

# Diamond Hall Infant School and Nursery Unit



## Educational Visits Policy

February 2005

Diamond Hall Infant School  
and Nursery Unit.

We believe in the importance of educational visits and acknowledge the importance of such visits in the delivery of the National Curriculum.

We acknowledge that when taking children on visits we have responsibility for their welfare and safety at all times.

We believe that our responsibilities can be fulfilled through adequate planning of a visit and appropriate supervision of children at all times during the visit.

## Staff responsibilities – a summary

- All staff planning to take children on an off site visit must inform the school Educational Visits Co-ordinator (EVC) Barbara Mitchell.
- Staff must complete a Risk Assessment form (RA2) and have this signed by the Head teacher Mrs S. Collingwood. This form, together with a list of all children who participated in the visit, must be passed to B. Mitchell when the visit is over.
- Guidance is available from the EVC to help with completion of the form RA2.
- All forms and attendance lists relating to visits to be held in school for 7 years.

## Organising a visit

The organisation of a school visit can be broken down into four parts:

1. Planning (including risk assessment)
2. Preparation
3. The visit
4. Review

## Planning

- All school visits should be relevant and meaningful to the children. They should relate to on-going work within school and be incorporated into planning.
- All new venues must be visited in advance to establish suitability and identify key areas such as coach dropping off points, toilets, and refreshment facilities. Venues which are visited on an annual basis should be referred to the EVC for a decision to be made regarding the necessity of a separate visit.
- Numbers of children participating in visit need to be established and ratios decided.

The following ratios are required:

Nursery	1:2
Reception	1:4
Y1/Y2	1:6 (1:4 for beach visits)

- Transport will need to be arranged via school administrative staff and costings for the whole visit, including any admission charges, will need to be calculated. All charges for class visits must be discussed and ratified by the Head teacher before parents are informed.

## Preparation

- Book the venue. Confirm requirements of visit and discuss any special issues.
- Decide which adults are going on the visit and how the children will be grouped.
- The teacher in charge of the visit will be responsible for:
  - 1 organisation of adult helpers
  - 2 communicating with parents, agreed by Headteacher/Deputy Headteacher. Standard letters are produced by the office giving details of date of visit, venue, lunch and special clothing requirements.
  - 3 All visits out of school require a signed consent slips from the parent. Children are not to be taken out of school if there is no slip. Headteacher to be informed if there are concerns in this area.
  - 4 arrangements for packed lunches – office to be given a list of names of children requiring packed lunches 5 days before day of visit.
  - 5 Careful selection of pupil groupings. Children with challenging behaviour to be with teacher whenever possible.
- Parent helpers to, wherever possible, assist teachers in a class different from that in which their own child is. This practise supports a consistent approach towards the management of all children in school.
- Transport requirements need to be communicated to the office as soon as dates and venues are decided. Only reputable coach companies are used and all transport must have seats for each child with seatbelts.
- Cost of visit to be calculated by teacher in charge and communicated to Headteacher who will then make the final decision about the financial contribution to be requested from the parents. Children whose parents do not pay cannot be excluded from participating in a visit. Money collected for visits to be checked by designated support staff and passed to office.

# The visit

## Before leaving school

- Collect packed lunches from the kitchen.
- Collect first aid kits from the Repro room.
- Ensure that there is one mobile phone for each class.
- Collect inhalers and check any other medical requirements which children may have. Ensure all supervising staff are aware of these.
- Make sure that the children are correctly grouped; that they have a nominated partner and that they know which adult is responsible for them.
- Ensure that all adults have a written list of the children in their group.
- Ensure that the children are appropriately dressed and that they have had the opportunity to go to the toilet before leaving school.

## Travelling to the venue

- **Local visits on foot.**
- Route to be taken must have been agreed and risk-assessed prior to visit.
- Ensure that children walk with partner at all times.
- Supervising adults to walk on road side of pavement.
- Children to be counted frequently.
- When crossing a road staff to stand in the middle of the road and children cross in front. Indicate to children/other staff a point where you want them to wait on the other side.
- **Visits using transport**
- Teacher in charge to ensure that coach driver acts in accordance with safety regulations.
- Staff to stand at door of bus and assist children as necessary.
- All coaches to collect children from Wilson Street at the beginning of a visit. Returning children **must** be dropped off at the Well Street entrance and escorted into school via the main entrance. *This rule to apply even when children arrive back at school after the end of the school day.*

- The coach must not move until the teacher is satisfied that all the children have been accounted for and that seat belts have been fastened. *Take extra care when one class is split between two coaches. Confirm numbers before allowing one coach to leave.*
- Coach must not move off until children are a safe distance away. Remind the driver about this if necessary.
- Children not to eat or drink during the journey.

## At the venue

- Remind the children of the code of conduct when representing the school.
- Many school visits involve the children working with other adults at the venue. Staff responsibility is largely to ensure children are behaving correctly and that they are in the right place.
- Toilets – both boys and girls toilets to be supervised by a member of staff whenever they are used by the children during the visit.
- Be aware of details included on the risk assessment form which has been completed prior to the visit and act accordingly.
- **Remember!** Teaching staff retain ultimate responsibility for the children on the visit. If staff are concerned at any time for the safety of the children it is their responsibility to stop the activity and explain their actions to the adult running it.
- **In the event of an accident.**
- Assess the extent of any injury. What assistance is required, ambulance/first aider? Seek appropriate help.
- Note details of how and when accident happened.
- In the event of hospitalisation contact school immediately.

## General advise for any off-site visit

**Use common sense.**

**Think ahead.**

**Try to anticipate rather than react to developing situations.**

## Review

- Note any concerns/observations about venue/transport on the risk assessment sheet and tell the EVC. This will help to inform staff for future visits.
- Check risk assessment and decide if it is adequate. Note any amendments you feel may be necessary for future visits.
- Give the completed risk assessment form, together with a list of the children who actually participated in the outing to the EVC.