

Slaithwaite CE J & I School



Educational Visits Policy

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Procedures for Educational Visits

EV leader: Elaine Bradley (Headteacher)

1. Decision made to take a class on a visit out of school. Check possible dates with HT and school diary. **Try** to plan a term in advance in order for governors to approve. Telephone the place to be visited and book preferred date. Inform HT and write in school diary. (Please note, for visits around the locality of Slaithwaite, still check/inform HT when you intend on leaving the premises.)
2. Complete a pre-visit educational visits form (see appendix 1) available in electronic format on school computer system, 'staffroom folder',
 - Category A ~ everyday activities that take place on a regular basis, occur mainly within school hours and **do not involve natural water**. For example: swimming pool, field study centres, parks, woodlands (not remote), theatre, museum, sporting events. The form must be returned to HT and governors for signing.
 - Category B ~ covers residentials and some higher risk activities such as remote field centres, theme parks, low level challenges such as low level rope courses, camping (not remote), journeys abroad.
 - Category C ~ most hazardous activities and include all residentials where children interact with natural water and/or participate in adventurous activities. **For these activities 6 weeks notice must be given to Kirklees, EV leader will support with this and must complete it with staff.**
3. On the day of the visit please ensure the following:
 - The visits form has been approved by EV leader.
 - You have a class list with telephone numbers on, for emergency use, including the school number. You have access to a mobile phone.
 - You have a first aid kit and sickness bucket.
 - You have a list of helpers (correct ratio of adults to pupils), all have been briefed.
 - Remember to have regular 'head counts' of children during the visit.

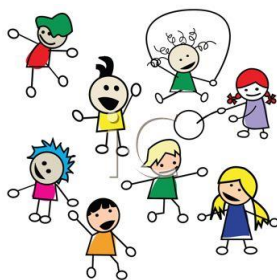
Alongside the completion of the pre-visit form, organisers must complete risk assessments and give a copy to the EV leader(Mrs Bradley).

If you have any queries speak to the EV leader, alternatively contact Ian Kirby the EVA for Kirklees on 07969 918252 (01074) ianm.kirby@kirklees.gov.uk

Policy reviewed June 2017

Policy review June 2018

Appendix 1



PLANNING A CLASS VISIT

PLEASE COMPLETE THIS FORM WITH ALL THE DETAILS OF YOUR CLASS VISIT BEFORE SUBMITTING IT TO MRS BRADLEY

All visit letters must be approved by Mrs Bradley/Miss Millward before being sent out.

Class	
Educational visit to	
Date of visit	
Setting off time from school	
Return time from place of visit	
Arrival time back in school	
Visit leader name	
Contact mobile for visit leader	
Total no. of staff attending & names	
Total no. of volunteers & names	

Intended outcomes (max of 4):	
Total no. of children	
No. of boys	
No. of girls	

THANK YOU

OFFICE USE ONLY

COACH COMPANY		DATE BOOKED	
PRICE OF COACH			
VENUE BOOKED			
PRICE OF VENUE			
OTHER COSTS			
TAKE OFF H&S DONATION			
COST OF TRIP BEFORE ADMIN			
TOTAL COST TO CHILD		FINAL PAYMENT DATE	