



LEWESTON

P R E P

LEWESTON PREPARATORY SCHOOL

SCHOOL TRIPS AND VISITS POLICY

At Leweston Preparatory School, staff, parents and pupils work together to create a happy, caring learning environment, which truly reflects the Christian beliefs and ethos of the Foundation.

This School Trips and Visits Policy provides equality of access and opportunity to all in a spirit of Christian love, with understanding and acceptance of individual differences and respect for all persons. The guiding principle for all aspects of school life is to treat others as we ourselves would wish to be treated. This embraces the understanding that everyone has responsibilities, rights and deserves respect.

This policy meets the requirements of the Early Years Foundation Stage (EYFS). All members of staff have been given access to this policy as part of their induction and it has been explained to and is accessible to all parents. This is communicated to the EYFS parents during the Welcome Sessions.

The curriculum at Leweston Prep encourages the integration of off site visits into the children's learning. Pupils gain considerable skills, knowledge and understanding which enhances greater independence and the development of investigative skills. It is important that all teachers demonstrate a high level of safety awareness in preparing for, carrying out and evaluating trips.

School trips and visits should be planned well in advance of the event e.g. in the previous academic year and no later than the previous term where at all possible. All school trips and visits must follow the points and guidance defined in the DCSF Guidance *Health and Safety of Pupils on Educational Visits* (HASPEV) and all staff must have due regard to this document. The important elements that apply to all school trips and visits off site are:

- Responsibilities for visits, including pupils' behaviour
- Planning visits, including risk assessments and first aid
- Supervision, including ratios and vetting checks (for example, CRB checks for volunteers on overnight stays)
- Preparing pupils, including those with learning difficulties/disabilities and medical needs
- Communicating with parents
- Planning transport
- Insurance
- Types of visit
- Visits abroad (if applicable)
- Emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted

The dates should be submitted in the previous term for inclusion in the advance calendar kept in the red file in the school office, prior to confirmation from the Headteacher.

Staffing of a school visit should be carefully organised in consultation with the HASPEV publication and Headteacher.

The organiser should submit the educational rationale for the visit to the Headteacher in writing before proceeding with arrangements for the visit.

A cover form for all staff included in the visit should be submitted to the Deputy Head, well in advance, for planning cover.

Appropriate and adequate lesson plans must be clearly labelled and provided. Copies should be given to the Deputy Head well in advance of the visit.

Written parental permission must be sought at least two weeks prior to the visit by means of a letter with a reply slip. Slips must be recorded and collated by the Form Teacher in conjunction with the trip organiser.

Staffing – adult/pupil ratios must be appropriate to the age of the children and the visit.

Risk assessments should be completed at least seven days in advance of the visit so that suitable action may be taken if necessary.