

Boutcher School Educational Visits Policy

Rationale

At Boutcher we believe well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. They help children to develop their understanding of the world around them through direct experience.

Aims

- To provide stimulus to support the curriculum being covered in the classroom
- To provide a rich learning experience for all pupils

The following guidelines support the planning and implementation of educational visits

Actions prior to the visit taking place:

- A suitable group leader is appointed
- A risk assessment has been carried out (wherever possible this should be as a result of a prior visit by the group leader)
- Consent forms have been signed by parents who have been given the details of the visit
- The governing body has approved the trip where this is necessary

First Aid

A fully stocked first aid kit should be taken on any trip out of school as well as first aid slips to complete should any first aid need to be administered.

Teachers need to ensure that any individual medication that pupils are in receipt of are also taken, along with parental signed permission for these to be administered. Children should take their own inhalers from school or they can be held by the accompanying adult in cases where this is more suitable.

Adult to Pupil Ratio

As a general guideline, the following are used:

Reception	1:5
Key Stage 1	1:8
Key Stage 2	1:10

These ratios should, however, be adjusted according to the risk assessment of the activity itself and the mode of transport being used.

Where a high adult/pupil ratio is required it is not always possible to use school staff alone. In this situation parents with appropriate clearance may be used to supplement the supervision ratio. Teachers must retain responsibility for the group at all times.

Regular head counting of the group should take place throughout the visit and rendezvous points established by the group leader.

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