



# **Cheetwood Community Primary School**

## **Educational Visits Policy**



**Approved by the Governing Body**

**Date: 22<sup>nd</sup> November 2023**

**Date Reviewed: 14<sup>th</sup> November 2023 (in line with Manchester City Council)**

**Review date: Autumn Term 2024**

It is a contractual obligation for all staff to take on a “duty of care” whilst pupils are attending Cheetwood Community Primary School to ensure full and appropriate supervision. This “duty of care” will also relate to taking pupils out of the school for visits, where a higher level of supervision will be required than is necessary within the school building.

At the point of admission into school the parent/carer is made aware of various issues relating to the organisation of the school, its policies and procedures. Taking pupils out of the school is one such procedure discussed.

The parent/carer is informed of the important element of visits in the educational lives of pupils and, from time to time, visits may be arranged to enhance the work being carried out within the school.

Visits from Cheetwood Primary School fall into 2 categories:

1. Those which are local and within walking distance to the school (eg shops, park, neighbouring primary school) and would most often involve a small group of pupils going out with the appropriate level of staff to supervise. These types of visits can be organised and carried out in a short space of time and be relatively spontaneous.
2. Those which are further afield (eg country park, zoo, seaside) and would most often involve a large group of pupils going out with the appropriate level of staff to supervise and parents/carers helping also. These types of visits take some time and coordination to organise and will not be spontaneous.

In both cases the following procedure for preparation is carried out:

- Without exception a pre-visit will be made prior to the outing by the visit organiser, so a full and detailed risk assessment can be carried out and shared with the headteacher. After initial verbal approval has been sought, the visit organiser will discuss with the headteacher further details, possible dates, cost, purpose of visit, planned route of travel, expected numbers of pupils taking part and staffing levels required (EV1/2 form and appropriate risk assessment forms)
- There are clear guidelines from the LA and DfE on the number of adults that are required to accompany pupils on educational visits in order to maintain the correct legal ratio. These ratios are:  
Nursery minimum of 1 adult : 4 pupils (1 adult : 2 pupils for farm visits)  
Reception, Y1, Y2, and Y3 minimum of 1 adult : 6 pupils  
Y4, Y5 and Y6 minimum of 1 adult : 10 – 15 pupils ( 1 adult : 10 pupils for residential visits)  
The classteacher/visit organiser can be counted as one of the adults (rather than being additional to) As many of the additional accompanying adults as possible should be school staff but at times it may be necessary to seek the support of parents/carers. It is not necessary for the parent/carer to have DBS clearance if their help is on this one occasion but the visit organiser will have carried out a risk assessment in relation to the supervision of pupils and such activities as accompanying them to the toilet/supporting them with getting changed during swimming. Although desirable, it is not mandatory that a qualified first aider is present on educational visits. Experience of basic first aid is all that is required.
- Once all details have been discussed and firm approval has been given by the headteacher to go ahead the visit organiser will make any necessary bookings, ensuring any coach/mini bus/private vehicle transport has seatbelts fitted and in full working order
- Parents/carers will be informed of the intended visit in writing, as there may be many details and asked to sign a consent form specific to the visit
- If a pupil is provided with a free school meal during the course of a normal school day, a packed lunch will be provided for such pupils if a full day visit is taking place. In such cases, the visit organiser will plan this with the cook at least 2 weeks in advance. Dietary requirements are adhered to as normal. Those pupils who do not take a free school meal, but bring their own packed lunch, will do the same for a visit. Parents/carers will be informed of this when details of the visit are distributed.

- The visit organiser will continue to plan detailed arrangements for the visit day, how the pupils will be grouped, which adults will be supervising which pupils and a plan for the day. If the visit is largely outdoors and reliant upon the weather being fine, it may be necessary to have a back up plan if the weather is bad.
- As educational visits are an integral part of pupils' learning, pupils will be expected to wear full school uniform for the duration of the visit and these expectations are made explicit within the information distributed to parents/carers prior to the visit; there are exceptions to this when the nature and location of the visit may dictate a different style of dress (eg Y6 residential visit to Ghyll Head) and this will first be cleared with the headteacher
- As educational visits take place during the working day and are, as such, part of staff's professional duties, staff/accompanying adults are expected to wear clothing in line with requirements outlined in the staff code of conduct; should the nature and location of the visit dictate a different style of dress this will first be cleared with the headteacher
- The visit organiser will include written details on the risk assessment documentation of the dress code required of both pupils and staff/accompanying adults on the visit
- On the day the visit organiser will have a copy of all pupils' emergency contact details, information regarding any special needs, any medication for those pupils requiring it. A first aid kit will be provided that has been checked in advance by a qualified first aider ensuring the correct supplies are available.  
The visit organiser will leave an emergency contact number at the school should the school need at any point to contact the visit party.  
During the visit, the organiser will keep in touch with the school at regular intervals.
- When pupils return from an off-site visit/event that has involved travel back to school by coach after school has finished, pupils will disembark the coach on Waterloo Road and return safely back to their classroom first, before then being handed over to the adult collecting them.  
For health and safety reasons it is the school's policy that no pupil returning from an off-site visit can be collected by an adult whilst on Waterloo Road.
- Following the visit a full evaluation will be made by the visit organiser and shared with the headteacher. This evaluation will inform future planning. (EV3 form)