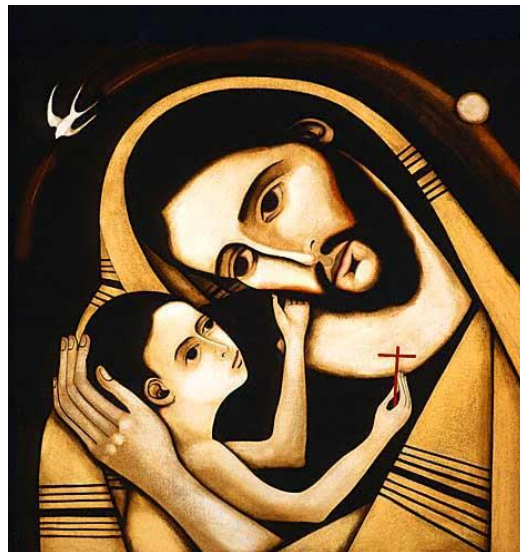




St. Joseph's Catholic Primary School Clydach



Educational Visits Policy

Date of Review: November 2019

Signature:

School Mission Statement

The development of positive behaviour at St. Joseph's Catholic Primary School,
contributes to being:

'Together in Christ – Living, Learning and Growing.'

Aim: To provide opportunities that are educational, enjoyable and safe.

Intentions and Purposes of Visits Organised in School Time

- To plan at least one and no more than three visits to a place of interest during the academic year.
- To extend the National Curriculum and enhance learning by experiencing things first hand.
- To inform parents of the educational value of the visit.
- To adhere to the regulations and ratios of adults to pupils as approved by the school governors in the school's Health and Safety Policy.
- To adhere to The City and County of Swansea guidelines

Procedures to Follow when Organising a School Visit

In the first instance the Lead Teacher informs the Headteacher/Deputy Headteacher about the proposed visit and completes an 'EV1' along with a risk assessment in order to gain approval. For each visit teachers must refer to the approval of Educational Visits. Parent helpers must be arranged before the trip is finalised. Parent helpers should read the volunteer policy. The Lead Teacher should inform the Deputy and Office Manager the date of this meeting in order that diary entries can be made.

The lead teacher and school admin officer will liaise with the Headteacher/deputy about the booking and cost of transport and venue. Once the trip has been signed off by the Headteacher/deputy money and slips should be passed to the Admin officer on the cut-off date. All pupils must have a signed permission slip to take part in any event/trip.

The Lead Teacher is responsible for medical supplies and other necessary equipment for the day. Members of staff involved in the visit will be responsible for providing lists of pupils' groups and assign adult helpers to those groups for the day.

The Lead Teacher must also ensure that they have the mobile phone numbers of all parent helpers in advance.

Safety Procedures and Expectations

It is the responsibility of the Lead Teacher to complete a risk assessment and a visit checklist .A copy of both of these should to be passed to the Educational Visits Coordinator.

Following a risk assessment the school reserves the right to prevent any pupil who could pose a danger to him/herself or others from participating in the school visit.

Risk assessments will also mention pupils with specific medical conditions to establish any needs of the pupil. In all anaphylaxis and diabetic protocols it is stated that the parent or a delegated adult accompanies the pupil (parents will be consulted in all cases).

A basic first aid kit must be taken on each visit. Trained first aid staff are responsible for the checking and assembling of this.

Prior to the visit discussions will take place between all staff and helpers as to what procedures to follow in case of emergencies. All staff must be aware of pupils who may need medical treatment on the visit and those who have specific medical needs. Arrangements must be made where necessary.

A full list of names of all those participating on the visit will be logged onto the EVOLVE system in order to keep close scrutiny on the pupils and as point of reference in case of an emergency.

All pupils will be expected to abide by school rules and policies and will be reminded of these before and during the visit. A regular head count will take place throughout the day especially when boarding transport and on arrival and departure from the place of visit.

The Role of Adult/Parent Helpers

. A firm commitment should be made beforehand that the parent is willing to accompany the party.

A 'no smoking' policy, as exists in school, will also exist on a visit amongst teachers and other adults.

Outings to Farms or Zoos

The Lead Teacher must ensure that the farm or zoo being visited has established procedures to prevent the spread of infection to visitors. It should also have adequate facilities for washing hands in running water and drying hands afterwards.

It is imperative that the pupils are advised on hygiene matters prior to the visit and closely supervised during the visit.

Pupils must wash their hands in running water and dry their hands if there has been contact with any animals and always before eating.

Suitable clothing must be worn for these visits.

Local Visits

On occasions classes in the school may be involved in short distant walks to the park, shops or to carry out street surveys. A risk assessment must be available to the Educational Visits Coordinator.

Risk Assessments

On each educational visit a risk assessment form should be completed. There will be generic forms available for:

- Transport (use of coaches)
- Local visits and walks
- Swimming

These will be reviewed for each individual visit and available from the Educational Visits Coordinator. They will be amended on a yearly basis.

Child Protection - The United Nations Convention on the Rights of the Child (CRC)

is at the heart of our school's planning, policies, practice and ethos.

As a rights- respecting school we not only teach about children's rights but also model rights and respect in all relationships – Linked to Articles 3, 16, 19, 20, 21, 25, 27, 28, 34, 36, 39 (CRC)



