

Shapla Primary School

Educational Visits Policy

September 2011

Update September 2013

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Procedure for teachers:

1. All teachers who want to organise an educational visit must first seek permission from the Head Teacher / Deputy Head.
2. All Educational visits must be planned at least **four weeks** in advance.
3. The teacher responsible must undertake a preliminary visit to ensure safety and suitability of the venue, if unknown.
4. Please complete Form 1, which is the risk assessment form, and give to Head teacher/ Deputy two weeks in advance.
5. Standard letter must be sent home **two weeks** in advance. Check whether children require packed lunch as Fatima needs to inform the kitchen. Head teacher or Deputy Head to see letter before it is sent home.
6. All money that is collected needs to be recorded on Form 2. Class lists can be obtained from the office, Alison will give you copies.
7. All money will be kept in school safe.
8. With the school party travel scheme you must book travel tickets 14 days prior to the trip being undertaken.

9. Confirm any dinner arrangements with Fatima one week in advance.
10. First aid kit and mobile phone to be taken. Please ring the school if you are delayed, or let school know when you are on the way back.
11. List of pupils and adults to be left with the Alison on day of trip. Each member of staff will be given a list with all of the pupils' names.
12. The ratio for the Nursery is 1:3 children. In Reception and Key stage one the ratio is 3:30, as it is in Key stage two. More adults are always welcome.
13. The lead teacher must speak to any volunteers who are accompanying the visit so they are clear about procedures and the aims of the outing.
14. Please inform Chris if lunchtime supervisors are going on trips so that other arrangements can be made.

Form 1: Risk Assessment form

To be submitted to the Head teacher two weeks in advance.

Date of visit:-

Venue to be visited:-

Outline of any risk:-

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Final assessment of risk and action needed if any:-

Low	Likely	Highly probable	Very high

Telephone Number:-

Time leaving school:-

Time due back (approx.):-

Number of pupils:-

Total.....

Class Teacher.....

Received sum of.....

Office Manager.....

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