

Education Visits Policy

Black Firs School

Educational Visits Policy

Rationale: It is the co-operation of all our learning community and our links with the LA that allows us to promote the success of our educational visits as stimulating and enjoyable learning experiences.

This policy must be read in conjunction with the LA policy for Educational Visits. Copy in office.

Legal Responsibilities:

The head teacher must authorise all visits with the governors' approval.

Leader arranging a visit:

- Set out a plan showing educational benefits of visit, financial risk and seek authorisation; (3.4.52, 3.4.14).
- Include an initial risk assessment based on site visit, include health and safety, child protection, conduct and behaviour; (H & S manual 3.4.15, 1.4.1).
- Ensure that plan complies with LA guidance.
- Ensure parents are fully informed in detail and obtain consent or refusal; (3.4.26).
- Identify adult staff and helpers, ensure the ratio of pupils to adults is appropriate and appoint a deputy leader; (3.4.20, 3.4.66).
- For overnight stays, ensure volunteers are CRB checked, (3.4.19).
- Brief accompanying adults on their allotted roles and responsibilities.
- Familiarise them with risk assessment, routine contingencies and emergency procedures, (3.4.28, 3.4.12).
- Complete risk assessment form for the Governing body, discuss with EVC and ensure it is forwarded to the Governing body.

During Visit:

- Meet the objectives of the visit.
- Ensure the overall maintenance of order and discipline, (3.4.28).
- Make arrangements for the safety and well-being of all pupils at all times.
- Consider stopping the visit if the health or safety of pupils is unacceptable; have procedures in place for such an eventuality.
- Ensure group leaders have school contact number and details of pupils in their care.
- Review arrangements and advise head teacher and EVC of changes that need to be made.
- Accident / near miss reporting, (3.4.45).
- **The Educational Visits Co-ordinator:**
- Organise the emergency arrangements and emergency contacts with the Leader, (3.4.44).
- Keep records of visits, including risk assessment forms and visits training (see file).
- Monitor practise and review systems.
- Check that required training is in place, first aid, hazard awareness, etc.

Governors:

- Ensure insurance, (3.4.22).
- Authorise visits, ensure procedures for risk assessment.
- Review safeguards for educational visits annually.

Head teacher:

Ratified by the Governing Body.

Signed Chair of Governors

Date

Review Date

- Ensure competence, experience and suitability of leaders and supervising adults.
- Report to the Governors as part of annual health and safety report.
- Authorise along with Governors, visits, ensure procedures for risk assessment.
- Review safeguards for educational visits annually.

Ratified by the Governing Body.

Signed Chair of Governors

Date

Review Date