



School Trips, Visits and Visitors Procedures

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Date	December 2018
Executive summary	This policy is a new policy. No changes were made in January 2020.
Review Body	Teaching staff
Endorsed by	Governing Body
Review frequency & next review due	Annually – January 2021
Comments	<p>This policy is available on our school website and is available on request from the school office.</p> <p>This policy will be reviewed in full by the Governing Body on an annual basis.</p>

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One lesson outdoors is worth seven inside – Tim Brighouse

Staff at Rockland St Mary and Surlingham Primary School recognise that there are unlimited opportunities outside the school classroom that should, where possible, be utilised as a resource. The effectiveness and immediacy of real world situations cannot be matched in the classroom; learning is more rewarding and enjoyable out of doors. Off-site activities range from those within walking distance, through visits for all or part of the day, those involving transport and residential.

School visits, out of classroom activities and visitors in school are an essential part of the school curriculum because they –

- Are concerned with real people, places and issues – to give first hand experiences
- Enhance learning covered in the classroom
- Act as a stimulus or celebration for a unit of work
- Add variety and enjoyment
- To prepare children for future schooling and learning experiences
- To give equal learning opportunities for all children despite their backgrounds
- Develop the enthusiasm for and commitment to the environment

Safe practice for all such activities depends on –

- Careful planning
- An awareness and investigation of the potential dangers and hazards
- Preventing access to dangers or those ill equipped to cope
- Adequate supervision
- Being prepared to review plans in the course of the trip and make proper changes as required

Our educational visits procedures follow guidelines set by the Local Authority and should be read in conjunction with the SET Health and Safety documents and Norfolk 'Guidance for Educational Visits & School Journeys'. Planning and preparation for visits must be thorough but also reasonable and proportionate. Volume of paperwork is not an indication of intended safe practice.

Requirements for all off-site visits

- It is a requirement that each school should have a named EVC. The EVC should be a senior member of staff who will act as a focus for good practice on visits from that establishment. Off site visits will not take place if there is no trained EVC on the staff.
- The procedures outlined in this section must be followed for any off-site visits.
- In particular all Category C visits (higher risk visits) must be approved by the County Council's Outdoor Education Adviser.

Approval Procedure and Consent

The Headteacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person will have attended EVC training course (and updates) and will be given sufficient time and resources to carry out the role. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher.

The Head will keep the Governing Body aware of its Educational Visits events & programme via the normal Head to Governors reporting process.

The following steps must be taken as you prepare for any trip, visit or visitor. Ideally these steps should be taken with plenty of time ahead of the planned day – ideally during the term before.

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STEP 1 – BEFORE you advertise the trip to the children or parents

1. Research the planned activity to include costs, dates,
2. Consider how this will meet the needs of your class/group/the curriculum
3. Consider how many trips have been taken already / are planned for the remainder of the year for those children involved and the cost to parents. Look at alternatives to ensure value for money and the range across the year.
4. Complete Proposal Form
5. Pass to the HT/Visits Leader for agreement

STEP 2

1. Make provisional bookings (venue, travel etc)
2. Complete a visit to the venue (best practise wherever possible)
3. Confirm bookings

STEP 3

1. Complete EVOLVE form online and submit to HT/EVC
2. Write to parents
3. Organise additional adults and ensured that they are checked.

STEP 4

1. Prepare children for the trip
2. Check medical information and precautions
3. Prepare staff for the trip

STEP 5 – On the day please check that you have

1. The list of pupils and emergency contact numbers if out of school hours
2. Passed a copy of the itinerary, venue address and contact number to the school office
3. Ensured that the school office have your current mobile phone number
4. Provided the accompanying adults (staff and parent volunteers) with the itinerary and risk assessments, groups, contact numbers and emergency plan
5. Collected First Aid bag, bin bags, sick bags
6. Ensured all children with medical needs have their medicine/epipen etc with them

STEP 6 – On return

1. Complete the post trip evaluation form
2. Pass a copy to the HT/EVC

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PROPOSAL FORM

TRIP LEADER
YEAR GROUP
DATE
NATURE OF TRIP
LOCATION
TRANSPORT ARRANGMENTS
APPROXIMATE COST OF TRIP PER PUPIL Transport: Venue: Other: Total cost:

TIME OF DEPARTURE
TIME OF RETURN
ACCOMPANYING STAFF
NO. OF ADDITIONAL ADULTS REQUIRED
RATIO STAFF:PUPILS
OTHER TRIPS/VISITS PREVIOUSLY TAKEN THIS SCHOOL YEAR • • • •

Have any risks been identified? YES / NO

Details –

Please add any additional information which would be beneficial for the EVC/HT to know –

-
-
-
-

Signed - _____ (Leader)

date - _____

This trip/ visit / visitor has / has not been authorised.

Additional comments where necessary -

Signed - _____ (EVC/HT)

date - _____

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POST EVALUATION FORM

This form must be completed by the group leader within 48 hours of the trip / visit / visitor completion.
Once completed it must be passed to the HT/ EVC.

Date of trip - _____ Party Leader - _____

Nature of trip - _____

Were there any problems relating to the logistics of the trip / visit / visitor?

YES / NO

If YES, please give details –

Were there any disciplinary issues with pupils during the day?

YES / NO

If YES, please give details -

Were there any concerns about the safety of pupils that might aid future planning of trips?

YES / NO

If YES, please give details -