



EDUCATIONAL VISITS POLICY

Educational visits are a vital part of the curriculum at St David's and may include trips to theatres, museums and places of worship, as well as residential trips for Years 5 and 6. Our aim is to make these outings a pleasant learning experience for all pupils while, at the same time, ensuring their safety through careful planning of itineraries, calculation of risk and through Personal, Health, Social Economic Education (PHSEE).

The school considers that the following form an essential part of the key framework within which to work when preparing and undertaking any type of journey or outing:

- All applications for trips must be made to the Senior Leadership Team (SLT) to be discussed before a booking is made. If approved, a firm booking may then be made. Train tickets must be requested and booked at least two weeks prior to the departure date to qualify for free travel to London
- Before notifying parents of a proposed trip, the SLT must approve both the outing and its risk assessment. Any correspondence going out to parents must first be approved by the Head and then sent out in the school format by the office
- The trip leader must complete a compliant risk assessment. Many attractions and museums provide their own risk assessment and this must be appended to the school's own assessment of the risks of the trip
- If planning an activity that will involve caving, climbing, trekking, skiing or water sports, the trip leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 and have sight of the relevant certificates prior to the trip taking place
- It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. Factors to consider include nature of activities; SEND pupils; duration and nature of the journey. There must be sufficient adult supervisors to cope effectively with an emergency, should it arise
- Visits involving EYFS children, must have a risk assessment that considers the nature of the outing, and whether it is appropriate to exceed the normal supervision ratio. Pre- Reception & Reception ratios may be as low as 1:2; (Y1, Y2 1:6 & Y4, Y5, Y6 1:8)
- If an outing is not covered by the Wishford Group's main insurance policy, a separate policy will be taken out
- Wherever possible, the trip leader should undertake an advanced, exploratory visit
- The school recognises the key role of accompanying staff in ensuring that high standards of safety and behaviour are met on a school visit. The selection of staffing for educational visits is an important consideration in the initial approval of any proposed visits

- If parent helpers are to be used on school trips, they must be given a copy of 'Guidelines for Parent Helpers' in advance
- For all outings, including off-site sports fixtures, parents of the pupils involved will be asked to sign a consent form for their child. Permission for pupils to be photographed must be sought.
- Parents will be advised of mode of transport, timetable (or information) for the activities in which pupils are involved, and will be informed by telephone call or on the text message scheme if an activity has to be cancelled
- It is important that children and parents are aware that all pupils must maintain the expected standards of behaviour at all times. If a pupil has to be sent home early from an outing, match or residential trip due to unacceptable behaviour, this will be at the expense of the pupil's parents
- For residential trips, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visits
- First aid requirements will be considered before any outing and strategies worked out for helping individual pupils with their medical needs. First aid equipment, Epipens, inhalers and other personal medication must be taken on school trips. For trips with EYFS children, a member of staff must hold a Paediatric First Aid qualification
- Pupils will be made aware of risks or hazards that they may encounter on the outing by either the class teacher or the trip leader, prior to the commencement of the trip
- Any serious incident must be reported to the Head immediately via a call to the school office. If the incident is of a child protection nature then this must be reported to the Designated Safeguarding Lead (Sherrie Page, Amber O'Sullivan or Lauren Weaver). If the child is likely to experience serious harm then it should be reported to the police. A member of staff will endeavour to accompany any child suffering a serious incident requiring medical attention in hospital
- Emergency procedures must be planned in advance and all staff and accompanying adult given a list of emergency contact numbers for all pupils participating in the trip and a copy of the risk assessment.