



ST JAMES HATCHAM
CHURCH OF ENGLAND PRIMARY SCHOOL

Out of School Educational Visits Policy

Objectives

One of our key objectives at St James Hatcham CE School is to broaden our children's learning experience as much as possible. What children learn in school can only be a small part of their education. We believe that our school visits are vital to achieve a broad and balanced education but these visits should be fun as well as educational.

There has been much comment on the dangers of out of school visits. In fact the vast majority are completed with no serious problems. We want our children to have all the benefits of these visits safely. It is not within our power to remove all risk but we will do everything we can to minimise them.

Strategy

- Out of school visits should complement the school curriculum.
- All age groups should have access to these visits.
- A minimum of six per school year should be planned for each class.
- Visits should be made only to those places and organisations where there is a structured learning experience.
- The venues chosen should provide a wide range of experience – the arts, the environment, science and places of historical interest. Visits for each class should be planned on a three year cycle so as to give them the widest experience we can.
- Children should prepare for the visit before hand so that they know what to expect and understand that what they will see and hear and do is linked to their work in school.
- Care will be taken during the course of the visit to relate that preliminary exercise to what they are then experiencing.
- Following the visit, children should report back as part of a classroom exercise following the visit.

Approval

- The Governors give permission for out of school visits, which are regularly undertaken such as swimming, Church visits etc.
- The Governors delegate to the Headteacher authority to approve day time visits within the London area and to approved designations elsewhere such as Horton Kirby. The first Governors meeting of each term should be informed of the likely programme for that term. A risk assessment (Appendix 1) should be completed for every day trip undertaken.
- For school journeys lasting more than one day, specific Governors' approval is required. An up to date risk assessment must be sent by the centre at least one term in advance of the residential trip commencing.

Parents

- When their child enters the school, parents should be asked to sign a form (Appendix 2) which gives general permission for their child to go on the regular school visits.
- For each visit other than these 'routine' visits, each child should take home a letter giving details of the visit.
- Staff will no longer seek telephone permission if a child's permission slip has not been returned on time for the visit. Time permitting, staff will try and ring beforehand reminding the parent that the permission slip has not been received. Children without slips will be sent to work in another class.
- For school visits which involve staying overnight, parents should be required to complete an additional permission form.
- Parents accompanying a school trip should, ideally have DBS clearance.

Charges

In most cases, parents will be asked to pay for the cost of a visit. This may or may not be subsidised by the Trust Fund and for some visits grants are available for children in receipt of free school meals. The school should also offer the facility of regular payments towards the cost of a school journey. As a general rule, the school may provide extra help in cases where parents are unable to afford the whole of the contribution requested. Parents are expected to write to the school to let them know.

Travel.

- Any coaches used for visits must be fitted with seat belts.
- Where possible free London bus tickets should be applied for and used. Mrs Preston must be asked at least 4 weeks in advance to order such tickets.

Safety

- Before visits other than those which are routine, are made, the teacher responsible must carry out a risk assessment. This should be made by a preliminary visit to the location concerned. Where the visit is not practical, the teacher should secure an assessment from another class or school who have visited the location recently. If this is not available then the teacher must write to the venue asking to be supplied with the risk assessment. It is the teacher's responsibility to give a copy of the risk assessment to the Headteacher. No trip will be allowed to go ahead if the risk assessment is not available.
- The minimum ratios of adults to children should be as follows:

Nursery and Reception	1:2
Year 1 – 2	1:4
Year 3 – 4	1:6
Year 4 – 6	1:8

These are guidelines only and the ratio for each visit must take account of potential practical problems e.g. visits which involve being adjacent to or on water.

- On each trip there should be at least one person with knowledge of emergency first aid and if possible with a current St John's Certificate. An adequate first aid box should be taken. All pupils with asthma must take their inhalers with them when they leave the school. Where an overnight stay is involved, each child must bring a second inhaler to be labelled and handed to a member of staff.
- Pupils who use an epipen or other antihistamine must take current medication with them. This should be carried by the teacher in charge of the trip or the first aider
- All adults on the trip should know how to contact the emergency services if the need arises.
- All adults on a residential visit have to have a DBS clearance.
- A list of the pupils on the trip must be taken on each occasion and regular head counts must be made.

- All parents and helpers on visits must be issued with a copy of the school's guidelines (see Appendix 3).
- The school will ensure that appropriate insurance is taken out with the Lewisham Scheme.

Ms SE McFarlane July 2014



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Risk Assessment

The minimum ratio of adults to children should be as follows:

Nursery and Reception 1:2

Year 1 – 2 1:4

Year 3 – 4 1:6

Year 5 – 6 1:8

These are guidelines only and the ratio for each visit must take account of potential practical problems e.g. visits which involve being adjacent to or on water.

Place to be visited: Potential hazards:
List groups of people who are especially at risk from significant hazards you have identified.
List existing controls or note where the information may be found.
How will you cope with the hazards, which are not currently or fully controlled under (3)?
Continual monitoring of hazards throughout visit:
Purpose of the visit and specific educational objectives: Places to be visited:

Dates and times:

Year/group:

Proposed numbers: Boys: Girls:

Party Leader:

Deputy Party Leader:

Supervising Adults:

I request your approval to proceed with the proposed visit as outlined and have provided the preliminary information agreed.

Party Leader: _____ **Date:** _____

Approved: _____ **Headteacher** **Date:** _____



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I give permission for my child _____ to go on visits out of school. This includes local walks, visits involving public transport and coaches. This will be in accordance with the appropriate child / adult ratio and parents will be informed of trips and visits.

Signed (parent / carer) _____

Print Name _____

Date _____



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Guidelines for volunteers on out of school trips

Thank-you for volunteering to accompany us on our trip today. Here are some guidelines which we hope you'll find useful. Have a great day.

1. You should have a piece of paper noting the names of your group and outlining some important pointers for the day.
2. Please make sure that you can see all members of your group throughout the trip.
3. Parents given a group should control that group of children especially on public transport.
4. **If at any time during the outing you are missing any of your group the class teacher must be notified immediately.**
5. No child is allowed to go to the toilet by themselves – please stay together as a group ensuring you go into a public toilet with the children.
6. Although the class teacher followed by the teaching assistant, is in overall charge, if groups are split you are the groups' leader. **Poor behaviour that is deemed to be serious should be reported to the class teacher at the earliest convenient time. It is then the teacher's responsibility to speak to the child's parent.**
7. Parents are not to administer first aid; this is the responsibility of the TA.
8. We would ask you not to use your mobile phones during teaching sessions and travelling.
9. Parents are not to give their children treats / sweets.
10. Please refrain from eating on the coach/public transport.

If you are in any doubt about anything connected to the trip please talk to

the teacher as soon as possible