

Appendix 1 – Guidelines for planning an Educational Visit

1. Identify the educational aims and objectives of the visit at an early stage.
When travelling to a distant location the question should always be asked, whether the same objectives might be achieved more simply and cheaply closer to home.
2. **Staffing** Regard must be paid to the experience of the staff, the nature of the visit and the age and needs of the children. Staffing levels stipulated are minimum levels.

Day Visits

Junior Children	–	one adult per 8 children, minimum 4 adults
Infant Children	–	one adult per 6 children, minimum 5 adults
Foundation	–	one adult per 4/5 children

Residential Visits

Endeavour to achieve one adult per 8 pupils with a minimum of 4 adults. Mixed parties should if possible be accompanied by at least one man and one woman.

3. Visit the venue. This is an essential requirement unless you are very familiar with the location and the itinerary.
4. The office staff will complete costings for the trip so that a level of contribution per child may be arrived at. Remember the school charging policy. (Refer to the School Handbook). The letter to parents includes this statement: "The total cost per child is £0.00. Under the terms of the Education Act we are only allowed to ask for voluntary contributions to cover the cost. Before the visit is confirmed I would like to be sure that there is sufficient support and that you are prepared to make the necessary contribution as the visit will not take place if the shortfall is too great."
5. Check that the proposed date does not clash with anything else, then enter the date in the School Diary.
6. Allow a period of at least 4 weeks to inform parents in writing of visit details, requested contributions and links with the National Curriculum. Parental approval of trips involving a higher level of contribution, eg residential trips, should be sought 2 terms before the trip takes place. The School Secretary will type the initial letter but in any case a copy of each letter should be in the office. Letters are to be approved by the Headteacher before being sent out.
7. Parental consent should be obtained 2 weeks before the trip so that the financial viability of the trip can be ascertained. Money should be handed to the office at least one week before the trip. Parents must ensure that appropriate clothing and footwear is worn.
8. Ensure that all accompanying adults have undergone the appropriate level of Police Check or equivalent. Driving licences and MOTs will need to be seen if parental cars are used.

9. Teachers leading trips must familiarise themselves with the relevant Codes of Practice.
10. The appropriate Risk Assessment form must be completed. Place one copy in the school file in the office, after being signed by the Headteacher.
11. **Special medical requirements of the children should be known and catered for. Check that First Aid provision is ready and available. First Aid equipment, 'sick buckets', refuse bags, etc will need to be available.**
12. All adults accompanying the party, whether school staff, parents or other adults, must be made fully aware of the purpose and itinerary of the trip and of their own area of responsibility. Each helper should have the mobile number of other helpers, the number of the school, a list of all the children on the trip and a list of the children in their group. A short preliminary meeting should take place to inform parents of these issues and to address any other concerns.
13. In the case of a residential trip, a preliminary meeting for parents must be arranged to explain the purpose and organisation of the trip, go through any rules and answer any questions or concerns.

Appendix 2 – Guidelines for Conducting a Visit

1. **Conduct of children on a coach** The teacher should ensure that, wherever possible, access to a coach should be directly from the pavement. **Children should wear seatbelts whenever the coach is moving.** Whilst travelling in a coach children should behave in a sensible and controlled manner.
2. **Leading a party on a train**
 - Stand back from the platform
 - All children should stand with their group leader
 - Don't get on the train until everyone is ready
 - The teacher should be the last to board the train, and only release the door once everyone is aboard
 - Stand on the right on escalators
 - Children must be aware of what to do if they are left alone on a platform, or if they are on a train and separated from the party
3. **Visits to the toilet** Children are never allowed to go to the toilet unaccompanied. One adult should be inside the toilets and one outside. However, when small groups break up with a leader, like at an Art Gallery, common sense has to be used if a child wishes to use the toilet.
4. Children must walk along the pavement, towards the inside, with adults on the outside keeping the children away from traffic. There must also be one adult leading at the front, and another following at the rear.