

Date Valley School

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Policy for Arranging an Educational visit

At Date Valley School there are often times when classes may be taken out of the immediate school grounds to enhance curriculum work. There are three different types of trips.

1) Walk around the local area - a letter/note will be sent home, informing parents that their children are to leave the school premises and giving times and reason.

This trip requires two adults to accompany the class. The Principal has to be informed if such a walk is planned.

2) Visit to a specific place (e.g. a masjid) within the local area - the same rules apply but contact must be made with the place you are visiting beforehand to check whether it is possible. Thank you letters afterwards either from the whole class or from one or two are a courtesy that should be observed.

3) Visiting somewhere further afield – The following procedures apply:

Planning:

1. Inform the Principal (or designated Head for School Trips) of your plans.
2. Contact the place you wish to visit to establish, the cost of entrance, times available, supervision required, any special clothing and whether or not a guide / teacher will be available at the place.
3. Contact a travel company (it is often best to get two or three quotes and compare prices) to establish the cost of transport there and back.
4. Fill in an 'Educational visits form' (see appendix 1), which includes all details of the trip including timings and cost etc., and await approval from the Principal (or designated Head for School Trips).
5. Once approved, confirm arrangements - dates and times - in writing to the place you're visiting and to the travel company.
 - i. Keep copies of the letters you send. State the prices you have been quoted over the phone.
 - ii. Forward the invoice or request for payment to the school office.

Finance:

1. Work out the total cost of the visit including transport. Divide the total cost (including cost of adults if any) by the number of children going. (The school has Off Site Visits insurance cover.)

All correspondence (e.g. from transport companies and the place to be visited) must be sent to the school office as soon as you have noted the details.

When you pay 'on the door' at a place you are visiting you will need to take payment with you. Please obtain a receipt and hand it in to the school office on your return.

2. Send home a letter to parents, detailing times and dates of visit, activities it will involve and cost.

The letter asks for parental permission, therefore you must ensure all permission slips are handed back to the school before the date of the trip.

If insufficient money is received the visit may have to be cancelled. See the Principal (or designated Head for School Trips) who will advise. Be sensitive to the needs of individual children when asking if they are going to pay. In cases of known hardship the school may bear the cost.

Risk Assessments:

The visit group leader must produce suitable and sufficient risk assessments that include measures for reducing and/or eliminating risks. Generic Risk Assessments may be available from the venue. The risk assessment must also include any risks during travelling. All adults involved in the visit must be informed of the risks inherent within the visit and the contents of any risk assessments.

Organisation:

1. Ensure that you have sufficient adult help on your visit. Legal requirements are stated by the authority and can be checked on via the Principal (or designated Head for School Trips) but as a general rule you need enough help to supervise children in groups that are safely manageable.

This will depend on the nature of the visit.

Extra staff can often be made available from within school but you may also need to enlist parental help.

Parent helpers must sign a consent slip and must be made aware of their responsibilities. This can be done via a letter or verbally. Letters are safer. If adult volunteers are accompanying a group and do not have a current enhanced CRB with suitable ID checked by the school prior to the trip they must not be left alone with children during the trip.

2. Ensure you have all the children's emergency contact and medical information forms.

3. **NO CHILD** must ever go on a visit without having brought a signed permission slip from home. The permission slip is part of the original letter and, regardless of payment, **MUST** be returned before that child is allowed to go.

Keep all consent slips until well after the event is over.

4. During trips suitable communication systems should be in place for communicating between groups and with the school. All the children must wear clear labels/wrist bands that have the school name and number.

5. Check you have all the items mentioned in 'checklist for trips' (see appendix 2).

6. Ensure you speak to the children about safety during the trip and any hazards.

Conclusion:

Taking children out of school is often taken for granted as a normal school activity. If anything goes wrong however, all responsibility lies with the school.

All visits are potentially hazardous. Children must be supervised at all times on a visit and must never be let out of their supervisor's sight.

Teachers forfeit the right to a lunch break on day long visits. You are in 'Loco Parentis' the entire time.

This policy has been read and approved for Date Valley School, by the School Principal and the Date Valley Trust Policy Committee.

Date: October 2013

Appendix 1

FORM TO BE COMPLETED FOR ALL OFF-SITE VISITS

EDUCATIONAL VISIT – PLANNING

Location, with full address and telephone number:

Class:		Date:	
No. of children:		Time: (start to end of the day)	
Organiser:		Costing:	
Staff Ratio:		Parent helpers:	
Allocated members of staff:		Risk assessment available:	
		First aid Arrangements:	
Learning objective:		Activities or workshops:	
Meeting point on Arrival:		Lunch time arrangement:	

Further information or comments:

Details of the journey:

Return Journey:

SEN requirements:		Clothing: (Uniform, special clothing):	
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Following information enclosed: (Please tick)

Children's Grouping:		Printed Register:		Children's allergies and medication list:		Map or directions:		Plan of the day:	
Parent's letter:		Number of risk assessment sheets enclosed:				Pack handed in to office:		Final Checks:	

Organiser (Sign):		Date:	
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School manager / Principal (Sign):		Date:	
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Appendix 2

Checklist for Trips

- Documents
- First Aid Box
- Sick Bags
- Medicine Bags
- Pupils' Emergency Contact Details
- Registers
- Water bottles
- Clipboard
- Tissues
- Hand Gel
- Wet wipes
- Spare clothing
- Plastic Bags
- White sticky labels
- Date Valley School wrist bands
- Group's gift shop money (named in envelopes)