

DIAL PARK PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY

INTRODUCTION

This policy should be read in conjunction with supporting documents, including:

Stockport Visits and Journeys Guidance (found on Office On-Line, in the Staff Shared Documents and a hard copy kept in the school office)

DfE Health and Safety Advice on Legal Duties and Powers for Local Authorities, school leaders, school staff and governing bodies (found on-line and in the Staff Shared Documents)

Dial Park Primary School Equal Opportunities Policy (Found online)

AIMS AND PURPOSES

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 will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum.

ROLES AND RESPONSIBILITIES

Responsibility with school for the approval of visits lies with the Head teacher and Governors but, with the approval of the Governing Body, the Head may delegate certain of these tasks to the Educational Visits Co-ordinator (EVC). At Dial Park, the current EVC is Wendy Cornah.

PLANNING

Rigorous, early planning and organisation are crucial to a visit's success. Whether the visit is to a local park, museum or swimming pool, or includes an overnight stay, it is essential that careful planning takes place. This includes considering the hazards and difficulties which may arise and making plans to avoid them.

School adheres to the 'Stockport Visits and Journeys Guidance', which can be found on Office On-line and RMStaff ('Trips' folder). A hard copy is kept in a purple folder behind Anne in the school office.

The Guidance divides the different kinds of visits into 4 groups -

- Group 1 Day visits in local areas (within 20-30 minutes of school)
Examples are swimming lessons, local surveys, visits to local schools or parks for sporting events
- Group 2 Day visits more distant and distinguished by an added difficulty an emergency would make
Examples are visits to Stockport Air Raid Shelters and Staircase House, Tatton Park, Manchester Art Gallery and Museum
- Group 3 All day visits/journeys involving potentially hazardous/adventurous activities. This includes field studies involving water or in close proximity to water, visits involving adventurous activity and to farms, zoos or safari parks
Examples are the KS1 summer visit to St Anne's on Sea, Stockley Farm, Chestnut Centre
- Group 4 Residential visits for all activities within and outside the UK
Example Robinwood

Parents will be notified of all activities which are taking place outside school and specific consent will be sought for all visits in Groups 2, 3 and 4.

The procedures set out in the Dial Park Educational Visits Planning Pack must be followed for every visit. A copy of the pack is held by all key stage leaders. The pack also contains information about categories of visits, supervision ratios, documents needed and risk assessment.

September 2019

Review Sept 2024