



St Mary's Church of England Primary School  
Established 1845

## Educational Visits

Pupils can 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 in 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.

### 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.**

#### B. GENERAL

1. A written proposal for the activity should be presented to the Principal, with full details, including cost, and a preliminary risk assessment. A decision on viability will be made by the Principal, but final responsibility for the activity lies with the Governing Body. The Principal will appoint a Group Leader (who should have a qualification in First Aid and be judged to be competent for the particular activity).
2. If a subsequent full risk assessment proves satisfactory, an information letter to parents will be distributed, together 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, and emergency contact details on his/her person during the trip.
4. On successful completion of the activity, the Group Leader will submit a written report to the Principal who, in due course will report to the Governing Body.

## ADMINISTRATIVE MATTERS

- The required **staffing ratios** are:

Under 5s:	1:3
Years 1-3:	1:6
Years 4-6:	1:10-15
- Full **insurance** cover must be taken out and costed into the activity.
- Templates for the risk assessment and parental consent forms are taken from the booklet published by the Department for Education: '**Health and Safety of Pupils on Education Visits**', together with other useful advice.
- **Finance:** Each activity will be self-funding but, if there is a need, funds are available to ensure that no pupil misses out on the grounds of cost.

### **Ref. Department for Education Guidance:**

'Health and Safety of Pupils on Educational Visits'

Date Implemented: 1st January 2013

Approved by: Madeleine Spinks Chair of Governors

Person Responsible: Peter Kyles Principal

Review Date: 1<sup>st</sup> September 2015