

Educational Visits Policy



At Charlwood Village Primary School we believe that for children to have a meaningful experience of the world around them they need to have first hand experience. This means that we believe that the children should go out on regular visits to find out about and explore the world we live in and to relate learning to real life.

Parental Permission

- ✓ When pupils join the school parents are asked to sign a permission slip for their pupil to go out into the village
- ✓ When the children need to go further afield for first hand experience the permission is sought for each occasion

Keeping Safe

- ✓ Before each trip takes place a member of staff, where possible visits the venue. From this a Risk Assessment is written and shared with the Educational Visits Co-ordinator (Ms Lanham).
- ✓ After the trip has taken place the lead member of staff on the trip then reviews the Risk Assessment and adds notes for next time the venue is visited.
- ✓ On all school trips the school follows the Surrey guidance on adult to pupil ratio. In Early Years this is one adult per five pupils, Key Stage 1 this is one adult per eight pupils and Key Stage 2 is one per 10.
- ✓ On all school trips the adults have a charged mobile phone in case of emergencies.
- ✓ On all school trips the appropriate number of first aid bags are taken.
- ✓ All adults supervising on the trip are DBS checked if appropriate.
- ✓ All coaches used will have seatbelts.
- ✓ All staff have had training on use of the Emergency Plan should the need arise.
- ✓ Pupils requiring any medication will have their medication taken with them for the trip.
- ✓ On all trips only staff members using the school cameras are permitted to take photos or film.
- ✓ A Log Book is kept in the trip bag for staff to record any major incidents.
- ✓ All staff members attending a school trip should be familiar with the Operation Duke procedure should it be needed.
- ✓ Each Leadership Team member also has the details of who to call should there be a need to make an Operation Duke call.

Payment for Trips

- ✓ Parents/carers are asked for a donation towards the trip with an advisory sum suggested.

- ✓ Parents/carers are advised to speak to the Headteacher Ms Lanham, in confidence, for any issues with payment.
- ✓ Disadvantaged pupils who are eligible for Pupil Premium funding may also be supported financially.

Other Policies

This policy should be read in conjunction with the following policies:

Child Protection and Safeguarding
Health and Safety
Charging and Remissions
Medical Needs
Volunteers and Parent Helpers
Behaviour
Equal Opportunities inc Race Equality
Whistle Blowing
Special Educational Needs and Disabilities