by the school on an annual basis. Drivers are responsible for ensuring appropriate child restraints and booster seats are used.

## **Staffing**

One teacher on the staff of the school must be prepared to act as group leader and accept responsibility for the visit, carry out all necessary risk assessments and fulfil the school's policy in regard to the organisation of the visit and adequate staffing.

Prior to all visits all adults helping on the visit should be given an itinerary, fully briefed on activities and have read relevant risk assessments for the visit. Where possible adults should be assigned to a group of named children they are responsible for and children should be aware of their named adult.

The staffing ratios for off site visits are as follows:

Nursery – parents are encouraged to attend visits so therefore ideally 1:1; ratio for staff is 1:3.

Reception – up to and including Year 3 a ratio of 1:6.

Year 4-6 a ratio of 1:10 which can be increased to 1:15 dependent on the risk assessment undertaken for activity or place to be visited.

For all pupils the staff team must comprise of the class teacher or other senior teacher, plus another teacher or a teaching assistant. If the class teacher is a NQT another experienced teacher must be part of the staff team (for visits not local to Smithy Bridge). The balance can then be made up competent adults aged over 18 who are preferably employees of Smithy Bridge School.

If possible a CRB cleared adult male should be included in the staff team. Mixed gender groups must not be led by all male staff groups.

If children are to be allowed to go around in small groups with an adult who is not a teacher or teaching assistant the group sizes should not exceed 1:6 for KS2 and 1:4 for KS1, therefore overall staffing ratios should be amended accordingly.

If a parent is requested to attend the visit to directly supervise their own child (SEN) this adult cannot be included in overall staffing ratios.

Members of staff wishing to go on visits which their own children (pupils) are present must get permission from the headteacher. Staff members are discouraged from taking their own children who are not pupils at the school on visits

### **Staffing for residential visits (Year 6 only)**

The staff team must include at least one male and one female teacher. A minimum adult to pupil ratio of 1:10, with teacher to pupil ratio a minimum of 1:15. All adults must be CRB cleared. Pupils bedroom accommodation, showers and toilets should be supervised by a same sex CRB checked adult from staff team. In case of need female staff may supervise boys' rooms.

It is good practice to hold a meeting for parents prior to a residential visit.

### **Risk Assessments**

A full risk assessment must be carried for educational visits and handed to EVC at least 2 weeks prior to visit. For first time visits to a place an exploratory visits should be conducted and potential hazards or risks identified. For repeat visits a phone call should be made to check any changes/alterations to the venue or layout. Specific behaviour issues, medical information and transport information need to be added to each event specific risk assessment.

Risk assessments for sporting activities and regular local visits need to be reviewed and updated by the EVC and PE co-ordinator on an annual basis. An event specific risk assessment also needs to be completed (see RMBC Form EV5)

It is good practise to plan and share the risk assessment with the children and other adults on the trip.

### **Finance**

Educational visits that have financial implications need to be clearly budgeted and accounted for. The requested cost to parents must only be for the admission and transport for children. Any additional costs for adults (including transport) must be met from school funds. The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

### **General**

All visits should be covered by the school insurance policy. Please check with office before all visits and arrange additional insurance if needed.

School uniform should be worn on all trips less than one day unless inappropriate for activity or costumes are required. Clothing should be adequate for activity and parents notified by letter.

Smithy Bridge will endeavour to include all children in activities and visits, making special arrangement for children with disabilities where necessary. A list of children and adults with medical or other needed information is to be carried by the group leader.

## **Behaviour**

Children will be expected to display high standards of behaviour whilst on the trip. If needed, individual behaviour plans with the child and parents are to be drawn up prior to the visits and included in the risk assessment.

## **First Aid**

There should be at least one adult with a good working knowledge of first aid and an appointed person certificate. For residential trips or trips that emergency services may find hard to access an adult with a higher level first aid qualification must be in the staff team. First aid kits are to be carried by groups and all accidents recorded in accident book on return.

## **Emergency procedures**

The group leader is to carry the school mobile phone and also leave an alternative mobile contact number with the office.

The school will appoint a member of the SMT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit, the list should also specify travelling arrangements e.g. which coach or mini-bus, with the emergency school contact/office. If this list changes during the visit the group leader will contact the office/school contact with amended details at the first opportunity.

For residential/out of school hours visits the school contact will retain adults and children's emergency contact/next of kin information. The Group Leader will have the school contact's home address, phone and mobile number.

The Group Leader will carry a copy of Rochdale MBC's Emergency Procedure on all visits not local to Smithy Bridge.

All incidents and accidents occurring on a visit will be reported back through the school systems.

## **Evaluations**

All visits will be evaluated by the group leader with the EVC. The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

**SMITHY BRIDGE SCHOOL**  
**EDUCATIONAL VISIT APPLICATION FORM**

Approval of 1a must be given before any firm bookings/financial commitment can be made.

**1a**

Name of teacher organising visit:
Place(s) of proposed visit including purpose:
Date(s) of proposed visit:
Classes taking part:
Approx. cost per child:
Outline permission given:.....(Headteacher/EVC)  LA/Governor approval needed?      Yes                      No                      please circle  Date:

**1b**

Date setting out:
Date of return (if residential): <b>LA approval needed</b> No. of school days:
Time setting out:    return time:  Approx. travel time:
Method(s) of transport:
Name of coach company (if used):  Phone number:
Address of place(s) being visited:   Contact name and number at venue:
School insurance policy used:      YES                      NO                      please circle If no, alternative arrangements:
Size of group (total number of pupils): <input style="width: 50px; height: 25px;" type="text"/> Ratio      :  Boys: <input style="width: 50px; height: 25px;" type="text"/> Girls: <input style="width: 50px; height: 25px;" type="text"/> Age range: Year <input style="width: 50px; height: 25px;" type="text"/>

Names of adult aged over 18.	Teacher	TA	Other staff	Volunteer/Parent	First Aid qualified
Group leader:					
Second T/TA in charge:					
Other adults:					

Risk assessment completed and attached?

Yes ☐ No ☐

Notes:

Check list completed: Yes ☐ No ☐

School contact (in event of delay/outside normal hours):

Address and home telephone no. :

Mobile no. :

Arrangements for children not taking part in visit:

Will any pupils not be under direct supervision whilst on trip? If yes please give details on separate sheet

Yes ☐ No ☐

Request for authorisation/approval for visit

Group leader: ..... Date:.....

Approved by EVC:..... Date:.....

Authorised by Headteacher..... Date:.....

Authorised Governor.....Date:.....

LA approval : ..... Date:

EDUCATION VISITS – SCHOOL CHECKLIST	
	Tick
Visit booked by phone	
Coach booked by phone or trains/bus times confirmed	
Confirmation letter and deposit sent to place to be visited	
Confirmation letter and deposit sent to coach company	
Letter for parents drafted and approved	
Letter sent to parents/copy to office	
Supervision levels adequate	
All parental consent forms returned	
Written risk assessments completed	
Alternative plans in place in case of bad weather	
Arrangements made for suitable area to eat lunch	
Smithy Bridge kitchen staff informed	
Toilets located and accessible by children	
Medical information and arrangements in place	
Itinerary planned	
Adults briefing meeting held	
All money sent to school office	
Children's planning/information lesson held	
First Aid Kits	
Buckets, bags and tissues	
Travel arrangements and names given to office	
School mobile phone charged and collected Camera charged	
Travel directions and map for coach driver	
Signed (Group leader):	
EVC:	Date:

## Account sheet – Educational Visits

Visit:  Date of visit:
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	Overall	Per child	Per adult
<b>Admissions</b> (overall divided by total number of people)			
<b>Transport</b> (overall divided by total number of people travelling)			
Accommodation			
<b>Sundries</b> (please detail)			
Total cost of visit			

Number of pupils not expected to pay:  Total expected income £  Request to school fund for adults £

## Educational Visits Evaluation Form

Date of visit:	
Venue:	Year:
Was the visit value for money?	
Would you recommend the visit to other groups?	
If no, why not?	
Positives:	
Any causes for concern?	
Any transport issues?	
Accidents :	Yes (refer to accident book)      No      please circle
Any 'near misses' (please give details):	
Financial account give to office:	Yes      No
Signed.....(Group leader) Date.....	
Amendments made to risk assessments:      Yes      No	
Signed.....(EVC)      Date.....	