




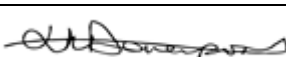




Ysgol Uwchradd
PRESTATYN
High School

Educational Visits Policy

Author	Date Adopted by Gov Body	Signed by Chair of Gov	Review Date
SMP	14/7/13		July 2014
SMP	9/7/14		July 2015
SMP	15/7/15		July 2016
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ARH	12/7/17		July 2018
ARH	12/7/18		July 2019

Rationale

At Prestatyn High School we encourage educational visits. Such visits give students experiences that are not readily available within the confines of the classroom. They enhance the curriculum and give pupils life skills that are invaluable for their personal and emotional development, building informal and sometimes non formal learning into their educational experiences. Staff and pupil relationships also benefit to mutual advantage.

We recognise and commend the work involved in the organisation of these activities as the social and educational experiences that last long in the memories of those taking part. Although challenging in organisational terms, we acknowledge the educational advantage for those that take part far exceeds the time allocated to them.

Purpose & Principles

- To set out a clear framework for the procedures for educational visits
- To encourage educational visits that promote learning & well being.
- To ensure safety for pupils & staff by giving clear guidelines on the need to complete risk assessments
- To provide financial guidelines to make costs fair
- To follow procedures for educational visits that match the Denbighshire policy and procedures. The County policy is used by Prestatyn High School.

Summary of Procedures

Any member of staff who wish to organise an educational visit should first seek outline approval from the Governors/Headteacher/ Educational Visits Co-ordinator, with due regard to the time that may be required, especially for those visits which require LA approval.

Once outline approval has been given the 'Educational Visits – checklist' and the relevant electronic form on 'evolve' should be completed and sent to the EVC for formal approval. The visit must not proceed further until approval has been received from the LA/EVC. All visits that are hazardous will need LA approval.

A copy of the letter to be sent to pupils and a copy of the risk assessment should be uploaded and checked by the EVC. Before the visit a list of pupils on the visit should be given to the EVC or uploaded onto 'evolve'. Parents/ guardians of all pupils must complete the school consent form. These should be kept by the visit organiser.

For each visit staff must undertake a risk assessment. A standard school risk assessment covers some educational visits but may need additions depending on the nature of the visit.

On the visit pupils should be supervised in line with the risk assessment.

The pupil/teacher ratio depends on the nature of the visit and age and ability of the pupils involved. Suggestions are within the All Wales Guidance.

Charges

If an educational visit is an essential part of the course, e.g. mandatory fieldwork, costs should be kept to a reasonable level and will be met by the school.

In the case of visits that are an enhancement to the course, the costs of all aspects, including supply cover, will normally be covered by charges to the pupils involved. The letter given to pupils must make it clear that refunds will only be given if a pupil is removed from the visit by the school. If a pupil misses a trip for any other reason, no refund will be given as costs have to be covered. All questions regarding costing should be referred to the EVC.

Remissions for certain visits are in line with the accompanying County policy statement.

Risk management Educational Visits : Prestatyn High School

Significant hazards and harm which may occur	Who might be harmed?	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Crossing roads/walking along pavements	Pupils	Brief children of conduct expected of them when walking/crossing roads Ensure staff are placed at front, middle and rear of children. Pupils to walk in pairs or single file. Members of staff to choose safe place to cross roads (if not using recognized pedestrian crossing) 2 members of staff to stand in road with children walking between.
Weather conditions	Pupils/staff	Check weather forecast prior to visit Brief pupils/parents of possible weather conditions prior to visit Ensure appropriate clothing/footwear is worn or taken bearing in mind Summer and Winter conditions Check with parents that it is OK to put sun cream on children Take spare clothes for children not suitably prepared Ensure emergency shelter is taken if in demanding environment
Trips, slips and falls	Pupils/staff	Ensure appropriate footwear is worn and shoelaces tied Brief pupils/staff of possible areas where trips, slips and falls may occur Ensure First Aid kit is carried by visit leader Ensure any medical conditions of pupils are disclosed prior to visit
Trip or fall when exiting or entering bus	Pupils/Staff	Be aware of gap between bus and ground when entering and exiting the vehicle. Be observant and notice other vehicles in car park.

Transport to and from venues	Pupils/staff	Ensure recognized LA bus company is used Ensure seat belts are worn at all times and are checked by visit leader
Stranger danger	Pupils	Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader. Regular head counts Supervised at all times, including appropriate supervision when toileting
Accident/emergency	Staff/Pupils	Follow emergency procedure guidelines carried by visit leader Ensure suitable staff helper (in addition to visit leader) understands emergency procedure Brief children of what to do in an emergency and how to summon help
Getting lost/separated from group (outdoor venues)		Regular headcounts Ensure pupils are to stay in small groups Ensure staff accompany pupils at all times Brief pupils to stay put if lost or separated and to shout for attention Ensure all pupils know name of visit leader, staff and school name
Medical Conditions		Ensure medical conditions are disclosed prior to visit Ensure consent is given for staff member to administer medicine if required Ensure medicines, epi pens, inhalers, etc are carried by visit leader Ensure at least one staff member/adult volunteer knows how to administer medicine if required.