

Pott Shrigley and Bollington St John's
Church of England Primary Schools



Sharing our Gifts and Growing our Talents Together

EDUCATIONAL/RESIDENTIAL VISITS POLICY

This policy is referenced to Cheshire East guidance 2013

Aim

We aim to add extra enjoyment and achievement to our curriculum in school by organising purposeful educational visits and overnight stays.

Purpose

To contribute to the development of our curriculum and to Every Child Matters.

1. Be healthy
2. Stay Safe
3. Enjoy and Achieve
4. Make a positive contribution
5. Achieve economic well being

We believe that good management and health and safety are essential for ensuring an enjoyable experience for all concerned. The school has an Educational Visits Co-ordinator and all risk assessments are completed by visit leader in conjunction with the EVC. Risk assessments are reviewed immediately after the visit has taken place. Parent helpers on all our visits are given clear directions and remain with the Group leader or accompanying school staff. Safeguarding is taken very seriously and all relevant steps are taken. Correct ratios of staff/pupils are in place.

(Lotc) Learning Outside the Classroom

Education Visits Guidance

Before the Visit

a) Complete a risk assessment form together with the EVC using the Evolve system. Ensure that the minimum requirements for adult child ratios are in place. Cheshire East guidelines state 1:4 to 6 for years 1 to 4, 1:10 for years 5 and 6. A first aider should also be on the trip or visit and first aid supplies taken. In EYFS additional adults are taken. All children and adults are observed by school staff at all times. Children with additional needs are supported as are children with medical needs.

b) For some visits the Headteacher needs to request permission from the Governing Body. For some visits approval from the LA is required.

c) Write to parents notifying them of the visit.

The letter must include the following information:

1. **Dates and times of departure and return**
2. **Destination with full address**
3. **Activities planned**
4. **Name of travel company and method of travel**
5. **Cost – what it does/does not cover**
6. **Methods of payment**
7. **Who insures the trip and that details are available**
8. **Pocket money**
9. **Staff who are accompanying the children**
10. **Contact arrangements – school is in mobile contact with the trip**
11. **Items not to take**

d) The letter to parents must be accompanied by the Medical Form/contact details (Form C). A copy of this should be taken on the trip.

Guidance on use of private cars is in place. Mobile contact between school and the visit is in place.

Pupils travelling by car

Parents must have fully comprehensive insurance. Teachers must be licensed for business use on their insurance.

Booster seats if required (please see current legislation).

Pupils in back seats only, not overcrowded using appropriate restraints.

Lap and diagonal seatbelts must be used.

Insurance

Most activities are covered by Cheshire East Council Insurance. Residential and adventure holidays require additional insurance from school which is purchased annually.

Details of the cover available from both the above may be requested by parents.

Details are readily available.

Date: January 2016