



DIOCESE OF CHESTER

**ASTBURY ST MARY'S  
CHURCH OF ENGLAND PRIMARY SCHOOL**

**EDUCATIONAL VISITS  
POLICY**

**Approved for Issue: November 2017**

**Review – every three years: November 2020**

## INTRODUCTION

The Governors and staff of Astbury School are committed to providing a broad and balanced curriculum in which the development of the whole child holds paramount importance. Educational visits are valued as a means of helping to achieve this aim. It is recognised that almost all activities in life carry a degree of inherent risk but in order to meet our legal and moral obligations in respect of educational visits, risks should be assessed and practical controls introduced to minimise the chance of injury. Visits vary greatly in nature and as a consequence it is impossible to anticipate every eventuality. A sensible balance has to be made between constraining safeguards and the pursuit of desirable educational activities. This policy lays down the guidelines for achieving the above.

## PURPOSE

- To ensure that the children of Astbury School are given opportunities to participate in educational visits.
- To ensure that such visits will have a clear and appropriate educational purpose and will be of benefit to the children.
- To ensure that all visits are well planned and organised, taking into account the welfare and safety of all staff and children.
- To ensure that all visits meet the necessary legal requirements, particularly with regard to health and safety.
- To ensure that parents are aware that their children may participate in visits in the local area for which their permission will be sought and they will be provided with written details.
- To ensure that for those trips further afield parents will be given full written details of all visits including an itinerary, the type of transport being used and a telephone contact number in the case of an overnight stay.

## THE NATURE OF EDUCATIONAL VISITS - DEFINITION

An educational visit is accepted to mean an organised event which requires a group of children supervised by an adequate number of staff leaving the school grounds for a significant period of time. This policy refers to visits lasting up to, and over, one day.

## APPROVAL

Any proposed visit must have the approval of the Head teacher or, in his or her absence, the Assistant Head teacher.

## RESPONSIBILITIES

The Governors, as employers, have an overall responsibility for the welfare of their employees and school children and for the general direction and curriculum provided within the school. This extends to activities undertaken outside the school grounds such as visits and journeys. The Head teacher is responsible for overseeing the day to day management of the school. He or she must ensure that for every visit there is appropriate planning and supervision. The Leader of the Party is deemed to have control of the group and carries immediate responsibility for maintaining the health and safety of the party. The Leader must be a qualified teacher from Astbury School or from a school within the partnerships within which we work (e.g the CECP).

## STAFFING LEVELS

There are no laws regarding adult / pupil ratios for school visits. HSE guidance says 'it is for schools to determine the number of adults required, depending on the nature of the outing.' At Astbury school, the governors have agreed the following ratios as a minimum.

EYFS – adult: pupil ratio of 1 : 4

KS1 - adult: pupil ratio of 1 : 6

KS2 - adult: pupil ratio of 1 : 15

Adult helpers accompanying the visit who are not teachers or adult helpers at the school must satisfy the requirements of the Safeguarding Policy.

## TRANSPORT

Where transport is needed a recognised company should be used. If a coach / minibus is used this must have seat belts. Children must sit on their own seat and wear the seat belts provided. A child must not sit by the evacuation door as this would require an adult to open in case of emergency.

If transported by car, children should sit in size and age appropriate car seats and wear the seat belts provided. A record of being transported in a car must be completed (available in the school office).

## INSURANCE

The school has a policy arranged through Marsh Insurance and underwritten by ACE European Group Ltd. This policy provides cover for residential and day trips, but not trips abroad.

This policy includes:

- \_ personal accident insurance.
- \_ third party liability cover for all approved activities.
- \_ insurance against the theft of money and other personal effects.

It should be pointed out to volunteer helpers that they may wish to take out similar insurance cover for their own personal needs.

## EMERGENCIES

It is impossible to anticipate the circumstances of emergencies and to indicate the nature of all appropriate responses. Emergencies may well require on-the-spot response from the leader. However foreseeable contingencies should be implemented in advance. Having assessed the situation, and estimated that the situation does not present danger to himself or herself, the leader must

1. ensure that all members of the group are accounted for.
2. protect the party from further danger.
3. provide first aid and comfort.
4. notify the police and rescue services, giving the essential information required about the nature of the emergency, the location and the condition of the party.
5. notify the Head teacher and School of the emergency as soon as possible.
6. notify the Head teacher and School if the arrival time is likely to be delayed by more than thirty minutes.

In the event of a grave emergency which cannot be resolved by an on-the-spot response, the leader should:

1. alert the emergency contact, the Chair of Governors and the Headteacher at school.
2. not allow any member of the party to have access to the telephone until advised that it is in order for them to do so.
3. make no comment to the media until authorised to do so

All accidents involving children are matters of legitimate public concern and therefore likely to attract widespread interest and pressure from the media. Legal action can sometimes ensue.

The police have a responsibility to investigate and will try to withhold the identities of casualties until relatives have been informed.

Statements to the media should therefore pay careful regard to these sensitivities. They should be made only by the Chair of Governors, Head teacher or Assistant Head teacher, and should confine

themselves to expressions of sympathy. No statement should go beyond the known facts. Personal opinion and identifying possible areas of blame should be avoided.

The school critical incident policy gives clear information about responses to critical incidents.

#### CONSENT FOR VISITS

A form of consent and medical questionnaire for residential visits is contained in Appendix 1. Parents / carers must be asked to complete these forms for all residential or overseas visits.

#### RECORD KEEPING

Appropriate documentation and records associated with educational visits are stored in the school office. All risk assessments must be saved onto the school staff share in the health and safety folder.

Name: _____
Male / Female

**FORM 'C'**

**CHESHIRE EAST COUNCIL**

**PARENT / GUARDIAN CONSENT FOR AN EDUCATIONAL VISIT**

**To be distributed with information sheet giving full details of the visit**

Establishment/Group: \_\_\_\_\_

Details of Visit to: \_\_\_\_\_

From: Date \_\_\_\_\_ Time \_\_\_\_\_ To: Date \_\_\_\_\_ Time: \_\_\_\_\_

I agree to \_\_\_\_\_ (name taking part in this visit)

I have read the information sheet I agree to \_\_\_\_\_'s participation in the activities described.

I acknowledge the need for \_\_\_\_\_ to behave responsibly throughout the visit.

**1. Medical information about your child**

a) Any conditions requiring medical treatment, including medication? YES/NO  
If YES, please give brief details:

\_\_\_\_\_

b) Please outline any food or other allergies and special dietary requirements of your child:

\_\_\_\_\_

c) Any recent illness or accident staff should be aware of?

\_\_\_\_\_

d) The type of pain/flu relief medication your child may be given if necessary:

\_\_\_\_\_

**For residential visits and exchanges only**

e) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infections? YES/NO  
If YES, please give brief details:

\_\_\_\_\_

f) Is your son/daughter allergic to any medication? YES/NO  
If YES, please specify:

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g) When did your son/daughter last have a tetanus injection:

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**Declaration**

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Name: \_\_\_\_\_

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Alternative emergency contact:

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Name of family doctor: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

As part of the activities your son/daughter/ward are involved in Cheshire East Council may take photographs or video footage to use in printed publications or publicity or promotional material including the local press.

Can we use the young person's photograph in this way? YES / NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (capitals): \_\_\_\_\_

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE ESTABLISHMENT CONTACT**