



POLICY FOR VISITS

Format

This policy has been compiled with reference to the OEAP's (Outdoor Education Advisors' Panel) guidance to writing a policy for outdoor learning, off-site visits and learning outside the classroom and with reference to the DfE guidance Feb 2014: **'Health and safety: advice on legal duties and powers'** for local authorities, school leaders, school staff and governing bodies. The policy will give guidance to those running educational visits as well as the EVC (Educational Visits Co-ordinator), staff and governors involved in approving trips and visits.

Aims

The school, including EYFS, aims to provide trips that are:

- Of genuine educational benefit.
- Safe and appropriate for the children under our care.
- Properly researched and prepared for, including a Risk Assessment.
- Enjoyable and purposeful.

To this end, the procedure we follow is:

- Teachers running trips or visits endeavour to book trips a term in advance, although often there are exceptions, and check with their Head of Year to ensure that there are the correct number of trips each term. Where possible they will also link in with the relevant year group's curriculum.
- Fill in a Calendar Proposal Form which ensures the proper sharing of information. Any necessary transport will be booked by Mrs Alex Salandin.
- The member of staff in charge of the trip plans the visit, including Risk Assessment and first aid requirements. This information is sent to the parents via the Hornsby Headlines. For school journeys an emailed letter is sent to the parents. This email letter is shown to the Headmaster for approval before being produced in the school format by the office to be sent to parents.
- The member of staff completes a Risk Assessment visit and produces an electronic Risk Assessment which has to be approved by our Educational Visits Co-ordinator, Mr Mark Peters. This will include details such as

qualifications of those persons that will be dealing with the children, the behaviour of the children and relevant insurance for the trip.

- Medical forms are collated, as necessary, in conjunction with the School Nurse, Mrs Rebecca Flute.
- The member of staff collates parental permission slips, medical forms and medication including inhalers etc., if required.
- Emergency contact information is left with the school office and in the case of a residential trip, both Headmaster and his deputies. A complete set of the contact forms with permission for emergency medical treatment if the parents cannot be contacted will be taken on the trip.
- The recommended ratios for any trip are as follows: Foundation Stage/EYFS/Reception- 1:4/5, Years 1,2 and 3 - 1:6 and Years 4,5 and 6 - 1:10. These are the **suggested** ratios taken from the HASPEV (Health and Safety Policy for Educational Visits) and are flexible, depending on the type of trip taking place.
- The member of staff in charge of the trip needs to prepare the pupils for the trip, taking into account any special or medical needs.
- The trips range from academically appropriate trips in conjunction with the curriculum and school journeys starting from Year 3, which includes a residential trips overseas (Yr 5 trip to Belgium).
- Any serious incident should be reported to the Headmaster on return to school. As a school we will endeavour where possible to accompany any child suffering a serious incident who needs medical attention to hospital. All staff are issued with a copy of our Critical Incident Guidance.
- The designated governor for educational visits is Mr Huw Davies who, at the start of the academic year, is given a copy of all regular off-site Risk Assessments and those involving overnight stays i.e. school journeys.
- Staff are asked to review and evaluate the trip they have run and make any amendments to annual visits to improve the programme. The EVC will produce a review form to be approved by the Senior Management Team.