



Heatherside Infant School – Educational Visits Policy

POLICY TYPE	REVIEWED BY	APPROVED	REVIEW CYCLE	NEXT REVIEW
Health & Safety Safeguarding	Headteacher Curriculum Committee	10 th Jan 2023	3 Years	Spring 2026

This should be read in conjunction with Hampshire County Council – Hampshire Outdoors Supplementary Advice and Guidance.

The school follows the guidelines within the above document.

Each year group has access to the School Educational Visits file with relevant information, blank forms and procedures to follow.

Rationale

The school encourages learning through experience and endeavours to enrich the curriculum by using the school and local environment and through journeys further afield.

Opportunities for educational visits are well planned and structured. They aim to have value in enriching the work the children do through providing opportunities for:

- First hand experience
- Developing key skills
- Raising achievement by boosting self-esteem and motivation
- Developing social education and citizenship
- Promoting education for sustainable development
- Promoting health and fitness and a positive use of leisure

Children with Additional Needs

Children with additional needs will be included in all school activities/outings, wherever possible. It may be necessary to have the assistance of parents of children with additional needs to increase

the level of support on off site visits. Reasonable adjustments will be made wherever possible to accommodate all children. These will be based on a risk assessment carried out in advance.

Planning and Risk Assessments

All off-site visits will be planned in advance.

Risk assessments are undertaken in line with the guidelines within the HCC documents.

J:\Teacherpool\Educational School Visits\2019 Masters\Risk assessment advice and template\5 Risk benefit assessments and risk managment.pdf

The trip organiser must prepare all the necessary paperwork for the approval of the Educational visits co-ordinator (the Headteacher).

All teachers leading children on a trip will make a visit before the main excursion to carry out risk assessments, check the amenities, safety, access and any specific requirements. Parents will be supplied with details of the proposed activity and groupings.

If travel arrangements are necessary, coaches will be pre-booked. All vehicles used will be fitted with lap-strap seat restraints. Children will not be seated on the front seats unless absolutely necessary. Teachers and helpers will be seated throughout the coach.

We aim for pupils to be in groups no larger than six, accompanied by an adult. HCC ratio is 1:8

Before parents and other adults are invited on visits it is imperative that their role in the visit is explained to them and appropriate preparation given, including codes of conduct. All adults assisting with school visits or other support in school will need to undergo the appropriate level of checks and safeguarding training in line with their role on the trip and the work they will be undertaking. This should be informed by the current version KCSIE. The children must be well prepared and expectations of behaviour reinforced.

No children other than children of Heatherside Infant School may accompany parents on the visit.

A list of the people travelling in each vehicle must be passed to the school office and the Headteacher prior to departure. This list should include emergency contact numbers for that day of adults travelling and any relevant medical details of children and adults.

The adults in charge of each party must have a full list of children for whom they are responsible.

Each teacher must carry a full list of children and adult helpers, also the contact numbers of the school and documentation for emergency procedures in the event of a serious accident or incident.

A First Aid kit will be available to all staff members travelling. Lifesaving injections for identified children (e.g. anaphylactic shock treatment) and medicines should be carried by the trained staff

member. A note of the nearest emergency telephone at the site will have been taken during the advance visit, and all the teachers present will be in possession of this information.

Children should wear clothing appropriate to the visit, which must be specified to their parents in advance.

All parents receive advice of the HCC insurance policy prior to any visit.

Accident and Emergency Procedures

The school has adopted HCC procedures and all group leaders and the school office have copies to use should this be necessary. J:\Teacherpool\Educational School Visits\2019 Masters\Emergencies

Charging for off-site Activities

See School Charging Policy for more detail.

The school will establish that:

- the visit or venture represents value for money
- the costs are reasonable
- it is within the scope of the majority of families
- a voluntary contribution is asked for or some form of alternative funding established.

The school will support children who have genuine financial hardships from the school visits element of the devolved budget.

Full records are held of payments received, details of children and adults travelling, also contact numbers and medical details.

Equal Opportunities

Every effort will be made to include all children in the off-site activity irrespective of their SEN, disability, ethnic origin, sex or religion whilst retaining the safety of all concerned.

This policy should be read in conjunction with the Single Equality Policy.