

BRUNSWICK PARK PRIMARY SCHOOL



EDUCATIONAL VISITS POLICY

February 2018

S Bellingham
Date

Head Teacher

19.02.2018

**Review Date:
July 2020**

The purpose of an Educational Visit is to enhance a child’s understanding of the curriculum. At Brunswick Park we encourage staff to plan academically effective, enjoyable and safe visits.

Finance

All trips must be self-financing. With this in mind all teachers need to organise the majority of visits based on using free public transport (at least **3 weeks** notice is required to book free bus tickets) and free entrance to venues. There may be on occasions the need to organise a trip that requires a donation from the children to pay for entrance to a venue or the cost of a coach. Therefore we must try to minimise coach trips to 2 per year.

The relevant Curriculum Leaders must be consulted to ascertain the availability of funds to help finance necessary curriculum visits/trips.

Supervision and support

YR GRP	LIBRARY/SWIMMING Local Trips	TRIPS (PTR) Requiring transport
N/R	1 QUALIFIED 2 SUPPORT	1:4 2 QTS per class
1/2/3	1 QUALIFIED 2 SUPPORT [1 SUPPORT FOR YR 3 SWIMMING]	1:6 1 QTS per class
4/5/6	1 QUALIFIED 1 SUPPORT	1:10 1 QTS per class

The health and safety of all children and adults attending is our first concern.

Specific consideration will need to be given to any child in the class who has a disability and whether any reasonable adjustments need to be and could be made to enable the child to go on the trip. This will include managing any behavioural issues linked to their disability. Advice must be sought from SLT, SENDCo, Resource Base and ASC Provision Lead or advisory staff as appropriate. In the event that it is considered that there are no adjustments that can reasonably be made to enable the child to go on the trip, it may be necessary to decide that he/she can not attend and alternative learning opportunities will be provided. A record of this decision should be retained on the child’s file and communicated to their parent/carer.

Any child who has an EHCP should be provided with any support identified in the EHCP relevant to the trip- eg if 1-1 support at all times is specified, this needs to be provided. Consideration will need to be given for any other child with special educational needs as to whether there is a need for additional provision to enable the child to go on the trip.

For any child where there are concerns about risks to the child’s or others’ safety due to their behaviour, and this is not linked to a disability, specific consideration will need to be given to ensure appropriate supervision and support is provided for the child. If the child’s behaviour is considered too unpredictable or unsafe to take part in a particular trip or activity, the decision may be made to withdraw them from it and alternative learning opportunities will be provided.

Teaching Staff

CLASSES	EXTRA QUALIFIED ADULT
1 OR 2	1
3	2

The additional qualified members of staff are necessary in case of emergencies. It is expected that they will have responsibility for a group of children. The make up of that group must be such that they can be dispersed into other groups easily, allowing the emergency to be dealt with efficiently.

Preparation before the year's visits/trips:

- Check the curriculum map at the beginning of the term for recommended educational visits
- Decide upon 3 possible visits
- Assess the effectiveness in relation to enhancing the children's learning
- Decide on your visits and fill out School Trip Booking Form
- Check staffroom diary and with SLT for possible dates
- Organise staffing with due regard to policies, current guidance from the DfE, pupil needs and confirm with a designated member of SLT
- Request a Risk Assessment from the venue to be visited highlighting the group's specific needs
- If none available, a pre-visit and risk assessment are imperative
- If using public transport only a class and a half (approx 37 children) can travel to the given venue on any one day. There may be exceptions to the rule but this will need to be discussed with HT or DHT before the trip is planned
- Completed Risk Assessments to be filed in folder in the Office

Preparation before each trip:

- Check the list above has been done
- A pre-visit is essential when visiting a place for the first time and if you are providing your own resources
- Ensure a risk assessment form for the trip has been completed and is up to date

IF A CURRENT RISK ASSESSMENT IS NOT AVAILABLE THE TRIP CANNOT GO AHEAD.

- Refer to Teacher checklist and complete this as you prepare for the trip
- At least 2 weeks prior to the visit, send letters and communicate with parent/carers requesting a financial contribution if necessary; letters to include consent forms from parents/carers and request for details of any special requirements the school should be aware of for the child- eg medication for travelling
- When possible organise trips that have workshops or pre -prepared educational packs for the children. If no workshop is available, plan something relevant and engaging for the children to learn
- At least 2 weeks before the trip, carry out specific consideration of any child who has a disability, determine any reasonable adjustments that need to be made. In the event that it is considered that there are no adjustments that can reasonably be made to enable the child to go on the trip, it may be necessary to decide that he/she can not attend and alternative learning opportunities will be provided. A record of this decision should be retained on the child's file and communicated to

their parent/carer if practicable at least a week prior to the trip. The reasons for the decision made are explained in a telephone call and, if required, a follow up letter.

- Ensure that any necessary support identified in any EHCP for a child will be available for the trip
- At least 2 weeks before the trip, identify any other children whose behaviour might be a cause of concern for the trip, and consider whether any changes will need to be made to enable them to attend. Where it is not possible to enable a child to go on the trip, this should be communicated to their parent/carer, if practicable at least a week prior to the trip. The reasons for the decision made are explained in a telephone call and, if required, a follow up letter.
- As an individual child's behaviour is subject to rapid change, for the safety of all concerned the decision regarding going on an external trip and the resulting communication with parents/carers can be made up to and including the day of the trip but in all situations consideration will be made as to whether any changes can be made that will enable the child to go on the trip.
- Where a child is unable to go on the trip, make suitable alternative arrangements for their educational provision.
- Ensure that all arrangements for additional staff are in place, referred to in the school diary, and cover book, and communicated to designated SLT member.
- Teachers will communicate with all adults going on the trip
- Packed lunches and bus tickets must be booked 2 weeks in advance with the School Office Staff
- Ensure all permission letters have been received and you have followed up any concerns or requests from parents/carers
- Complete a Visits Register on return of the permission slips
- Ensure first aid kit/s are taken and that there are sufficient staff qualified in first aid
- Ensure all children's medication is given to group leaders
- Ensure you have the correct number of hi-visibility jackets
- The teacher organising must meet with the Educational Visits Lead to finalise details and ensure all relevant parties have been informed
- On the day of your visit, ensure that the staff in the School Office have:
 1. List of children and staff attending the visit with all contact numbers and permission slips if appropriate.
 2. Destination and *ETA* back at school. The trip's lead will inform the school of any changes of plan due to any unforeseen circumstances and put in place agreed contingency plans.

Further information concerning school visits and trips can be found at these web sites.

<http://www.teachernet.gov.uk/visits>

<http://www.teachernet.gov.uk/responsibilities>

<http://www.teachernet.gov.uk/firstaid>

<http://www.teachernet.gov.uk/medical>

<http://www.teachernet.gov.uk/safetyeducationguidance>