

HOLYWELL PRIMARY AND NURSERY SCHOOL

VISITS / OFF SITE ACTIVITIES POLICY

It is school policy to follow the guidance set out in the Worcestershire County Councils Educational Service Guidelines i.e. "Off-site Visits, Field Studies and Outdoor Education Guidelines" (2001) (Updated 31.03.03.).

All school visits and off-site activities are planned in the broad educational context of supporting the following educational aims and objectives:

- To improve and develop knowledge, awareness and understanding of curriculum objectives.
- To strengthen personal development and the process of self-discovery.
- To develop a growing sense of community values and to develop the ability to live with and cooperate with others in a group or team context.
- To nurture an aesthetic and tolerant understanding of the locality and wider world in which we live, including respect for the environment and sustainable means of utilising it for educational and recreational purposes.
- To encourage and develop self-reliance, self-discipline and self-esteem.
- To enhance a sense of responsibility towards self, others and the wider environment.
- To improve understanding and appreciation of the value of sustained endeavour, taking due account of religious, cultural, ethnic and gender-based diversity.

This school has three EVCs (Educational Visits Coordinator) who have received training from the LA

Current EVCs are - Mrs F Millett, Mr W Davis, Mrs D Savage.

Guidelines:

- For any trip or visit one member of the teaching staff must take overall responsibility.
- Advance notice must be given to the EVC/Headteacher and the trip detailed on the School Calendar.
- The Headteacher/EVC must consider and ensure the competency of staff involved for the particular activity and provide suitable replacement staff in the event of staff absence.
- If the teacher in charge does not know the venue, then he/she should visit the venue beforehand to ensure that he/she is well prepared.
- If a teacher knows the venue and is confident that he/she is adequately prepared for the visit, he/she should contact the venue by phone, in advance, to confirm arrangements at the venue and establish that there are no new factors to be taken into consideration.
- The party leader must find out if there are first aid facilities and qualified first aid at work personnel available at the venue. If not, a qualified 1st Aider from Holywell should attend.
- A risk assessment must be completed in advance and copies distributed to all accompanying adults. The risk assessment must address risks specific to the venue, e.g. farm, swimming pool etc. Copies of all risk assessment forms should be kept in the staffroom folder 'Visits / Off Site Activities Risk Assessments', kept by Mrs D Savage.
- Separate risk assessments may need to be completed for pupils with behavioural or specific medical needs.
- Every party should take at least one mobile phone and mobile numbers for adults in the party, must be shared with all school staff in the party and with the school secretary/Headteacher via the School Trip form.
- A list of those pupils and adults on the trip/visit must be left in the school office and must also show which children remain at school. Class lists are available by request from Mrs Cleeton. Medical details are also necessary as part of the Trip Form, also available from Mrs Cleeton.
- Parents must be notified of the trip/visit and the possible activities to be experienced, including alternative activities in poor weather etc.
- An annual 'Parent Consent Form' must be used to cover all local visits, walks, school trips, events. The trip leader (Teacher) must check to ensure that current consent has been given and that any new children (mid-year intake) return their forms as appropriate. Original replies must be kept. Administration support staff should be asked to do this task.

- For residential, hazardous activities and/or visits over 50 miles from school, the OS5 must be completed and sent to the LA two months before the visit.
- For Sports Fixtures there is a separate Consent form for the school year. Original responses must be kept.
- CRB Disclosure forms should always be completed by adults accompanying children on trips.
- Parents should make their own private arrangements for children to travel to sports fixtures.
- Staff do **NOT** drive children using their own cars.
- School uniform will be worn unless the trip/activity requires special clothing.
- No child will be excluded from an off-site visit through being unable or unwilling to pay, however, if there are insufficient voluntary contributions a visit may have to be cancelled. This decision is made at the discretion of the Headteacher.
- The school may request that parents assist with trips/events if a child has particular SEN which need sensitive, personal handling.
- An NQT must not take children on a visit unless accompanied by a more experienced member of staff.

Teaching staff are reminded that they are responsible for the safety and well being of pupils. If they consider that an activity or situation presents a danger to the members within the party they will be expected to take action to reduce the risk including cancelling the trip.

Teachers must report any accidents/incidents causing concern to the Headteacher, Deputy Headteacher, Assistant Headteacher or Mrs Savage as soon as possible following the return to school.

FM : October 2003

FM : September 2009

FM/TW

September 2009

SPORTS FIXTURES - PARENT/CARER CONSENT FORM

Physical Education / Sports Fixtures

I give permission for (name)
to participate in off-site sport fixtures/on-site activities/trials/practices.

I give permission for the full academic year, September 2009 until July 2010.

I understand that a member of school staff will be present in a supervisory capacity.

Parents need to make their own private arrangements for children to travel to and from sports fixtures.

You are welcome to look at our 'Guidelines for Off-Site Visits' if you wish to.

Details of team lists, fixtures and venues are held by the school office on the School Trip form.

Signed: Parent/Carer

Print Name:

Date:

FM : September 2009

SCHOOL TRIPS / EVENTS

PARENT / CARER CONSENT FORM

This form covers all school trips/events organised by the school. A school Calendar detailing trips and events for the forthcoming school year will be issued to parents during September. Letters will be sent to parents in advance of each trip/event.

I give permission for (name) to go on accompanied local walks / visits / trips and events as part of a group of children from the school. I understand that the school will ensure that all aspects of Health and Safety are considered and that all reasonable care will be taken by all concerned in accordance with LA/School policies.

I give permission for the full academic year September 2009 until July 2010.

I understand that at least one member of school staff will always accompany a group.

You are welcome to look at our 'Guidelines for Off-Site Visits' if you wish to.

Details of site walks, visits, school trips and events are held by the School Office on the day of the event.

Signed: Parent/Carer

Print Name:

Class: Date:

FM : September 2009

**HOLYWELL PRIMARY & NURSERY SCHOOL
SCHOOL ROAD, RUBERY, BIRMINGHAM B45 9EY
Tel: 0121 453 7829**

TRIP FORM

A Trip form will be completed by the Trip Leader for all trips outside school.

To be completed by the Trip Leader on the day of the trip. Copies to be given to all accompanying adults and a copy to left in the main school office.

Trip to:	Date:
Trip Leader:	Deputy Leader:
Venue Address:	Venue Tel No:

<input checked="" type="checkbox"/>	Check list for Trip Leaders:
	Number of pupils included:
	Number of teachers/adults included:
	Has the venue got 1 st Aid facilities: YES/NO
	Will there be a qualified 1 st Aider available: YES/NO
	Has a Risk Assessment Form has been completed?
	Mobile phone: Number to be left in office:
	Epi-pen collected from user or 1 st Aid Room. Name of Epi-pen administrator: Name of pupil(s):
	First Aid Kits and buckets collected?
	Name and telephone number of coach company:

<p><u>OUTWARD JOURNEY:</u></p> <p>Departure Time:</p> <p>Arrival Time:</p>	<p><u>RETURN JOURNEY</u></p> <p>Departure Time:</p> <p>Arrival Time:</p>
---	---

NUMBER OF PUPILS REQUIRING FREE MEALS:

ACTIVITIES AND TIMES: (approximate only)

**Emergency contact number: Head/Deputy Headteacher
Holywell Primary and Nursery School
School Road
Rubery B45 9EY
Tel: 0121 453 7829
Fax: 0121 457 8510**

or:

**Emergency Planning Officer
Worcester County Council
P O Box 73
Worcester WR5 2YA
Tel: 01905 766176 (office hours)
Or: 07836 655932 (24 hour service)**

GROUPS OF PUPILS

GROUP 1	GROUP 2	GROUP 3
Teacher:	Teacher:	Teacher:
Parents: (adult helpers)	Parents: (adult helpers)	Parents: (adult helpers)
Pupils:	Pupils:	Pupils:
Total Pupils:	Total Pupils:	Total Pupils:

Names of children NOT going on trip:

.....

.....

Details of all relevant medical problems, medication, conditions etc., to be collected from Kay in main office and attached to this form. All details are to be kept confidential. **Remember:** Epi-pen users **must** be accompanied by a trained Epi-pen administrator on all trips Remember to take the Epi-pen with you and to return it to Kay for safe keeping in the Office cupboard.

All inhalers etc. must be named and kept by either the child or the Group Leaders (age appropriate).

Details of telephone chain (if appropriate)

	Name:	Tel No:
1		
2		
3		
4		
5		
6		

FM : September 2009