



Policy Last Updated: Spring 2012
Next Review due: Spring 2015

School Policy on Educational Visits

The school has formally adopted, through its Governing Body, the Buckinghamshire 'Policy and Guidance for Educational Visits'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and Purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. We are committed to providing experiences outside school which enrich and extend the education which takes place in the classroom. The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours Clubs (music, drama, art, cooking, football, dance etc)
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms).
- Day visits eg to the theatre, Chiltern Open Air Museum, College Lake, Dropmore Country Dancing Festival are usually organised for a year group, a key stage or the whole school; parents' consent is sought before the visit. These visits are available for all children.

Approval Procedure and Consent

Mrs Rachel Rolfe is the Educational Visits Co-ordinator (EVC) and the Premises, Health and Safety Committee has approved this appointment. The

Governing Body has delegated the consideration and approval of educational visits and other offsite activities as outlined above to the Headteacher and nominated her to be the signatory on behalf of the governing body.

Before a visit is advertised to parents the Headteacher must approve the initial plan. The Headteacher will also approve the completed plan and risk assessments for the visit.

Any new venue not previously visited will need to be approved by the Headteacher, as outlined above, **and also** by a representative of the Governing Body. The Governing Body has delegated the consideration and approval of such an educational visit to the Chairman of the Governing Body and/or the Chair of the Premises, Health and Safety Committee and nominated these persons to be signatories on behalf of the Governing Body.

The EVC will complete the on-line notification (EVOLVE system) to the Local Authority.

For out of hours clubs, and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school (see Appendix A). Parents will be given the timetable for the activities that pupils are involved in and will be informed [by letter/phone call/through their son/daughter] if an activity has to be cancelled.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that CRB screening is available for volunteer adults assisting with educational activities and visits.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory-visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school.

Emergency Procedures

The school will appoint the secretary as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will have access to a copy of the Buckinghamshire Grave Emergency Procedure.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency.

Evaluation

All visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be made available for the Governing Body as required.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

LETTER & FORM SENT TO PARENTS OF NEW PUPILS JOINING THE SCHOOL

Dear Parent

SCHOOL JOURNEYS AND ACTIVITIES

During the coming years your child is likely to take part in school activities outside the school premises and perhaps also outside school hours. It is hoped that your child will find these events both helpful and enjoyable and beneficial.

The governing body and Local Education Authority actively support participation in such trips and acknowledge the many benefits that can be gained from them. The intention of the LEA and the governing body is that all out of school activities are properly organised to ensure that the highest level of benefit can be achieved and that all reasonable precautions are taken to ensure the safety and well being of your child. Indeed, the LEA has had a policy document relating to educational visits in place for many years, which the governing body follows when arranging such visits.

It is important to recognise that your child may take part in activities that involve elements of adventure, which are outside the normal range of experience in school. We will, of course, provide you with full details of any such planned activities. The governing body is mindful of its duties to select appropriate visits and to ensure that all relevant risk assessments are undertaken and the necessary insurance policies taken out.

Urgent medical treatment might be needed in circumstances where it is not possible to contact pupils' parents. In this situation, I hope you would be willing to agree that the teacher leading any party may take with them a copy of your consent for any treatment required. I would be grateful if you would sign the enclosed form and then return it to me.

Yours sincerely

Headteacher

CONSENT TO LOCAL OFF SITE VISITS AND MEDICAL TREATMENT

School : HYDE HEATH INFANT SCHOOL

Name of Pupil Date of Birth.....

1. I understand that my child may leave the school premises for local visits as outlined in the school prospectus and hereby give my consent for my child to participate in such visits. I also understand that my child may leave the school premises at other times when I will be informed separately by letter and when further consent will be required from me.

I agree to my son/daughter receiving medication as instructed and any urgent dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I undertake to inform the headteacher/party leader as soon as possible of any change in the medical circumstances of my child, after the date below.

Signed(parent/guardian)

Signed (parent/guardian)

Date

3. I/we [names] may be contacted by telephone on the following numbers:

Work: Home

Mobile:

Home Address:

.....

If the contact above is unavailable then please contact who may be contacted by telephone on the following numbers:

Work: Home

Mobile

Home Address:

PTO

4. Name, address and telephone number of family doctor:

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5. Does your child suffer from any conditions requiring medical treatment or medication?

Yes No

If yes please give details:

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.....

6. Is your child allergic to any medication or treatment?

Yes No

If yes please give details:

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7. When was the last time your child received a tetanus injection

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8. Does your child have any special dietary requirements?

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This form should be completed when a child is first admitted to school. It will be placed on the child's school record and will be used throughout the compulsory schooling of the pupil. If a request is subsequently made for the

withdrawal of the form a note or letter to that effect will be placed on the file and the copy of the form will be crossed through stating that the form has been withdrawn and the date on which such withdrawal takes effect.



PARENTAL CONSENT FORM - DAY VISIT

Please return to School by:

1	<p>DETAILS OF VISIT</p> <p>Visit to:</p> <p>Date: - leaving school at - returning by</p> <p>I agree to my son/daughter (name) taking part in the above-mentioned visit and, having read the information sheet, agree to his/her participation in the activities described. I support the need for obedience and responsible behaviour on his/her part.</p>
2	<p>DECLARATION</p> <p>To the best of my knowledge my son/daughter is not suffering from any medical condition that makes them unfit to participate in this visit or the activities described. I agree to my son/daughter receiving an urgent dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitation of the insurance cover provided.</p> <p>On the day I may be contacted by telephoning the following numbers:</p> <p>Work: Home: Mobile:</p> <p>My home address is:</p> <p>If I am not available at the above, please contact:</p> <p>Name: Tel No: Address:</p>
3	<p>Name, address & telephone number of family doctor:</p>
4	<p>Signed: Date:</p>

	(Parent/Guardian)
5	Please tick <input type="checkbox"/> I enclose cash/cheque (payable to Hyde Heath Infant School) for ...