

IQRA INDEPENDENT SCHOOL POLICY

Educational Visit Policy

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Introduction

The staff of Iqra Independent School believe that school visits are an essential resource for the teaching of the National Curriculum. We aim to provide a broad and balanced curriculum and school visits are one aspect of this. Each class teacher will aim to go on at least one visit each term. When planning for a visit, teachers should consult with the relevant subject co-ordinator.

When organising a visit, teachers should;

- ❖ Ensure that the safety of the children is the first priority.
- ❖ Ensure that all adults in their charge expect children not to take any risks, to behave appropriately and following instructions at all times.
- ❖ Visit the proposed venue if at all possible, which will enable them to plan more effectively and check the availability of essentials e.g., toilets, eating areas etc.
- ❖ Ensure that they have completed a risk assessment with the health and safety co-ordinator.
- ❖ Provide a full costing for the educational visit, as to determine the level of parental contribution that will be needed.
- ❖ Seek permission from the Head Teacher for the education visit, as he/she has ultimate and final responsibility for the children within the school (whether he/she is present on the educational visit or not).
- ❖ Organise for a coach or other transport to be booked, via the office, well in advance (At least a month before the educational visit). It is the teacher's responsibility to ensure the coach or other transport has been booked. It is the office's job to book the coach or other transport.
- ❖ At least 3 Weeks before the educational visit a letter should be sent to parents, including all relevant details, venue, subject, justification, times, parental contribution, clothing and money for children to bring. Also the letter should include the following sentence;

“A contribution of £ per child is required to cover the cost of the educational visit. We will like to stress that if all parents involved do not contribute this sum, the activity may not take place for any of the children.”

- ❖ Always seek parental permission in the form of written permission before going on a visit, verbal permission is not sufficient.
- ❖ Remind children of the maximum amount of money to bring for souvenirs, if possible include in the letter to parents.
- ❖ Money brought in by parents for the cost of the educational visit should be sent to the office with the child's name clearly marked. It is the teacher's responsibility to keep a record of parent permission slips returned and a record of money brought in by the children to ensure that all the children have permission and have contributed to the educational visit. It is the office's responsibility to collect in, keep a record of and bank all money.
- ❖ Ensure there is at least one adult for every ten children for Key Stage 2, one adult for every six children in key Stage 1, and one adult for every four children in the foundation stage.



- ❖ Check parent volunteers know what they are doing, have a full understanding of their role and responsibilities, and ensure that they are assigned to a group of children which does not contain any relatives, e.g. son, daughter, cousin.
- ❖ Ensure the parent volunteers have signed the parent volunteer form (Form B)
- ❖ Ensure children not going on visits are set appropriate work to do and prior arrangements made.
- ❖ Ensure the method of transport chosen has the safety of the children in mind.
- ❖ Prepare pupils for the educational visit by explaining the expected standards of behaviour and the importance of following any rules.
- ❖ Ensure a first aid box plus 'sick bags' are always taken on visits.
- ❖ Ensure that children always wear school uniform and the correct shoes, where appropriate.
- ❖ Take a complete class list with children's medical requirements and emergency contact numbers.
- ❖ Ensure a suitable eating environment for the children.
- ❖ Remember that they (the teacher) are in responsible for all aspect of the educational, preparation, duration and afterwards.

Procedure for Educational Visits

Tick List

Before

	Jobs	Tick
	1. Obtain costs for entrance fees and coaches and any other anticipated expenses	
Notes		
	2. Visit the proposed venue.	
Notes		
	3. Check venue for toilets, eating environment, shops, and fire precautions.	
Notes		
	4. Complete the risk assessment (from Health and safety co-ordinator)	
Notes		
	5. Complete the Journey Costing Calculation Form (Form A)	
Notes		
	6. Gain authorisation from the Head Teacher	
Notes		



	7. Ensure the booking of coaches or other transport	
Note s		
	8. Write a letter to parents including all relevant details, venue, subject, justification, times, cost, parental contribution, clothing and money for children to bring.	
Note s		
	9. Keep record of money brought in by the children and parent's permission slips, (usually sent in together)	
Note s		

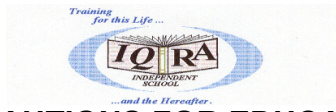
Just before

Checklist Have you got:

Children's medical records	
All the permission slips	
All the emergency contact numbers.	
The first aid kit	
A mobile phone for emergency usage	
Do all the adults know their duties	

After

	10. Thank all the children, parents and helpers	
Note s		
	11. write a thank you note to the venue (if applicable)	
Note s		
	12. Produce display photos and work (if applicable)	
Note s		



CHECKLIST OF THE MAIN PRECAUTIONS FOR EDUCATIONAL VISITS TO FARMS, OR INVOLVING ANIMALS

Preparation for the visit:

1. Ensure that those leading the educational visit are familiar with their own school/LEA guidelines on educational visits.
2. Check that the farm is well managed, e.g. has a good reputation for high standards and stock welfare, that the grounds and public areas are as clean as possible and that suitable First Aid arrangements are made. Animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff will be useful.
3. Check that the farm has suitable washing facilities, appropriately signposted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryer(s). Any drinking water taps should be clearly labelled in a suitable area.
4. Ensure suitable precautions are in place where appropriate e.g. clear signs or restricted access in areas such as near slurry pits or where sick animals are isolated.
5. Female visitors to farms should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
6. Inform parents/children of the advantages of wearing footwear that can be easily cleaned. Wellington boots are ideal footwear, but any closed shoe is preferable to open footwear.
7. Explain that visitors should not eat or drink anything, including chewing gum etc. while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and other chemicals.

During the visit:

8. If visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths afterwards.
9. Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised.



Journey costing calculations:

Form A

Proposed journey

Date: _____

Teacher i/c: _____

Timings: Leave school: _____

Arrive back: _____

Entrance fees:

£ _____

£ _____

£ _____

£ _____

Coach costs:

£ _____

Other costs:

E.g. resources / adults charges

£ _____

£ _____

Total expected costs:

£ _____

Number of pupils expected to go on journey:

£ _____

Estimated cost of journey per pupil:

£ _____

Teacher i/c signature:

Authorised by:



Iqra Independent School Voluntary Helpers

Educational Visit to.....

Date of visit.....

Number of pupils and classes.....

Teacher in charge.....

Other accompanying teachers.....

1. I agree to act as adult voluntary helper for the purpose of this visit. I have been informed of the arrangements for the visit and with the nature of my duties.
2. I understand that the teacher in charge will be responsible for the conduct of the visit and I am willing to undertake any reasonable duties as a voluntary helper which that teacher or any other accompanying teacher may ask me to perform.
3. I accept that the teaching staff are responsible to the Head Teacher for the safety of the children, and I agree that for that purpose I will be under the supervision of the teaching staff and will comply with any reasonable instructions they give.

Signed.....

Date.....

Address.....

Tel No.....

.....

.....

.....

This form should be retained in the school office for reference.

Policy Ownership and Responsibilities

The policy will be updated and reviewed annually.

Ultimate responsibility for its introduction and implementation will rest with the Trustees and the Head Teacher. However, it is important to remember that all staff, pupils and parents have an active part to play in the maintenance and development of this policy.