



St Mary's Church of England Primary School  
Established 1845

## Educational Visits

Pupils derive a good deal of educational benefit from taking part in school visits, both short-term and residential. In particular, they have the opportunity to undergo experiences not available within the classroom. Visits help to develop a pupil's investigative skills and longer visits, in particular, encourage greater independence.



For any activity taken outside school, proper preparation and planning are necessary, not only to ensure the smooth running of the activity but, and of paramount importance, the safety and wellbeing of the pupils concerned. An assessment of RISK will be carried out and any RISK managed ('T' Drive on the school server)

## PROCEDURE

### A. LOCAL

When pupils join St. Mary's C E Primary School, parents will be asked to sign a consent-form which covers all trips within walking distance of the school, such as church visits, Forest School, nature and environmental walks within the village. This will cover all excursions of this type and will be reviewed annually.

## GENERAL

1. A written/verbal proposal for the activity should be presented to the Principal, with full details, including costings and a preliminary risk assessment. A decision on viability will be made by the Principal. For residential trips the Governors need to give their consent. A Group Leader will be in charge of the organisation of the trip and a first aider will accompany each trip.
2. Once the trip is agreed, an information letter will be sent to parents / carers with a consent form.
3. Shortly before the activity, final details will be issued. The Group Leader should carry a mobile phone, a first-aid kit, pupil medical details and emergency contact details which can be printed from the MIS (ScholarPack). Details of the trip and a point of contact at school in case of emergencies.
4. On successful completion of the activity, the Group Leader will submit a report to the Principal who, in due course will report to the Governing Body.

### Supervision Ratio

A minimum of two staff must be present.

- As a guide, depending on the nature of the activity **staffing ratios** are:

Under 5s:	1:3
Years 1-3:	1:6
Years 4-6:	1:10-15

## Checks

- Full **insurance** cover is in place. Zurich Insurance covers all trips except for residential (See Insurance Journey Policy).
- A Risk Assessment is taken on the trip.
- Hazard jackets are worn by Staff.
- No pupil misses out on the grounds of the cost of the trip (Inclusion).
- Parental consent for each child is obtained in advance and parents have all the essential information.
- Group Leader has Medical information and contact details
- Communication network in place.
- First Aid provision is in place. First aid kit is in good order. All Lead Staff are first-aid trained.
- If a pupil requires medication (with parental consent). A First Aider will administer and record.
- Emergency procedures are in place.
- Trips will be evaluated and followed up as appropriate.

## Ref. Department for Education Guidance:

'Health and Safety of Pupils on Educational Visits'

Date Implemented: 1st January 2018

Approved by: Madeleine Spinks Chair of Governors

Person Responsible: Peter Kyles Principal

Review Date: 1<sup>st</sup> January 2020