



# Glen Hills Primary School School Visits Policy

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- **NO TRIP OR VISIT OFF SITE, INCLUDING LOCAL VISITS AND SPORTS EVENTS, MUST EVER BE UNDERTAKEN WITHOUT THE HEAD TEACHER KNOWING – IT MUST GO IN THE WEEKLY NOTES.**
- 'Code 11. Educational and adventurous activities' folder is in the Head's office. There are a number of pro formas re: risk assessments – please use the same one as we have been using.
- THIS FOLDER CONTAINS ALL IMPORTANT INFO REGARDING ANY OFF SITE VISITS AND, TOGETHER WITH THE HEALTH AND SAFETY FOLDER (THE BLACK/ORANGE ONE), ARE IMPORTANT READING FOR THOSE GOING ON VISITS. THESE FOLDERS ARE ALWAYS IN THE TEACHER RESOURCE ROOM.
- If you need to get any other information (eg any of the documents highlighted in this), please see Tim or log onto [www.leics.gov.uk/outdoor\\_environmental\\_edu](http://www.leics.gov.uk/outdoor_environmental_edu)
- If you are organising a residential or .an adventurous activity day / visit, you must send in an A1 form to the LEA at least three months before you go (in Code 11)
- A risk assessment needs to be done for every off site visit. There are some generic ones produced (eg. visit to the park, use of school grounds play equipment, bus / coach journeys, sporting events, swimming etc) Most of these have already been completed. Some, eg the Belvoir Castle trip, are annual events and need not be repeated every year. However, all adults going on the trip should receive a copy of the risk assessment before departure.

- **PLEASE ENSURE I RECEIVE A RISK ASSESSMENT OF YOUR VISIT. THE HEAD TEACHER NEEDS TO SEE THE RISK ASSESSMENTS ONE WEEK IN ADVANCE. AS EVC (Educational Visits Coordinator), THE HEAD TEACHER NEED TO CHECK WE ARE DOING THEM AND THE HEAD IS ULTIMATELY RESPONSIBLE FOR DAY VISITS / SAFETY**
- **Recommendations for ratios... Yrs1-3 a 1-6 ratio**  
**Yrs 4-6 a 1-15 ratio (1-10 ON A RESIDENTIAL)**

### **ON A DAY VISIT / RESIDENTIAL...**

- A pre-visit must be made or risk assessments from another school who has recently been must be obtained (please contact Kevin Brooks, the LA ed visit advisor, on 01509 890119 about this – he has a list of places visited and may provide info needed)
- Please ensure you take a Crisis Card out with you on all visits (enclosed)
- Please ensure you have an accident book with you to write down any accidents asap (eg a museums own accident report on an injury is NOT sufficient – you as the teacher must also note down the injury, circumstances and action taken. Fill in form F2508 (in Health and Safety folder (red one in staffroom) if limbs are broken or a serious injury occurs. Fill in form 669 for all other injuries (non-serious, found in same folder) and ensure these blank forms are taken on residential trips.  
In the event of a serious accident / 'crisis' contact emergency services and school (either the Head, Deputy or Assistant Head) at home if out of school hours)
- Ensure mobile numbers of adults on trip are known.
- Ensure all adults have seen and read the relevant risk assessments.

- Ensure relevant 'skills' are covered by the adults you are taking (eg epipen trained, first aiders are present)
- We can fully class ourselves as 'First Aiders' if we were present on the teacher day first aid training.
- The group leader has to be approved by the head teacher as being 'competent'.
  
- \*WRITTEN PERMISSION MUST BE GIVEN FOR ANY CHILD TO GO ON ANY OUTING OUT OF SCHOOL.
  
- WE CANNOT ORGANISE TRANSPORT (IE. TO SPORTS EVENTS) DUE TO LIABILITY ISSUES. PLEASE EXPLAIN THIS ON ANY RELEVANT LETTERS AND SIMPLY ASK THE PARENTS TO INDICATE ON A REPLY SLIP HOW THEIR CHILD IS TO BE TRANSPORTED TO / FROM THE GAME,
  
- Check school insurance if you are organising an adventurous / foreign visit.
  
- Medicines will need to be taken by children on trips – THERE IS A DIFFERENCE BETWEEN OBSERVING CHILDREN TAKING MEDICINE AND ADMINISTERING MEDICINE – ONLY ADMINISTER MEDICINE IF TRAINED EG. EPIPENS. OTHER MEDICINES CAN BE 'OBSERVED' BEING TAKEN OR THE PARENT / CARER PROVIDES WRITTEN PERMISSION FOR STAFF TO ADMINISTER MEDICINES USING THE SCHOOL LETTER TITLED 'ADMINISTERING MEDICINE REQUESTS'.

**THE ULTIMATE RESPONSIBILITY OF THE VISIT WILL BE THE EXECUTIVE HEAD TEACHER.**

IF THERE IS A SERIOUS ACCIDENT AND YOU HAVE:

- FOLLOWED THE INFO CONTAINED HERE
  - FOLLOWED THE INFO CONTAINED IN CODE 11 AND ASSOCIATED HEALTH AND SAFETY DOCUMENTS
  - THE LEA HAVE AGREED TO THE VISIT VIA THE A1 FORM
  - APPROPRIATE SAFETY ASPECTS HAVE BEEN CONSIDERED
  - ENSURED ALL ADULTS WERE WELL INFORMED ABOUT SAFETY ISSUES BEFOREHAND
  - BEHAVED RESPONSIBLY AND WITH COMPETENCE
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- **Any concerns, please see the Executive Head teacher or Head of School**

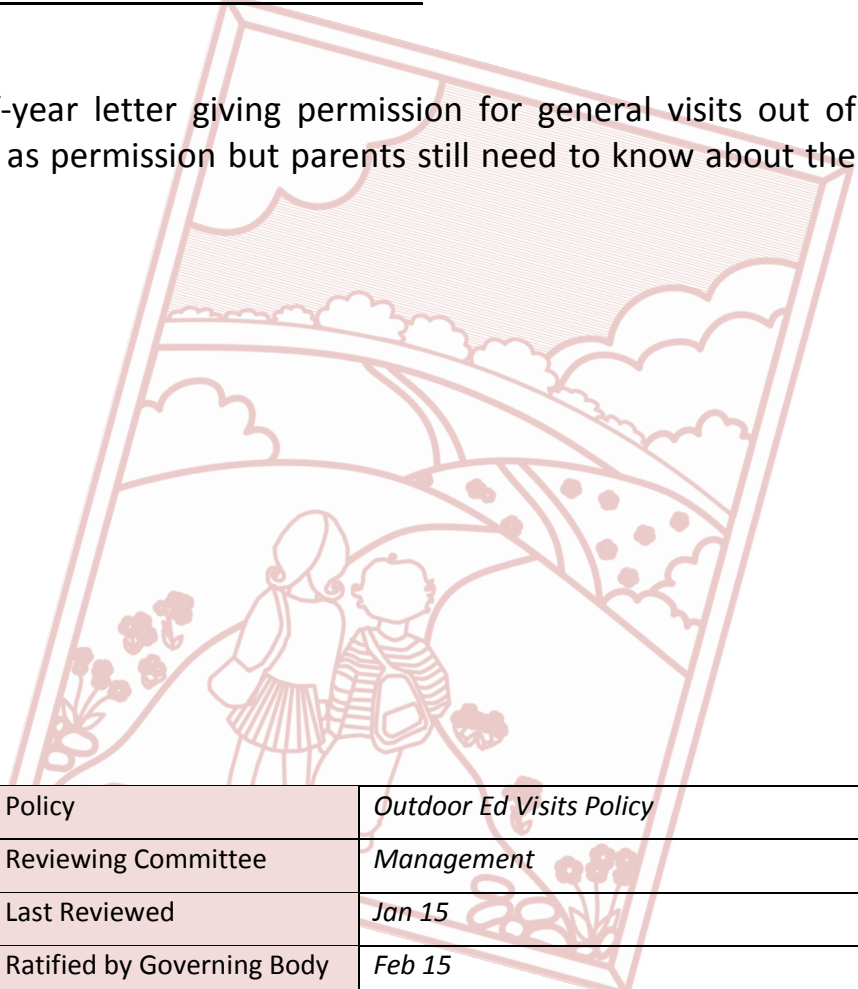
KEY INFO:

KEVIN BROOKS – 01509 890119

BOTH LA ED. VISIT ADVISORS AND CAN ANSWER ALMOST ALL QUESTIONS!

[www.leics.gov.uk/outdoor\\_environmental\\_edu](http://www.leics.gov.uk/outdoor_environmental_edu)

\* an initial start-of-year letter giving permission for general visits out of school can be used as permission but parents still need to know about the trip planned.



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| Policy                     | <i>Outdoor Ed Visits Policy</i> |
| Reviewing Committee        | <i>Management</i>               |
| Last Reviewed              | <i>Jan 15</i>                   |
| Ratified by Governing Body | <i>Feb 15</i>                   |