



Stoke by Nayland C of E Primary School

Educational Visits Policy

The Local Governing Body adopts the Suffolk County Council handbook "Educational Visits, Regulations and Guidance" as school policy for the management of educational visits, with the following specific interpretations in those areas where the County handbook permits discretion at school level.

Types of visits refer to the following. (There are two categories of type 1 visit):

Type 1 R: Regular, routine off-site activities (e.g. The use of off-site facilities for P.E.)

Type 1 S: Specific, one-off or occasional visits (e.g. museum visits, field study visits.)

Type 2 visits: Residential trips

1. The educational visits coordinator is Mrs. Smith

2. The Local Governing Body approves the delegation of the following duties to the educational visits co-ordinator:

- Ensure parents are properly informed and give their written consent;
- Organise planning and risk assessments for educational visits at school level.

3. The Local Governing Body agrees the retention by the Headteacher of the following duties:

- Ensure that the planning of visits complies with the County regulations and guidance.
- Ensure that the visit or activity-specific risk assessments and evaluations are undertaken for venue and external providers, including site visits;
- Approve the appointment of visit leaders and assistant staff;
- Verify the competence of visit leaders and assistant staff taking account of the planned arrangements for the visit and the number and individual requirements of the pupils involved;
- Ensure that the visit leader is allowed sufficient time to properly organise the visit;
- Consider health & safety, including transport, food, etc.;
- Participant information, including data protection considerations;
- Agree emergency procedures and incident reporting – emergency contacts, first aid procedures and medical information;
- Organise and monitor the training/induction of visit leaders and assistant staff as appropriate;
- Inclusion- accessibility and participation;
- Monitor visits, including accident and near miss reporting, and review and update school procedures;
- Keep the Local Governing Body informed of the school's programme of educational visits and submit proposals for visits in certain categories for specific Local Governing Body approval.

4. The Local Governing Body determines the following minimum staff / pupil ratios for visits categorised as "Type 1" under the County regulations:

- Age 4 and under (Nursery): 1 adult to 6 pupils
- Age 4 to 5 (Reception): 1 adult to 8 pupils
- Age 5 to 6 (Yrs. 1 and 2): 1 adult to 10 pupils
- Age 7 to 9 (Yrs. 3 and 4): 1 adult to 15 pupils

NB. In every case one member of staff included in the above ratios must be a Teacher. Larger parties must include at least one Teacher to every 30 pupils.

The staff/pupil ratio prescribed in the above section are minimum figures. They refer to the visit as a whole, rather than to individual activities. They do not remove from the Headteacher the duty to ensure that a visit is adequately staffed, bearing in mind the nature of the activities to be undertaken and the particular needs of individual pupils. A higher ratio of staff to pupils may sometimes be appropriate at the Headteacher's discretion.

5. The Local Governing Body determines the following arrangements for informing and obtaining the consent of parents for visits categorised as "Type 1 " under the County regulations:

- For Type 1 category R visits, parental consent will be obtained when children start at the school. The child's attendance in school on the specific day(s) of the type 1 R visit will then be taken to imply parental consent.
- For Type 1 category S visits and Type 2 visits, separate consent will be obtained.

6. The Local Governing Body determines the following policy in relation to insuring staff and pupils for visits categorised as "Type 1" under the County regulations:

- Although not compulsory for Type 1 visits, the Headteacher and governors of Stoke by Nayland C of E Primary School may decide that participants in certain Type 1 category S visits may need to be insured. This will be decided on a trip by trip basis.
- Teachers, pupils and other County employees and volunteer helpers are automatically protected by the Risk Protection Arrangement Membership purchased from the DFE.

7. The Local Governing Body endorses the nomination of the following persons as emergency contacts in relation to educational visits: Mrs. Sarah Smith (Headteacher), Mrs. Kelly McGrath-Wells, Senior Teacher, Mrs. Vivienne Klimowicz, Chair of Governors.

8. The Local Governing Body shall approve in advance, on a visit by visit basis, educational visits in the following categories:

- Type 2 visits, e.g. all residential visits.

9. The Local Governing Body will receive information on visits in the following categories in the termly Headteacher's Report and do not require notification in advance such as Secondary School organised workshops/events and extra-curricular activities.

10. Should the Local Governing Body wish for a statement of the objectives of the visit and the learning outcomes expected for the participating pupils for any school visit, they may request this from the Headteacher.
11. Charging will be in accordance with the school's Charging and Remissions Policy, see school website.
12. The Headteacher will be responsible for monitoring the school's procedures for the management of educational visits.

Signed..... (Chair of Governors)

Signed..... (Headteacher)

Date: July 2020

Review: July 2023