

St James' Church of England Primary School

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Educational Visits POLICY

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

Presented to Governors:

Review date due: Summer 2019

Signed _____ Chair of Governors

_____ Head teacher

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POLICY

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 by the trip leader using relevant school documentation.

The Risk Assessment must be shared with all supporting adults attending the trip/visit

- If the place to be visited is new to school an exploratory visit must be made before the risk assessment is completed.
- 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 Head Teacher and shared with 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 **annual data collection sheets**
- For all other curriculum trips / visits further parental consent will be sought by the group leader