

Educational Visits and Visitors Policy – January 2019

Introduction:

Sacred Heart Catholic Primary School recognises the value of off-site visits and in-school visitors to children as an enrichment of their studies, and to enhance their personal and social development. Such visits and visitors improve the individual's affiliation to the school and help to generate positive relationships with their teachers.

Charges and Remissions:

- All visits out of school will be organised in line with the Academy Council's policy on 'Charges and Remissions'.
- Pupil Premium funding will be sensitively used to subsidise families with Free School Meals eligibility.

Organisation:

Responsibility for educational visits rests with the Academy Council and the Head teacher.

Approval of Residential visits will be undertaken by the Academy Council.

Such visits will only be made to providers that are registered with the Adventure Activities Licensing Authority.

The Academy Council delegates the responsibility for approval for all other visits to the Head teacher.

Other planned visits will be authorised on the on-line EVOLVE system by the Head teacher.

These together with reviews of visits will be reported to the Council by the senior leadership team.

Type of Visit	Latest date to be signed off
Internal Visitor	2 weeks before visit by HT
Internal Visitor Requiring Payment	3 weeks before visit by HT
Local visit	2 weeks before visit by HT
Visits requiring transport	4 weeks before visit by HT
Residential	1 term before visit by AC

Approval is not sought for:

- After school Sporting activities e.g. football matches/cross country events

The **nominated Educational Visits Co-ordinator, Mrs Alixena Lubomski**, will ensure that visits are planned and carried out in line with this policy. The Co-ordinator will liaise with staff and monitor the review paperwork following the visits.

Procedure for Arranging a Visit or Visitor

Group leader to:

- Contact visit centre for possible dates ensuring the office diary is clear. Obtain venue costs and make a provisional booking provided no cost is required.
- **Complete EVOLVE Planning sheet + OFFICE Information sheet (APPENDIX 1).**
- **Ensure information sheet is given to Office staff to enable them to secure transport /additional adults/ payments in good time.**
- Visit the venue prior to the visit and to complete a relevant risk assessment.
- Arrange children into adult-led groups.
- Arrange adult helpers' briefing meeting and put the time in the diary.

Office staff to:

- Obtain transport costs.
- Calculate total cost per child.
- *Ensure children in receipt of Pupil Premium and Ever 6 are not charged for visits.*
- Send out letters to parents of intended visit detailing cost and duration of visit with a reply slip seeking permission to participate and willingness to pay a voluntary contribution.
- Send out confirmation letter to parents requesting voluntary contribution if visit proves viable.
- To arrange appropriate adult: child ratios of support:

YR/ Y1/2 - 1:6

Y3-6 - 1:10

- Ensure that additional helpers do not have a child in the class going on the visit.
- Liaise with the school kitchen concerning meals/packed lunches required on the visit day.
- Ensure that Group Leader is aware of any volunteer helper that does not have DBS clearance (these people will not be left alone with the children).

In the event of an emergency

- **The Group Leader** will telephone the emergency services for ambulance assistance (child to be accompanied, if needed to be moved to hospital, by ambulance by a member of support staff). Telephone the school office who will inform the Head teacher.
- **The office staff will** then contact and liaise with the adults concerned.
- All adults will help to keep the children calm and feel safe.

In the event of a child becoming lost the Group Leader will:

- Telephone **the school office** who will inform the Head teacher.
- School to notify Police of missing child, contact Police again if found.
- Gather the whole class together, deputy leader will take the lead.
- Group Leader to organise search for the lost child within the immediate area.
- Group Leader to keep school informed.

Protocol for Day of the External Visit

Group Leader to:

- Arrange a **briefing meeting** for helpers before the visit.
- Ensure a **briefing pack** is available for each adult on the visit that should give a clear overview of the visit: objectives, curriculum areas covered, the day's activities, a timetable of transport if necessary (train departures and arrivals and alternative train times) a **full** list of the class groups which include the name of each group leader, the first aider and telephone number of lead teacher/first aider, the risk assessment(s) and copies of any worksheets or booklets the children will be using.
- Ensure that both the Group Leader and Deputy Leader take **mobile phones** on the visit.
- Ensure that all **Hi-Viz jackets/children's medication/wrist bands/First Aid kit and Bucket for travel sick children are taken on the visit**. The group Leader must ensure there are enough wrist bands before the day of the visit. The Group Leader will only take the permission slips on the visit if the children are being collected from the visit venue. They must be returned to the office after the visit.
- Ensure there is a fully stocked first aid belt available for each group leader.
- Ensure they have enough school cameras/i-pads to allow photographs of all groups on the visit.
- Ensure cameras/i-pads are fully charged and adult helpers **are aware of any children who should not be included in a photograph**.
- Ensure all the children follow the school's Behaviour Policy.
- Complete a **Visit Evaluation form on EVOLVE** within 2 days.

Protocol for Day of the Internal Visit

Group Leader to:

- Ensure all the children follow the school's Behaviour Policy.
- Complete a **Visit Evaluation Form on EVOLVE** within 2 days and pass to the EVC for monitoring purposes.

This policy will be reviewed as external Health and Safety guidance is updated.

Signed *ALubomski*
Headteacher

Signed: EJones
Chair of the Academy Council

Date: 22.1.19

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SACRED HEART CATHOLIC PRIMARY, ILKLEY	
EXTERNAL Educational Visits Planning Form – INFORMATION FOR SCHOOL OFFICE (Appendix 1)	
Year Group	
Booking of venue form with costs attached	
Proposed date of visit	
Place of visit (Name and address)	
Lead Adult/ Moblie number	
Deputy Leader/ Mobile number	
Venue Cost per child:	
Venue Cost per adult:	
Method of Travel:	
Departure time from school:	
Expected arrival time at venue:	
Estimated return time to school:	
<u>Staffing for visit:</u>	
First Aid person:	
Other adults working in school?	
Other adult helps/volunteers?	
Alternative staffing arrangements needed in school during visit:	
Lunch arrangements at the venue:	
FORM COMPLETED BY:	Signed: Date:
PLEASE GIVE THIS FORM TO THE SCHOOL OFFICE. THANK YOU	