

"At Hilltop Infant School, everyone will work together in a nurturing environment to provide each child with challenging opportunities that encourage a desire for life-long learning."



Hilltop Infant School Educational Visits Policy

Ratified by the Governing Body- Spring 2010

Signature-John Young

Chair of Governors

Due for Review 2012

Introduction

School staff and governors believe that school visits can play an important part in the enrichment of the curriculum and the development of a range of skills. Children will have the opportunity to take part in a variety of activities during their time at the infant school e.g. walks to local parks or churches, country parks, zoos, museums, theatres etc. All visits are planned carefully by year group team teachers and are used to support school themes and activities.

Aims

- We aim to provide a broad and balanced curriculum and school visits are one aspect of this.
- We aim to ensure that all visits are appropriately planned to ensure the suitability of the venue and the safety and well-being of the pupils.

Guidance

The Headteacher is the Educational Visits co-ordinator and has attended relevant training. The school uses the guidance outlined in the comprehensive resource pack provided by Essex County Council. It is the school's policy that staff should observe the following guidance when planning school visits.

Teachers should:

- Ensure that the safety of the children is the first priority
- Ensure that children take risks within agreed boundaries
- Ensure that all adults assisting with supervision have relevant clearance and expect children to behave appropriately and to follow instructions at all times.
- Visit the proposed venue in advance if at all possible This will enable them to plan more effectively and check the availability of essentials e.g., toilets, eating areas etc.
- Ensure that they have completed a risk assessment (School visit Risk Assessment file kept in staffroom).
- Provide a full costing for the educational visit, to determine the level of voluntary contribution that will be needed.
- Seek permission from the head teacher for the educational visit.
- Liaise with school Finance Officer, well in advance of the visit, to organise for a coach to be booked. It is the teacher's responsibility to ensure the coach or other transport has been booked. It is the job of the office staff to book the coach or other transport.
- Liaise with Administrative Assistant before the educational visit to ensure a letter is sent to parents/carers, including all relevant details, venue, subject, justification, times, parental contribution, clothing and money for children to bring. Also the letter should include the following sentence;

“A contribution of £ per child is required to cover the cost of the educational visit. Whilst this is a voluntary contribution, it should be stressed that if all parents involved do not contribute this sum, the activity may not take place for any of the children.”

- Always seek parental permission in the form of written permission before going on a visit, verbal permission is not sufficient.
- Liaise with Teaching Assistants to ensure that monies received are recorded in the appropriate book. It is the teacher’s responsibility to ensure a record of completed parent permission slips and a record of money brought in by the children is kept to ensure that all the children have permission and have contributed to the educational visit in advance of the date of the visit. It is the office’s responsibility to count and bank all money and deal with discrepancies.
- Ensure that there is an appropriate adult:pupil ratio depending on the nature of the visit.
- Arrange a meeting with volunteers before the visit to ensure that they know what they are doing, have a full understanding of their role and responsibilities including those relating to Child Protection.
- Ensure the parent volunteers have signed the parent volunteer form.
- Ensure children not going on visits are set appropriate work to do and prior arrangements made.
- Ensure the method of transport chosen has the safety of the children in mind.
- Prepare pupils for the educational visit by explaining the expected standards of behaviour and the importance of following any rules
- Ensure a first aid box, ‘sick bags,’ a change of clothes and a mobile telephone are always taken on visits.
- Ensure that children always wear school uniform and the correct shoes, where appropriate.
- Take a complete class list with children’s medical requirements and emergency contact numbers.
- Ensure a suitable eating environment is available for the children.
- Ensure appropriate shade and shelter are available and that children are prepared for all weathers.

The resource pack from Essex County Council contains relevant advice and information.