



*St John's C.E.
Primary School*

Educational Visits Policy

2019

Our Vision:

Shaping lives. Shaping futures.

Start children off on the way they should go, and even when they are old, they will not turn from it.

Proverbs 22:6

Our vision is rooted in our core values of:

Love

Friendship

Truthfulness

Forgiveness

Our philosophy:

Part of the school's philosophy is that the curriculum should be supplemented and enriched by day or residential visits to places of educational interest.

Proposals for school visits (day or residential) should be discussed with the Headteacher and school's EVC [Educational Visits Co-ordinator] before any communication with children or parents. A visit leader's form will then be issued to the leader of the trip to guide him/her through all that is required in planning.

Though it is understood that sometimes classes cover areas of the curriculum at different times, provision should be made (in most cases) for the children from an entire year group to visit places decided upon.

The safety of those taking part is of paramount importance, even if extra costs are incurred because for example, another coach is required.

When a visit has been advertised and then set up, an information letter to parents of participating pupils should be written.

Planning

In order to comply with Health and Safety, Safeguarding and Insurance guidelines, the following trip planning protocol must be adhered to in all cases whereby pupils are being taken off the school site.

This protocol ensures that all of the relevant people are fully informed and compulsory paperwork completed prior to the trip taking place.

Any proposed trip that has not been planned in accordance with this protocol will not be allowed to take place under any circumstances.

For the full protocol and guidance to help you plan your visit see appendix;

(1a) Trip Form 1 (1b) Trip Form 2

(2a) Guidance on Trip Processes

Residential Trips

During the course of planning parents should be informed of:

- purpose of visit
- dates, places and times of departure and return
- transport arrangements
- name and address of travel company/agency (if appropriate)
- address and telephone number of places to be visited
- details of accommodation provided
- financial costs and arrangements for payment
- pocket money (suggested amounts and arrangement for care)
- insurance arrangements put in place by the school however parents are to arrange their own insurance for their child's personal belongings
- proposed programme and itinerary (including activities to be undertaken, places to be visited and bad weather alternatives)
- list of recommended clothing and equipment, including any special requirements, (with a request that all items should be named). Details of any clothing, equipment or other items not allowed (e.g. radios, jewellery, mobile phones etc.)
- details of recommended type and size of luggage and labelling
- information regarding the training and experience of accompanying staff, voluntary helpers and activity centre staff.
- group membership (including numbers of staff and pupils) and name of party leader and deputy party leader
- supervision arrangements during activities
- supervision arrangements at times other than during activities. Ratio of pupils to accompany school staff should be given
- code of conduct before visit. Parents should be made aware of the standards of conduct expected of children before the planned visit and the possible sanctions that could be applied. In some cases Pupils may be refused permission to attend the trip due to their behaviour. Parents will be financially responsible for any payments up to that point, potentially losing all monies paid towards the cost of the visit.
- code of conduct during trip. In cases of extremely poor behaviour pupils could be withdrawn from certain activities at the discretion of the Party Leader, or parents could even be asked to collect their children from the educational visit with parents being financially responsible for any costs incurred.
- name and telephone number of responsible person from/at school who can be contacted in case of emergency
- all relevant risk assessments for every aspect of the visit
- leaders of educational visits should also seek confirmation from all 3rd parties involved in any visit that they have all their necessary risk assessments up to date and in place.
- Include a disclaimer that in the event of a visit not being financially viable the visit will regrettably be cancelled.

Residential trips will require both signed formal consent and medical details to be supplied. All details on specific residential trips will given to parents at individually organised parental information evenings at least 4 weeks prior to departure.

For residential trips, if parents do not complete and return the consent and medical forms by the specified date, the school reserve the right to withdraw that child from the trip.

Day visits

The following points should be included for all visits in addition to information which is specific to that trip:

- purpose of visit
- dates, places and times of departure and return
- transport arrangements
- financial costs and arrangements for payment
- pocket money (suggested amounts and arrangement for care)
- insurance arrangements
- proposed programme and itinerary (including activities to be undertaken, places to be visited and bad weather alternatives)
- list of recommended clothing and equipment, including any special requirements (with a request that all items should be named). Details of any clothing, equipment or other items not allowed (e.g. radios, jewellery, mobile phones etc.)
- code of conduct before visit. Parents should be made aware of the standards of conduct expected of children before the planned visit and the possible sanctions that could be applied. In some cases Pupils may be refused permission to attend the visit due to their behaviour. Parents will be financially responsible for any payments up to that point, potentially losing all monies paid towards the cost of the visit.
- code of conduct during trip. In cases of extremely poor behaviour pupils could be withdrawn from certain activities at the discretion of the Party Leader, or parents could even be asked to collect their children from the educational visit with parents being financially responsible for any costs incurred.
- Include a disclaimer that in the event of a visit not being financially viable the visit will regretfully be cancelled.
- all relevant risk assessments for every aspect of the visit.
- leaders of educational visits should also seek confirmation from all 3rd parties involved in any visit that they have all their necessary risk assessments up to date and in place.

Parents will be informed that educational visits and trips will be part of the curriculum at St John's CE Primary School within the new starter induction pack. Signed formal consent for visits within school hours is not required, however the school will keep parents regularly informed of upcoming visits.

If parents do not want their child to participate in an educational visit within school hours, they must notify the school in writing.

Monetary Considerations

Initial deposits collected from children should cover initial deposits requested by the tour company. The cost per child should be based on admission costs, residential charges, travel, insurance (check with school's EVC to see if visit is covered by county insurance scheme) phone calls and reprographic costs.

Children currently in receipt of Free School Meals will be offered visits a discounted rate where possible.

If possible please ask venues to send an invoice to school, if this is not possible see the Business Manager well before the departure date.

How pupils are selected for trips

Some trips will have a maximum limit with regards to pupils that can attend for example; venue size or the financial viability of a trip. When there are limited places and trips are over-subscribed then children will be selected with names drawn at random. During a child's time at St. John's every effort will be made to ensure pupils are offered the opportunity to experience at least one residential trip.

As a school, we reserve the right to withdraw a child from any trip due to inappropriate behaviour in school and if it is felt they would put the health and safety of other pupils at risk either before or after places have been allocated. Pupils' behaviour will be monitored by their class teacher, phase leader and the trip leader. If it is felt that a pupil's behaviour may lead them to be removed from a trip, their parents will be informed. If the pupil's behaviour continues to fail to meet the school's expectations despite earlier warning, they may be withdrawn from the planned trip. Parents will be financially responsible for any payments up to that point, potentially losing all monies paid towards the cost of the visit.

Health

- The office holds first aid kits for use on visits.
- Leaders of all visits should also be aware of individual medication being taken by children on their trip and make arrangements accordingly to administer and record
- Where possible, a first aid trained member of staff should participate in the trip.
- Mobile phones are available for use on visits.

Other Considerations

- The Headteacher and Business Manager should be notified of any trips that will require staff cover.
- The kitchen should be informed as soon as possible to enable them to forward plan.
- A risk assessment should be undertaken and a copy left in school.
- In the case of a residential visit or for day visits travelling 50 miles or more from the school base an F1 Form (available from the EVC) should be completed by the Visit Leader at least one calendar month before departure. The EVC will then complete an F2 Form and forward it to B&S Educational Systems and Training Ltd.
- The school mobile phone is available for loan on trips to help with emergency communication.
- A complete set of contact details must be left with the named emergency contact before the trip commences.

St John's CE Primary School Proposed Visit

Please complete the following details and then pass to the Business Manager before arranging a trip.

| | | |
|--|-----------------------------------|---------------------|
| Name of Teacher organising visit: | First aid trained? Y/N | EVL trained? Y/N |
| Member(s) of staff accompanying: | First aid trained? Y/N | EVL trained? Y/N |
| No of students involved: | Year Group(s): | |
| Date(s) of Visit: | | |
| Destination of Visit: | | |
| Stated objectives of the Visit: | | |
| Type of transport being used: | | |
| Time and place of Departure: | | |
| Time and place of Return: | | |
| Full cost of visit (if applicable): | Deposit required (if applicable): | |
| What will this pay for i.e. travel, entrance fees, food etc. (please elaborate)? | | |
| What date is reply slip (and payment, if applicable) needed in by? | | |
| What dress code is needed for trip? | | |
| No of students normally having school meals: | | |
| (D. Marshall must be informed if cancellation of meals is necessary) | | |
| Note FSM students are entitled to a packed meal if required. Please inform canteen | | |

Business Manager (Cover & Finance).....

To be authorised by:

EVC

Headteacher

St John’s CE Primary School, Kidderminster

Visit to:

Date:

Type of transport being used:

Time of Departure: Place of Departure:

Time of Return:Place of Return:

Emergency Contact: (Name of Staff member accompanying group):

Daytime Tel. No Evening Tel.No:

St John’s CE Primary School Emergency contact number 01562 745558

No. of Students involved: :

Students involved: (Please name below or attach list)

| Name | Name | Name |
|------|------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of Visit Organiser:.....

Other Staff Members accompanying Group:

4 weeks minimum before departure

Complete Visit Form 1. Ensure that there are no other staff out on your selected dates, by checking with the Business Manager who should sign Visit Form 1 to confirm this. Pass to EVC.



Once Visit Form 1 has been signed off, a letter for parents/carers should be drafted. This must be checked by the EVC, Deputy or Headteacher before being sent to the office to be circulated via ParentMail. See www.lotc.org.uk and/or www.oeapng.info for further information on educational visits.



Trip leader to ensure:

1. Permission slips received
2. Medical reply forms are returned (if trip involves overnight stays or has high risk activities) .
3. Relevant insurance requirements are met
4. Risk-benefit assessment is completed
5. Venue's risk-benefit assessment is obtained
6. Visit Form 2 is completed for



Risk-benefit assessment forms are returned to the EVC for verification at least 48 hours before departure.



At least 24 hours before departure

Once all completed permission and medication forms have been received copies should be given to the designated emergency contact. (if applicable).

All relevant information should be discussed with accompanying staff including ages, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities and the nature and location of the visit. Contact numbers should be exchanged and all staff should receive copied of the risk assessment.



On the day

Ensure you have;

- Mobile phone
- Base emergency contact number (at least one per coach)
- Copies of student details (including medical forms if applicable)
- First Aid kit / Epipens or other medication checked on entering the mode of transport
- Reflective jacket
- Spare money
- Member(s) of staff to be spread out throughout the coach, not all sat at the front



Leadership Team

C Lowe - Headteacher
S Finlay - Deputy Headteacher
L White - Deputy Headteacher

St John's CE Primary School

Blakebrook, Kidderminster,
Worcestershire. DY11 6AP
Tel: 01562 745558

Parental consent to administer medicines by school staff.

Please complete all sections. No medicine will be administered unless this form is completed first.

| | |
|--|--|
| Name of child | |
| Class and Age | |
| Name of medicine | |
| Dosage | |
| Time(s) to be administered | |
| How the medicine should be stored | |
| Any special instructions (i.e. give with food or any special equipment for administering medicine) | |

- All medicines must be marked clearly with the child's name and the amount and time of dose.
- Staff must record all doses given on the reverse of this form.
- The school will only accept a maximum of 3 days' supply of any medicine unless it is required for a residential trip of longer duration.

I certify that the details provided above are correct and give permission for members of the school staff to administer the named medicine to my child according to the above dosage.

Signed (Parent/Carer)

Of(Pupil name) in class

On (Date)

Further Information

Further information, guidance and support can be obtained from the school's EVC or the OEAP National Guidance – www.oeapng.info

Chair of Governors:

Date:

Headteacher:

Date:

Agreed at the Governing Body Meeting on:

Minute Reference:

S. Finlay [EVC] ~ **Sept 2019**

Review date: **Sept 2021**