

**PENLLERGAER PRIMARY SCHOOL
MANAGEMENT OF EDUCATIONAL VISITS POLICY**

Policy for the Management of Educational Visits

The following points itemise key issues for consideration when planning and leading an educational visit. All visits must first be authorised by the Headteacher following the submittance of a completed Risk Assessment and online form using the Local Authority's EVOLVE system.

- Visits are an important part of children's learning.
- The quality first hand experience gained during educational visits often provides the starting point for subsequent learning and teaching in the classroom.
- Part of all teacher's role is to plan for education visits which enhance curriculum provision, and to evaluate outcomes. Class teachers should ensure liaison with EV Co-ordinator (Mr P Smallbones) occurs at all stages and to check as to what information needs to be retained and passed on. An online Evolve form must be submitted to HT or DHT for approval and then the headteacher will submit to LA for authorisation where applicable.
- Teachers are advised to research the location thoroughly before taking the children to the venue, and liaison with the EV Co-ordinator.
- Costs and dates should be discussed with the EV Co-ordinator. Costs should be kept to a minimum.
- Once date and cost of visit has been agreed, as much notice as possible should be given to parents.
- Consent forms should be sent out as soon as possible. All money and forms must be collected by school Admin staff at the latest on the day before the visit.
- Buses will be booked by Admin staff.
- The teacher must inform the kitchen asap, if a class or group is out for lunch.
- The teacher is responsible for changing his/her duty if he/she is out on their duty day.
- **A signed consent form for each pupil is required for any offsite visit N.B. verbal consent is not enough.**

(Data protection law describes the legal basis for our processing your data as one based on consent. For further information about how Penllergaer Primary School uses your personal data, including your rights as a data subject, please see our privacy notice, our data protection policy and school's retention schedule which can be found on our school website. www.edunet.link/penllergaer/)

- The teacher in charge must take signed consent forms for each pupil with them on the trip so that he/she has parents' telephone numbers to contact in an emergency.
- The teacher in charge must remember to take any documentation/tickets/school cheque with them.

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- The teacher in charge must have the telephone number of the school and the Headteacher with them on a trip.
- Ensure risk assessment is completed and the form signed by the Headteacher or Deputy Headteacher prior to the commencement of any off site visit.
- If parental help is required for transport, the teacher in charge must ensure checklist has been filled and received by school. (See end of policy)
- The teacher in charge must arrange suitable adult help for the visit. The guidance ratio is 1 adult to 6 children Rec-Y3 and 1 adult to 10 children Y4-Y6. Adult helpers should be made aware of the visit's main objectives prior to the trip in order to be able to support their group fully.
- All helpers must be DBS checked
- The teacher in charge should always take the first aid rucksack with them and ensure any medication previously agreed with the school i.e. asthma inhalers, is available and taken along.
- Remember at all times that everyone on the visit is representing the school when they are on any visit.
- The person in charge of the trip should know exactly how many children and adults are on the trip.
- Frequent head counts of children and adults need to be made.
- No bus should be allowed to leave before the head count has taken place and been verified.
- Children need to be organised in an orderly fashion before they leave school and should have a partner.
- Teachers should ensure that children are suitably dressed and equipped before they leave school.
- The teacher in charge should ensure that all children have a packed lunch if this has been requested (no glass bottles allowed). **As part of our Healthy Schools Initiative we are recommending that children do not take "sweets for the bus" or fizzy drinks on educational visits.**
- Always restrict money to a sensible amount (if it is needed at all).
- Ensure that the children use their seat belts in the bus.
- Ensure that an adult sits next to the emergency door at the rear of the bus.
- It is good practice to distribute staff and adult helpers throughout the bus. No children should be sitting in the front seats of the bus.

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- Allow plenty of time for gathering children and adults together before leaving the venue.
- During the visit, children must be well supervised at all times.
- At end of visit, children must lead quietly and sensibly in their pairs back to school / bus.
- Pupils should not be dismissed from the bus but brought back to the school building in order for them to be dismissed as pre-arranged.
- The Lead Teacher should report to the Headteacher / Learning Resource Co-ordinator, any difficulties encountered as part of the visit.
- Follow up work should be used to facilitate displays, class year books and subject portfolio evidence.
- Thank you letters should be written to anyone who has contributed to the success of the visit .

List of places visited in the past:

National Waterfront Museum
Swansea Observatory
National Assembly for Wales
Dylan Thomas Centre - Wordplay
Techniquest – Science
St Fagans – Welsh History
Carew Castle
Castell Henllys – Celts
Swansea Environment Centre
4-site locations – Glynn Vivian
 Plantasia
 Swansea Museum

Local Churches
Synagogue
Wetlands Centre
Morrison Fire Station
Mumbles Life Boat Station
Margam Park
Dan-yr-Ogof Caves
Borfa House
Bishops Wood
Langland, Caswell, Oxwich & Port Eynon Beaches
Gower Heritage Centre
Llancaiach Fawr

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Parents/Carers Driving Pupils In Their Cars

We greatly value your support in helping to transport pupils to activities. It is our collective duty to do what we can to minimise the risks associated with road transport and we therefore ask all our drivers to read the checklist below. Once checked, please add your car registration number, sign and date it. Please await confirmation from the school/centre before driving other people's children to events. This in no way invalidates or curtails private arrangements undertaken between parents.

- 1. I have a full driving licence.***
- 2. My car carries current insurance, which is renewed annually, and I have checked with my insurance company that my insurance covers transporting young people on a voluntary basis for school activities.***
- 3. The road fund licence is current and is always renewed by the expiry date on the tax disc.***
- 4. The vehicle is regularly serviced, kept in safe running condition and where required, has a valid MOT certificate.***
- 5. I will inform the school of any changes in the status of my licence, the tax, MOT or insurance.***
- 6. I understand that for transporting pupils, I can only use the vehicle to which these documents apply.***
- 7. I am aware that overloading the vehicle could invalidate its insurance.***
- 8. All passengers I shall carry will have and use a seat belt including those in the back seat.***
- 9. Any passengers who are less than 135cm tall and younger than 12 years old will sit in an appropriate child car seat.***
- 10. I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it had been previously declared to the insurance company. (Remuneration would be construed as being for "hire or reward" - a separate insurance classification).***
- 11. I will be aware of what to do in the case of breakdown or an accident and have an emergency contact number for the school.***
- 12. For my own protection and that of other pupils, when I drive pupils I will not put myself in a position where I am alone in a car with a pupil who is not my child. As much as possible I will use a central dropping off agreed with the school rather than individual home drops.***

I understand that I must meet the requirements set out in the above statements.

Signed Name (print)

Vehicle registration no..... Date

School Year/Class

Parent/Carer of