

## **LEOMINSTER PRIMARY SCHOOL**

### **EDUCATIONAL VISITS POLICY**



Educational visits are an important and integral part of our school.

We recognise the need for first-hand experience for children in the educational process and so would expect that during the school year children will spend some time out of the school building on visits which are connected with their current topics.

In view of this, there is a need for a common policy which will assist staff in planning and organising visits to provide worthwhile experiences whilst ensuring the health and safety of staff and pupils.

There will be a variety of visits from taking a small group to within walking distance of school, to visits which necessitate longer journeys to other parts of Herefordshire and beyond, possibly involving a residential period in a hostel or the like.

This document aims to give guidelines for all these purposes under the headings: Planning, Communication with Parents, Finance, Supervision, Transport and Follow-up.

### **PLANNING**

It is important that, when planning work for the year, teachers identify the number and type of external visits so that they achieve a balance and ensure that the timing of visits fits well with their work plan. Advance planning will ensure that educational venues are available at the time most suitable. Some venues require a long period of notice or become booked-up at certain times. Many residential centres need to be booked a year in advance, for instance. Popular venues become very crowded at peak times in summer so it is well worth considering a visit at other times of the year.

Before booking visits it is essential to have clear ideas of what you want in terms of the educational experiences for children and to ensure that the venue can provide the facilities and amenities that you require. For instance a guide might be necessary for part of your visit, covered eating areas etc. might be required and availability of these must be checked at time of booking. It is essential for teachers to have a clear idea of what they require from the visit educationally, so that the venue and services available can provide the maximum benefit to children. A 'pre-visit' fact finding trip to an unfamiliar venue by teachers is of great value where possible and can often be arranged free of charge.

The health and safety of our pupils and staff is of paramount importance at all times. For certain visits, an online Evolve form will need to be completed and submitted to the EVC and Headteacher for approval. Form LPS2 lists all the staff members that are going on the trip plus children's contact details, and copies are taken on the visit and kept in the office on the School Trips Notice-board. Electronic versions of Risk Assessment forms are also available on Common Staff.

Any children with specific medical conditions that need particular treatment will be catered for by trained staff. These staff must accompany the children at all times and ensure any necessary medicines, etc. are taken on the visit. Epi-pens and other medications are kept in the First Aid room. Children with asthma need to ensure that they carry their inhalers at all times. If packed lunches are required, these need to be pre ordered from the kitchen at least a week in advance.

## **FINANCE**

In booking visits teachers need to have clear estimates of all costs involved, including transport, before informing parents of the voluntary contribution required from them. Transport costs need to be considered and numbers of free places at venues for staff need to be taken into account before arriving at final costs. Staff should be sure that the visit offers value for money before going. Form LPS3 assists teachers in costing any visit. Any concerns regarding funding can then be ironed out before the visit goes ahead. Visits are graded under three different categories according to distance and length of stay so please refer to procedures. Annually the school purchases off-site School Journey Insurance through the LA for all visits.

On residential visits, parents need to be informed of any entitlement due to being on the Free school meal register. On day trips, free meals children are entitled to a packed lunch from the kitchen, given sufficient notice.

## **COMMUNICATION WITH PARENTS**

Parents should have adequate notice of all visits, whether cost is involved or not. It is a matter of courtesy to inform parents when their children will be out of school. Parents complete a blanket consent form at the start of each academic year (LPS1) for visits but it may be necessary to get parents to sign a return slip for certain trips. Residential visits, involving higher costs, should require a longer period of notice and the option of payment by instalments should be available, and perhaps encouraged, for more expensive residential visits.

Teachers can outline major visits in the introduction letter sent home at the start of each term. The specific letter prior to the actual visit, will give details such as arrival and departure times, clothing requirements, packed lunch, pocket money, etc. The purpose of the visit and the name of the lead teacher should also be included in the letter as well as the voluntary parental contribution to costs.

## **SUPERVISION**

The level of supervision required would depend on the nature of each visit, the type of activities undertaken and the environment in which the visit takes place. Some venues will request a particular adult: pupil ratio.

Generally an overall ratio of 1:10 is more than adequate. Trained staff must accompany children with specific medical conditions.

On most visits beyond the locality it would be expected that every effort should be made to have both male and female adults with large parties of children and a total of at least two adults to deal with emergencies. All groups should be given clear guidelines as to their conduct and behaviour for the particular visit and group leaders should ensure that all adults and children are aware of the ground rules for each visit.

Using the class list, children should be counted and checked before the coach leaves and at regular intervals throughout the day. In the event of more than one coach, total numbers should be checked in this way. It is the responsibility of the teacher leading the visit to co-ordinate the count and ensure children's safety.

A Risk Assessment should be completed for visits and particular Health and Safety issues should be highlighted and steps taken to minimise all risks however minor. This is given to Head Teacher or EVC coordinator to sign prior to trip visit.

Teachers should ensure that all additional volunteer supervisors have an up-to-date DBS Police check.

On all visits, pupils should always be under active supervision and within sight of supervising adults at all times and accompanied by an adult. Children going to toilets or visiting shops should always be in groups. On residential visits the security of sleeping quarters should be checked, as should arrangements for fire and the proximity of quarters for supervising staff.

## **TRANSPORT**

Group leaders should ensure that there are sufficient seats for the numbers in the group in coaches or minibuses and that seat-belts are available and properly functional for each child. If driving a minibus, it is the driver's responsibility to ensure that the children are properly belted in their seats and provide booster seats if necessary.

Private cars should only be used if the driver has adequate insurance. Visit organisers should ask all volunteer drivers to check with their insurers that their cover is suitable to transporting other peoples' children on a school visit, and a completed OV11 form should be completed for each volunteer driver. Two adults must be in the car when transporting children. Volunteer drivers will also need to have a valid DBS check. Staff need to check the heights of children to see if they require a booster seat. There are five in school available for use. Children should be given clear guidelines regarding acceptable behaviour on transport, particularly the need to remain seated and wearing a seatbelt.

## **FOLLOW-UP**

Generally, each visit will provide stimulus for specific subject or cross-curricular follow-up work in school. Specimens collected, photographs, worksheets, postcards, leaflets etc. will all provide such resources. Some visits may support a term's work; others will need only minimal follow-up as they provide an end in themselves, such as some theatre visits. The amount of follow-up will be at the discretion of the teacher.

It may be appropriate for children or staff to write to the venues visited. Constructive criticism may result in improved facilities on future occasions. Letters may also give children a valuable opportunity for writing with a real purpose.

The teacher's evaluation of a visit can guide other staff in the future who might wish to use that particular venue. Feedback should be communicated to colleagues during staff meetings. Specific complaints should be directed through the Headteacher to particular venues, or in extreme cases to the Education Department.

## **CONCLUSION**

Visits from and visitors to school can be powerful motivators for children working in a range of disciplines across the curriculum. Such first-hand experiences give rise to stimulating learning opportunities and are an invaluable part of a child's education.

The school environment and the locality offer much to enhance the curriculum in this way, but there is still a need to take children further afield to experience more of the culture of the UK and to undertake activities which are not available nearer at hand.

By thoughtful and considered planning, teachers can enrich the curriculum and encourage achievement whilst ensuring the health and safety of the children in our charge.

## **USEFUL, BUT NOT EXHAUSTIVE CHECKLIST**

- School phone number /pupil list/ contact details/ other information.(LPS2)
- Copy of any Risk assessment or Evolve Trip Registration
- First Aid Kit and fans
- Wrist bands with school numbers on
- `Sick` buckets/ bags, tissues, paper towels
- Whistle
- Any free or pre-ordered packed lunches
- Mobile Phone
- Digital Camera
- `Walkie-talkies`
- Medical consent forms from parents
- Medicine administration recording sheet

**Reviewed by:** Headteacher and Governing Body  
**Review Date:** July 2023  
**Date of Next Review:** September 2025

**Ratified by Governors 14<sup>th</sup> July 2017**

## **APPENDIX**

### **SCHOOL TRIP PROCEDURES**

Copies of all school forms and risk assessments are available from the Office and from common staff.

- In preparation for a school trip, teachers should complete an LPS3 Costing sheet, to help them work out how much money to ask parents for.
- The LPS3 sheet should be finalised a week before the trip to make sure enough money has been collected to cover the trip expenses. If there is a large shortfall, a decision should be made by the trip co-ordinator and head teacher as to whether the trip can go ahead, and how the shortfall is going to be paid.
- Trips outside of Herefordshire, more than 50 miles away, or adventurous by nature must be recorded on the Evolve system. These must be approved by the EVC and the Headteacher at least 14 working days before the trip. Separate training for the Evolve System has been given to the SMT.
- Class lists with addresses and contact numbers are given to each teacher prior to the trip. On the day, teachers mark who is absent and copy the list for the office.
- Teachers complete an LPS2 which details the trip (copy attached), and adults' contact details. This is also copied and passed to the office.
- Both class lists and LPS2 forms, and risk assessment forms must be approved by the Headteacher before the trip. Forms are pinned onto the School Trips notice board in Reception office.

Generic and Specific Risk assessment forms are available for teachers to complete as required.



## LPS 1

### PARENTAL CONSENT FORM

#### **ACADEMIC YEAR 2016/ 2017**

From time to time children will be asked or encouraged to participate in an educational or recreational visit during the course of the year. Examples of an educational visit may range from a half-day local trip to study, for example, a local river or historic buildings, to a full day visit to a place further afield (a working museum, a cave, a castle) in connection with ongoing curricular work. A recreational visit may be a trip to a theatre or participation in a sports tournament. Parents/Guardians will be provided with relevant information, normally in the form of a letter, beforehand.

Having read the contents of this form, I am happy to sign the permission slip. I understand that in the case of educational visits in particular, on each occasion the following information will be provided.

- Purpose of the visit
- Arrival and departure dates and time
- Full cost of visit (if a cost is involved)
- Method of transport
- Party leader
- Other relevant information as applicable

(NB a separate letter and consent form will be issued for any residential journey)

By completing and returning the form I understand that this in no way obligates me to consenting to my child's participation in any one single visit during the academic year.

**Name of child** \_\_\_\_\_ **Class** \_\_\_\_\_

**I agree that my son/daughter may take part in educational/ recreational visits outlined above. Relevant information will be provided in each case.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

#### **FURTHER NOTES FOR YOUR GUIDANCE**

1. Pupils are not insured by the Education Authority against personal accident. Consequently, the school has taken out a personal accident insurance for visits. The policy covers personal accident, loss of personal effects, medical expenses and the cost to parents of visiting a child who may be detained in hospital away from home.
2. The County Council accepts no responsibility for accidents or injury to pupils, or for loss or damage to personal effects, unless the cause is the negligence of the County Council or any member of its staff.
3. We have listed in school telephone numbers at which parents can be contacted in case of emergency, in particular when urgent medical treatment may be necessary. Parents who are willing to allow urgent medical or dental treatment to be given to their children when necessary should sign the form below.
4. If your child suffers from any medical problems or disability or needs to take any medication, please give details overleaf.

I agree that medical and dental treatment may be given to my son/daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of emergency, in accordance with the recommendation of a qualified medical practitioner.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_



## LPS 2

### SCHOOL TRIPS

Educational Visit to:			
Date:			
Venue Address:			
Venue Telephone No:			
Leaving time from school:		Arrival time back at school:	
Names, addresses and mobile phone numbers of all adults attending	<b>Name</b>	<b>Address</b>	<b>Mobile No</b>
Number in party	Adults: ..... Children: .....		
Name, address and telephone no of travel company			
Details of activities to be undertaken			
LPS Telephone number	01568 616919	Herefordshire Council	01432 260000

4

Attach names of all children attending this trip, and any other such information as to allow easy and rapid contact of their parents.	
Have all children returned parental consent forms?	
Have all medical particulars been noted by trip leader?	

- **LEAVE ORIGINAL FORM AT SCHOOL**
- **COPY TO BE TAKEN BY TRIP LEADER**



**LPS 3**

**SCHOOL TRIP**

Year and Reg Group	
Journey Details	
Date	

EXPENDITURE		INCOME	
Transport		Pupil contribution	
Hotel/Hostel		Other contribution	
Additional visits			
Insurance			
Other expenses			
<b>TOTAL</b>		<b>TOTAL</b>	

Other relevant information

Signed: \_\_\_\_\_ Trip Co-ordinator

Signed: \_\_\_\_\_ Head teacher/Deputy Head



To be completed AFTER trip

<b>Total income received</b>	
Total expenditure	
Final Balance (+ or -)	



**LEOMINSTER PRIMARY SCHOOL**



**RESIDENTIAL TRIPS**

**Parent Information Form**

<b><u>Residential Visit to</u></b>		on	
<b><u>Name of child</u></b>		Class	

Address and telephone numbers where parents can be contacted

Parent Name	Daytime	Evening	Mobile Number
Other contact Name	Daytime	Evening	Mobile Number

**Does your child suffer from any allergies? Please give details**


**If your child is taking medication, please indicate here and then fill in the separate form provided.**


**Please give details of any relevant medical information**


**Has your child received a tetanus injection in the last 5 years?**

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**Name, telephone number and address of GP?**


**Does your child require any specialist dietary requirements? If so, please give details**


**Does your child suffer from travel sickness?**


**Has your child been away from home before? (Please give details of any problems encountered).**


**Please add below any other information which you think may prove useful on the visit (e.g. bed wetting/sleep walking).**


Thank you for your co-operation.

**LEOMINSTER PRIMARY SCHOOL**



**RESIDENTIAL TRIPS**

**Parental Consent Form**

NAME OF CHILD .....

I agree that my son / daughter may take part in the educational visit organised by the school to:

.....

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To take place on .....

Signed .....

Date .....

**NOTES**

1. Pupils are not insured by the Education Authority against personal accident. Consequently, the school has taken out a personal accident insurance for this visit. The policy covers personal accident, loss of personal effects, medical expenses and the cost to parents of visiting a child who may be detained in hospital away from home.

2. The County Council accepts no responsibility for accidents or injury to pupils, or for loss or damage of personal effects, unless the cause is the negligence of the County Council or any member of its staff.

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4. If your child suffers from any medical problems or disability or needs to take any medication, please give details overleaf.

I agree that medical and dental treatment may be given to my son/daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of emergency, in accordance with the recommendation of a qualified medical practitioner.

Signed .....

Date .....

This form accompanies a letter to parents giving details of the proposed visit.