



'striving for excellence'
Head: Mrs J Holmes
BSc Hons NPQH

St James' C.E. Primary School

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Educational Visits Policy

Mission Statement

"Learn, laugh and live with the love of God"

Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practice.

Purposes

To provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

To fulfil responsibilities under the Health and Safety at work Act 1974 to ensure all visits are effectively planned, organised and delivered.

Broad Guidelines

- School has adopted St Helens 'Health and Safety of Pupils on Educational Visits – Guidelines for Schools March 2013.
- For every trip / visit approval, objectives and costings must be provided on the relevant school documentation.
- A risk assessment must be completed for all trips / visits using relevant school documentation.
- If the place to be visited is new to school an exploratory visit must be made before the risk assessment is completed.
- The headteacher will inform Governors each year of planned trips and visits.
- Admin staff and teachers will liaise closely to ensure all contributions and consents are recorded in accordance with the school Educational Visits Checklist
- A first aider will be part of the staff make up on each trip and is responsible for the First aid kit taken.
- Supervision ratios will always be at St Helens guidelines.
- For all residential visits full risk assessments must be approved by the Chair of Governors.
- Children will be informed of all emergency procedures at the start of each trip / visit
- For local visits to church, the library, swimming etc parental permission is via the child's planner.
- For all other curriculum trips / visits further parental consent will be sought by the group leader

General Equality and Diversity Statement

St James CE Primary School is guided by a clear vision and set of aims, one of which is equality. We are committed to eliminating unlawful discrimination and promoting equality of opportunity for all. We are determined to do everything we can to make sure that learners are treated fairly and that everyone has equal access to the services provided by the school.

We believe that all learners should have equal access to the curriculum and this will be achieved by:

- All learners having access to the curriculum through the use of specialist equipment, resources, teaching and learning strategies and activities based on individual need.
- Specific learning and teaching strategies being used to maximise access to the curriculum for learners within identified cohorts and those with barriers to learning.
- Teaching and learning strategies, resources and planning that aim to reflect our multicultural society.
- Ensuring equal access to all aspects of the curriculum for everyone.

Chair of Governors _____ Date _____

Headteacher _____ Date _____