



# LONGTON LANE PRIMARY SCHOOL

*A place to learn, a place to achieve, a place to enjoy.*

## Educational Visits Policy

### **Rationale**

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practice.

### **Purposes**

To provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. To fulfil responsibilities under the Health and Safety at work Act 1974 to ensure all visits are effectively planned, organised and delivered.

### **Broad Guidelines**

- School has adopted St Helens 'Health and Safety of Pupils on Educational Visits – Guidelines for Schools March 2013.
- For every trip / visit approval, objectives and costings must be provided on the relevant school documentation.
- A risk assessment must be completed for all trips / visits using relevant school documentation.
- If the place to be visited is new to school an exploratory visit must be made before the risk assessment is completed.
- The headteacher will inform Governors each year of planned trips and visits.
- Admin staff and teachers will liaise closely to ensure all contributions and consents are recorded in accordance with the school Educational Visits Checklist
- A first aider will be part of the staff make up on each trip and is responsible for the First aid kit taken.
- Supervision ratios will always be at St Helens guidelines.
- For all residential visits full risk assessments must be approved by the Chair of Governors.
- Children will be informed of all emergency procedures at the start of each trip / visit
- For local visits to the library and swimming etc parental permission is via the child's planner.
- For all other curriculum trips / visits further parental consent will be covered by the annual consent form. Trip leaders will inform parents of all trips as they happen and permission will be sought for travel if appropriate.

Agreed by Governors \_\_\_\_\_

Headteacher \_\_\_\_\_

Ratified by Governors 17/6/14

To be reviewed Summer 2016