



# Brunswick Park Primary School

*Learning for living through Respect, Support and Challenge*

## **EDUCATIONAL VISITS POLICY**

**Review date: September 2023**

## **Introduction**

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. We expect children to experience at least one Educational Visit every half term.

## **Finance**

Educational Visits should be planned to cost as little as possible. Many visits can be planned at no additional cost to the school – public transport is free for children aged 11 and under, many attractions do not charge admission and packed lunches are provided by the school for all children (except Nursery children).

If an Educational Visit does attract a cost, for example if there is a charge for a workshop, teachers may ask parents for a voluntary contribution, to be paid in cash at the school office. However, as this is a voluntary contribution, no child will be excluded from the visit if their parents or carers cannot or do not pay. Teachers must explicitly state this in the permission letter if they are asking parents and carers for a voluntary contribution.

Budget holders for each curriculum subject may choose to use some or all of their budget to help pay for Educational Visits, but there is no separate Educational Visit budget.

## **Permission**

Parents and carers must be informed in writing of any Educational Visit. Where possible, parents and carers should be informed at least 7 days before the visit. For visits in the local area, not requiring any transport, permission is not required as all parents and carers are asked to give permission for this when their child is admitted to school. Parents and carers should still be informed in writing of any local area visit.

For visits requiring children to use transport or residential visits, parents must give written permission for their child to attend. Teachers must not include any child whose parent or carer has not given written permission.

Any child who does not have permission to take part in an Educational Visit should remain in school. The class teacher must set work for the child. The child will usually complete their work in the partner class or, if the whole year group is out, the year group directly above or below theirs.

## **Supervision**

There is no legislation regarding the number of adults needed on an Educational Visit. The DfE suggests a ratio of 1:6 for children in Y1-Y3 and 1:10 for children in Y4-6. For EYFS classes the suggested ratio for children aged 3-5 is 1:4. However, the number of adults needed depends on the nature of the visit and the behaviour and maturity of the children. The number of adults must be considered as part of the risk assessment. There should be a minimum of two members of staff with each class. Parents and volunteers can be included in adult ratios provided they are

briefed by the staff leading the trip and understand what their roles and responsibilities are during the visit. There must be at least one paediatric first aider on each visit.

### **Booking the Visit**

- Check the curriculum overviews at the beginning of the term for recommended Educational Visits.
- Assess the effectiveness in relation to enhancing the children's learning.
- Decide on your visit. Confirm dates and numbers with the venue.
- Organise a Risk Assessment. Some venues provide them, if not staff will need to write their own. You will also need a risk assessment for travelling to and from the venue. Some children may need an individual risk assessment.
- Meet with the Educational Visits Coordinator to have the trip approved and entered onto Evolve.
- Organise staffing. Make sure you have at least one paediatric first aider with each class unless classes are staying together for the entire duration of the trip.
- Complete the Educational Visits booking form and give it to the school office to book transport and lunches.
- Inform parents in writing at least 2 weeks in advance.

### **On the day of the visit**

- Complete the list of children and staff who are attending, take one copy with you and leave a copy with the school office.
- Make sure you have any medical equipment such as asthma inhalers, and a first aid kit.
- Leave the contact numbers of the staff who are attending with the school office.
- Brief any parents or volunteers about what they will be doing on the visit. Remind them that they are there to assist the staff, and they should not use their phones or leave the group.
- Count the children before you leave and carry out regular head counts throughout the day.
- In case of any emergency, call the school office immediately.
- Keep the school office updated if there are any delays to the return time.