

# Oakmeadow CE Primary and Nursery Educational Visits



Reviewed and adopted: Nov 2017

Next Review – Sept 2020

## Introduction

Oakmeadow CE Primary and Nursery School staff believe that school visits are an essential resource for the teaching of the National Curriculum. We aim to provide a broad and balanced curriculum and school visits are one aspect of this. Each class teacher will try to aim to go on at least one visit each term. When planning for a visit, teachers should consult with the relevant subject co-ordinator.

When organising a visit, teachers should;

- ❖ Ensure that the safety of the children is the first priority
- ❖ Ensure that all adults in their charge expect children not to take any risks, to behave appropriately and following instructions at all times.
- ❖ Visit the proposed venue if at all possible, which will enable them to plan more effectively and check the availability of essentials e.g., toilets, eating areas etc.
- ❖ Ensure that they have completed an **INITIAL PLANNING SHEET** and risk assessment with the Head teacher.
- ❖ Provide a full costing for the educational visit, as to determine the level of voluntary contribution that will be need.
- ❖ Seek permission from SLT (6- 8 weeks notice needed) for the education visit, as he/she has ultimate and final responsibility for the children within the school (whether he/she is present on the educational visit or not).
- ❖ Organise for a coach or other transport to be booked, via the office, well in advance (At least a month before the educational visit). It is the teacher's responsibility to ensure the coach or other transport has been booked, in collaboration with the administration staff at school.
- ❖ At least 3 Weeks before the educational visit a letter should be sent to parents, including all relevant details, venue, subject, justification, times, parental contribution, clothing and money for children to bring. Also the letter should include the following sentence;

“A contribution of £ per child is required to cover the cost of the educational visit. Whilst this is a voluntary contribution, it should be stressed that if all parents involved do not contribute this sum, the activity may not take place for any of the children.”

- ❖ Always seek parental permission in the form of written permission before going on a visit, verbal permission is not sufficient.
- ❖ Remind children of the maximum amount of money to bring for purchasing gifts etc, if possible include this in the letter to parents.

- ❖ Money brought in by parents for the cost of the educational visit should be sent to the office with the child's name clearly marked. It is the teacher's responsibility to keep a record of parent permission slips returned and a record of money brought in by the children to ensure that all the children have permission and have contributed to the educational visit. It is the office's responsibility to collect in, keep a record of and bank all money.
- ❖ Ensure there is at least one adult for every ten ( depending on activity an age-see LA policy docs) children for Key Stage 2, one adult for every six children in key Stage 1, one adult for every four children in the foundation stage. Always check your ratio with the HT.
- ❖ Check parent volunteers (DBS only) know what doing, have a full understanding of their role and responsibilities, and ensure that they are assigned to a group of children which do not contain any relatives, e.g. son, daughter, cousin.
- ❖ Ensure children not going on visits are set appropriate work to do and prior arrangements made.
- ❖ Ensure the method of transport chosen has the safety of the children in mind.
- ❖ Prepare pupils for the educational visit by explaining the expected standards of behaviour and the importance of following any rules
- ❖ Ensure a first aid box plus 'sick bags' are always taken on visits.
- ❖ Ensure that children always wear school uniform and the correct shoes, where appropriate.
- ❖ Take a complete class list with children's medical requirements and emergency contact numbers.
- ❖ Ensure a suitable eating environment for the children.
- ❖ Remember that they (the teacher) are in responsible for all aspect of the educational, preparation, duration and afterwards.

### **At Oakmeadow we adhere to (with some exclusions):**

#### **Adult to child ratios**

We use the following adult to child ratios as the minimum numbers to help keep children safe:

- 2 - 3 years  
1 adult to 4 children
- 4 - 8 years  
1 adult to 6 children
- 9 - 12 years  
1 adult to 8 children

**So this is our preferred ratio from now on- but if we cannot always meet this make it clear on our RA forms so we know in advance.**

When young people are helping to supervise younger children, **only people aged 18 or over** should be included as adults when calculating adult to child ratios.

#### **Toilet ratios**

If the group has both boys and girls, there should be at least one male and one female responsible adult supervising visits to the toilet.

**\*\*THIS ISNT POSSIBLE FOR US AS A FEMALE ORIENTATED ENVIRONMENT...so we work with one responsible adult to visit toilets with children.**

Adults who haven't previously volunteered and **haven't had the necessary vetting checks** shouldn't be left alone with children or take them to the toilet unaccompanied.

### **First aid ratios**

We recommend that at **least 1 adult is trained in first aid.**

### **Travelling ratios**

When travelling with children and young people, the recommended adult to child ratio can vary depending on:

- size of the group
- age of the children and their behaviours
- size of the vehicle that you are travelling in.

If we are travelling in a car or minibus, please ensure there is **1 adult driving and 1 adult supervising the children.**

### **PROPOSED JOURNEY:**

DATE	
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TEACHER IN CHARGE	
OTHER STAFF	
VOLUNTARY HELPERS (Have they completed the VHF/are they DBS cleared?)	
<p>Is it 'high risk' and need LA approval?  <b>Attach completed Form 16a form?</b> (8 weeks is needed for approval of HR trips- Please see CW for confirmation if unsure)</p> <p>Are appropriate RA attached to request?</p> <p><b><i>Have you included any pupils who need individual consideration in your RA?</i></b></p>	
TIMINGS	
Has parent information sheet been completed ready to go out?	
COSTINGS	COST PER PUPIL:
Teacher in charge signature	

**Authorised by:**

\_\_\_\_\_

<b><u>Office Use</u></b>		
<b><u>Number of pupils:</u></b>	<b><u>Hot meals:</u></b>	<b><u>Free school meals:</u></b>

### Procedure for Educational Visits.

#### Have you got;

Children's <i>medical records and any medication for individuals</i>	
<b>All the permission slips</b>	
<b>All the emergency contact numbers.</b>	
<b>The first aid kit</b>	
<b>A mobile phone for emergency usage</b>	
<b>Do all the adults know their duties</b>	

### CHECKLIST OF THE MAIN PRECAUTIONS FOR EDUCATIONAL VISITS (particularly TO FARMS, OR INVOLVING ANIMALS)

#### Preparation for the visit:

- **Ensure that those leading the educational visit are familiar with their own school/LA guidelines on educational visits.**
- Check that the venue is well managed, e.g. If it is a farm: make sure it has a good reputation for high standards and stock welfare, that the grounds and public areas are as clean as possible and that suitable First Aid arrangements are made. Animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff will be useful.
- Check that the venue has suitable washing facilities, appropriately signposted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryer(s). Any drinking water tapes should be clearly labelled in a suitable area.
- **Farms specific:** Female visitors to farms should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
- Inform parents/children of the advantages of wearing footwear that can be easily cleaned. Wellington boots are ideal footwear, but any closed shoe is preferable to open footwear.

#### During the visit:

- If visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths afterwards.
- Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised

**Oakmeadow CE Primary School: Voluntary Helpers**

Educational Visit to.....

Date of visit.....

Name:

1. I agree to act as adult voluntary helper for the purposes of this visit. I have been informed of the arrangements for the visit and with the nature of my duties.
2. I understand that the teacher in charge will be responsible for the conduct of the visit and I am willing to undertake any reasonable duties as a voluntary helper which that teacher or any other accompanying teacher may ask me to perform.
3. I accept that the teaching staff are responsible to the head teacher for the safety of the children, and I agree that for that purpose I will be under the supervision of the teaching staff and will comply with any reasonable instructions they give.
4. For insurance purposes voluntary helpers are covered by the Borough Council's Third Party Liability Policy for any claims arising out of their voluntary work. The Borough Council also provides a personal accident insurance cover for voluntary helpers providing benefits for death, permanent partial disablement and temporary disablement.
5. I will not be unsupervised with pupils at any point, unless I have been DBS checked. *(All helpers should be DBS cleared unless it is church or EYFS)*
- 6. I will not take photos during the visit. I am aware of the schools social media policy and that I cannot publish photos on any social media site.**

Signed.....

Date.....

**This form should be retained in the school office for reference**