Educational Visits Policy

When planning a trip, please observe the following:

1. Plan well in advance. Speak many times to the place/people you are visiting and make sure you have their contact numbers.
2. Plan how the trip will be part of the curriculum and make sure the pupils are aware of the reasons for the visit and its benefit. Plan activities to be carried out before, during and after the trip.
3. Visit the location in advance of the visit and carry out a safety check. (The cost of this may be taken from the money paid by the pupils).
4. Hand your trip request form into the office. Make sure there is a ratioof 1 adult to 6 children. One MUST be a first-aider.
5. Ask the Office to book the buses. These must be checked for safety and be adequate for the numbers of pupils travelling. Do not endanger lives by trying to squeeze too many children onto too few seats. The Office should emphasise the fact that the buses MUST be at school early.
6. You should now be able to work out the cost of the trip, and a letter can be sent to the parents informing them about the trip and the cost. Money should be collected in class and then sent to the Office.
7. ONLY adults written on the trip application form should be on the trip. ONLY the bus driver, plus **one** assistant, should be on the bus – please make this clear at the time of booking.
8. A meeting must be held a couple of days before the visit by the trip leader to go over the details of the visit with all other adults.
9. Remind the children that no electronic devices (other than a camera – *if* they are prepared to accept responsibility for it) should be brought on the trip.
10. All pupils MUST have a written permission slip in order to go on the trip. As an **emergency** measure (e.g. the child has been absent) a phone call, recorded for date and time, will suffice.
11. The day before the trip phone the location of the visit and ask the Office to phone the bus company to check that everything is in place for the visit. Repeat this again on the morning of the visit.
12. Speak to the pupils before you leave, reminding them about good behaviour and that they are to remain seated at all times on the buses. (If any pupils refuse to comply, pull the buses over and stop, and refuse to continue until all pupils are seated and remain seated).
13. No extra stops must be made (for food etc.). The buses should already be full of fuel, and teachers should organize their own packed lunch/snack in advance.
14. Stay in contact with the school office at all times. Phones MUST be charged and have units to enable calls to be made. This is YOUR responsibility.
15. If anything at all goes wrong, e.g. you are running late, there is a serious accident or incident involving one of the pupils; you must inform the office IMMEDIATELY so that we can inform the parents.
16. You must keep watch over the children actively AT ALL TIMES during the visit. No-one must ever be out of an adult’s sight. Adults should escort groups of pupils to the toilets.
17. It is your responsibility to keep a watch on the time and make sure that you set off from the location of the visit *in plenty of time* to reach school before the end of the school day. Allow for bad traffic, punctures, accidents etc. Plan to be back for 12.00 p.m.
18. After the visit report back to the Head about any incidents that occurred during the visit.
19. Hand in to the office a sheet of accounts detailing the finances of the visit – moneys in/out etc, keeping receipts etc. Any remaining money MUST be handed in to the office. It will be used to buy books for the library. As the money belongs to the pupils, it must be used for their benefit.
20. Enjoy your visit!

Susan Evans (Head Teacher)

Date for review: February 2018