

Guidelines For The Planning And Organisation Of Outside Visits –Day and Residential

Outside visits are encouraged if they offer opportunities to support the curriculum and to enrich the pupils' experience at all stages.

BEFORE THE VISIT

A number of steps are required to be taken prior to submitting plans for a visit for approval by the Headteacher via the School Secretary.

- 1) Check the School Diary to ensure there are no clashes with school events or other outings.
- 2) Consider carefully the educational value and suitability for the age group of the trip.
- 3) Arrange a pre-visit and ensure a risk assessment is completed. Out of pocket expenses will be reimbursed.
- 4) Contact establishment for all available literature suggestions for visit worksheets etc.
- 5) Plan the details of the visit to ensure a good balance of activities and interest. Ensure that a long bus journey can be fully justified.
- 6) Pass to the School Secretary the following details:
 - Dates and timings required.
 - Full name and address of destination.
 - List of pupils expected to be on the trip together unless a class group.
 - Any known costs of entry.
 - Any provisional booking/investigation already carried out.
 - Meal arrangements - packed lunch/tea or lunch money required.
 - School uniform/sports or special clothing required.
 - Any special factors affecting health and safety/weather conditions/allergy risk etc.
 - Programme of visit. This is important to allow full details and educational value of the visit to be passed to parents.
 - Any items for which pocket money will be required. Suggest amounts, including upper limits.
- 7) The visit will be costed out and passed to Headteacher for approval.
- 8) Outside Visit leader will write a letter to parents that will incorporate full details.
- 9) Payment to be made by cheque or bankcard. This will be collated by the School Business Manager.

DAY OF THE VISIT

The pupils will be divided into groups of 4 - 10, depending on age group or nature of trip.

1 adult: 6 pupils – Forms I-III (under 5's should have a ratio of 1:4 pupils)

1 adult: 10 pupils – Forms IV-VI

Accompanying staff or parent helpers will have a written list of group members. Ensure helpers are acquainted with group members, proposed programme, pupil behaviour, expectations etc.

Visit leader will have full list of all pupils.

Leader will have a mobile phone and provide number for the School Secretary. It may be required if problems arise, or if the party is delayed for any reason. Information will be communicated to parents by email or SMS. For longer trips due back after the end of a school day, it will be used to inform parents of approximate times of arrival and provide accurate estimates along the way allowing for traffic congestion, etc.

Visit Leader should have the travel First Aid Kit/travel sick bags/bucket/tissues/spare underwear (for younger children). A first aider will accompany the visit (a paediatric first aider will accompany EYFS).

Visit leader should have the digital camera for recording the visit.

RESIDENTIAL TRIPS

All accompanying staff, including volunteers, will have an enhanced DBS.

Staff in charge should have:

1. Register of all pupils and groups.
2. Full medical information.
3. Dietary requirements.
4. Mobile phones.
5. Quick read list of emergency contact numbers.
6. First Aid Kit.

Emergency Procedures for Residential Trips.

The Headteacher will have all the details listed above. In the event of an emergency or critical incident all procedures will be adhered to as found in the **Emergency and Critical Incident Policy for Outside Visits.**

(October 2017 - to be reviewed October 2020)