



SET SAIL FOR SUCCESS

Mayflower Educational Visits Policy

This policy is in line with our Safeguarding Policy

The Headteacher and Governors of Mayflower Primary School consider that educational visits support and enhance the provision of the curriculum and enrich all children's educational experience.

Educational visits will therefore be permitted and encouraged during some or all of the school day and are expected to take place at least once a term. The visits are managed by the Educational Visits Coordinator (EVC).

Educational Visits are defined as:

- Children taken off-site, accompanied by the minimum recommended number of approved adults, to a venue that will meet the criteria set out above.
- Visiting performers, professionals and instructors, to the school, who will meet the criteria set out above.
- A residential visit for which there is a separate section.

The Headteacher and Governing Body are committed to ensuring that each visit is safe, represents value for money; that all costs associated are reasonable and that it is within the scope of the majority of families.

Charges:

Where there is a charge for any part of or all of the visit then a contribution will be requested from the parents/carers of each child. The voluntary contribution will be calculated for each visit and could include any of the following:

- The charges of any commercial provider
- Any transport component
- Entry charges to facilities including those for adults who are supervising and/or accompanying the children
- Any equipment hire
- Refreshments
- Staffing and instruction

All educational trips must be authorised by the Headteacher and the EVC.

The following procedures should be followed by staff planning and arranging educational visits:

- Before trips are booked, the trip and date should be authorised with the headteacher and should be added to the school diary
- Written consent should be obtained from parents or carers to take children on visits outside of the immediate locality, via permission slip and ticked off on the permission checklist
- Parents do not need to be informed by letter that an off-site visit will be taking place in the immediate locality. Permission need not be granted before children take part in the visit for local trips (i.e. Bartlett Park, Trinity Gardens, Idea Store).
- In cases where written permission has not been received by the school, a phone call can be made and verbal permission agreed. This should be recorded on the permission checklist
- Transport considerations - It is free to use public transport in London if booked in advance. Public Transport should always be considered for children where it is safe and appropriate. Coaches can be in short supply during the summer term. All coaches have seat belts and usually seat up to 53 persons. The admin team will book coaches and send a confirmation letter.
- Ensure that there will be enough adults to accompany the children and discuss with the Phase Leader (i.e. staff and parents). **Do not** assume that staff will be available for the trip.
- Every effort must be made to include children with SEN on all trips. The SENCO will be able to provide support with including all children on trips.
- **A RISK ASSESSMENT MUST BE CARRIED OUT AND THE APPROPRIATE FORMS COMPLETED TO ENSURE THE SAFEGUARDING OF ALL THOSE TAKING PART IN THE TRIP. THESE DOCUMENTS MUST BE SUBMITTED TO THE EVC IN ADVANCE OF THE TRIP.**
- If a trip is planned to a new venue, the trip leader must do a reconnaissance themselves before going on the trip. It is not sufficient to read a Risk Assessment written by the venue.
- It is the responsibility of the organising staff to collect and record which children have paid on the permission checklist. This must be brought down to the office at the end of each day for the EVC to check and sign. Money must NOT be kept in the classroom.
- In the event of payments made directly to the office, the EVC will record this on a soft copy of the permission checklist.
- Registers **must be** completed and returned to the school office before leaving the school premises on the day of the visit. A photocopy or print out of the day's register should be taken on the trip.

Residential Visits

Mayflower Primary school considers that a residential trip, at least once in a child's primary career, is of sound educational value.

The choice of venue is carefully selected on the following criteria:

- Safety record of the venue
- Staff qualifications
- Distance from school should be manageable

- Quality of accommodation
- Outdoor facilities should be challenging and varied
- Value for money

Resources

The school trip should be adequately resourced with staff, equipment and finances.

Charges

The total cost per child will be calculated using the same criteria as stated in the Educational Visits section for voluntary contributions. Certain factors are taken into account to ensure the price is fair and affordable for all children (i.e. grant to cover coach cost).

Governors

The school governors have delegated the authorisation and oversight of any residential trips to the Governors' Finance & Resources Committee.

- They will be consulted on the payment of any grants and kept informed of the planning of residential trips,
- They will agree the level of pupil: teacher ratio,
- They will agree individual cases for special consideration recommended by the headteacher such as:
 - Financial hardship for parents of more than one child;
 - Risk assessment of children who have special educational needs or have a history of behaviour problems and have expressed a desire to go on a residential trip.

The school reserves the right to withdraw a place if a child's attitude and/or behaviour is deemed to be detrimental or a risk to the wellbeing and safety of the rest of the party.

All decisions made by the Resources Committee are final.

The residential trip must be planned, authorised and booked at least 4 months before departure so as to give parents time to pay by instalments.

Reviewed July 2015