



Dated: October 2018

Review Date: October 2019

Visits and Outings Policy

Manorway Academy believes that visits and outings play an important and enriching role in the programme of activities that we provide for children.

If possible a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

A risk assessment will be carried out before the trip. This should include consideration of the journey, any transportation involved, and contingency arrangements in case of break down, illness etc.

If a prior visit is not possible, the head teacher will request all relevant information and a risk assessment statement from the venue (where available). Risk assessment findings will be shared with all those attending the trip.

The school will ensure that the activities planned are covered through the schools insurance.

The school will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times.

All children will be given a sticker/badge with the school name and mobile telephone number. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Where possible the school will provide financial subsidies to the cost of the trip to enable all children to participate.

Parental Consent:

The school will send a letter and the Visits and Outings Form to parents/carers giving them detailed information about the proposed event. Only parents or the person with legal guardianship can sign their approval for their child to attend.

This will include:

- Destinations
- Date of trip
- A full programme of activities
- Any costs involved
- An outline of the journey involved
- The mode of transport being used
- Approximate arrival and departure times
- Suitable clothing/change of clothing required
- Suggested amount of spending money

The following information should also be considered and requested on the form:

- Parents/carers name
- Emergency contact number
- Childs name
- Childs date of birth
- Childs address
- Consent to apply sun cream
- Permission to take photographs

- Child's doctor's name and address and telephone number
- Who will be collecting child
- Any concerns the child may have
- Does the child suffer from travel sickness
- Any special needs that the child may have
- Any dietary needs
- Any medication they may be taking – medication forms
- Any allergies the child may have

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. Any child without a signed consent form will not be allowed to participate.

During visits and outings:

On visits or outings, the minimum staff to child ratio will be 1:4, unless the children are below 10 in which case it can be 1:3 subject to the nature of the activity and the risk assessment.

Children will remain under close supervision at all times.

The lead teacher will ensure that a full First Aid kit is on hand and a First Aider is present.

Designated members of staff will keep mobile phones with them at all times and their numbers will be circulated to all parents/carers in advance of the visits and outings. These numbers will also be left at the school in case of an emergency.

A register will be taken at the beginning, middle and end of the visit or outing. Additionally, staff will take regular head counts.

A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be taken with the staff on the trip and a copy left with the member of staff left on duty at the school's premises (if staff numbers allow for such a provision).

After visits and outings:

Staff will carry out a review of the trip to identify the following:

- Did the children enjoy the trip?
- Was the trip appropriate for the children?
- Did the timings work?
- Did the staff ratios work?
- Did the cost of the trip stay within budget?

Staff will ensure that both children and parents/carers are also involved in the review and will ensure their opinions are considered for future trips.