



KINGSLAND NURSERY SCHOOL

EAVES LANE, WERRINGTON ROAD, BUCKNALL, STOKE-ON-TRENT, ST2 9AS

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Procedure: Educational Visits Policy
Ref: G01
Updated by: Emma Sirzuk
Review Date: November 2018

Rationale

The Governors believe that educational visits and extracurricular activities form a valuable part of a child's education and development, but will only allow these to take place if sufficient planning and organisation has taken place to ensure the safety and well being of both students and staff for the duration of the activity.

Procedure

Research & Booking

- Source an appropriate venue for the visit.
- Fill out a coach price request form with details of venue, number of passengers, date and times required.
- Pass the form back to the office who will seek 3 quotes and pass them back to the teacher in charge of the activity to confirm.
- At this stage the visit can be costed and if required, permission sought by the headteacher or governor for a school fund contribution.
- When all of the above steps have been followed, the visit and coach can be booked.
- If the school minibus is the preferred method of transport, the minibus diary should initially be consulted to check that it is free on the required dates. Once this has been checked, the dates then need to be written into the minibus diary.

Letters to Parents

- Once the costing has been agreed, the teacher in charge of the activity prepares a letter to parents reflecting the proposed charge and/or voluntary contribution requested. Parental consent forms are also requested.

Collecting and Recording of Parent / Pupil Contributions

- Income is collected through class teachers/class TAs or the main office.
 - Each appropriate class teacher will have a class list reflecting the names of each pupil attending and a space to enter the amounts paid.
 - Where a pupil drops out from an activity, all collection/payment details must be retained within the collection record as a permanent reflection of all transactions. It is at the Headteachers discretion as to the circumstances under which refunds will be made.
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Risk Assessment

- A risk assessment must be completed for each trip. Check with the office manager prior to completing as there may already be an existing up to date risk assessment.
- A copy of the completed risk assessment should be passed to the office manager who will ensure that this is placed in the Risk Assessment/Educational visit file.
- A copy of the risk assessment should also be emailed to Educational Visits Coordinator (EVC), Emma Sirzuk.

Evolve & Visits Outside Stoke-on-Trent

- Once an educational visit outside Stoke-on-Trent has been confirmed, full details of the visit must be given to the EVC (Emma Sirzuk) on the required visit form along with the risk assessment.
- A trip form and risk assessment should be submitted to the EVC at least two weeks prior to the visit taking place.
- The EVC will then enter data regarding the visit onto Evolve and submit to the headteacher for approval.
- Once the headteacher has approved the visit, it will be submitted to the Local Authority.
- Any residential visits should be submitted to the Local Authority for approval three weeks in advance of the visit for UK visits and two months in advance of the visit for overseas visits.

First Aid

- All visits involving children from EYFS should have a pediatric first aider on the visit in line with legal requirements.
- Visits in years one to six should be risk assessed as to whether or not a first aider is required.

Minibuses

- Any member of staff driving a school minibus should hold the appropriate license.
- Noone driving a minibus should be responsible for the supervision of children. Another adult should always be present within the minibus to supervise.
- The driver of the minibus is the person responsible for making the vehicle safety checks prior to the journey.
- These checks need to be recorded. A copy should be retained at school and a copy should also accompany the driver on the journey.
- All children at Kingsland Primary School are to use the booster seats during any trips out of school.