

Strike Lane Primary School Educational Off-Site Visits Policy Statement



At Strike Lane Primary School we follow the Policy and Guidelines for Educational Off Site Visits from Lancashire County Council.

The School Educational Visits Co-ordinators (EVC's) are Anna O'Grady and Rachel Kershaw.

All risk assessments and visit requests are submitted for checking to the EVC's before being approved by the Headteacher for Type A visits or the Local Authority for Type B visits.

We use forms from the Evolve website and forms that have been specifically designed for Strike Lane Primary School.

The school specific forms are available from the Educational Visits folder on the staff shared drive and are attached these include:

- Strike Lane Visit Leader's Checklist
- Strike Lane Visit Overview
- Strike Lane Visit Group Information
- Strike Lane Code of Conduct for Volunteers

Parental permission for general local visits will be sought for all children at the beginning of each school year. A record of this will be kept in the school office and teachers will be informed of any children who do not have generic permission.

The school follows the Lancashire County Council recommendations for adult/pupil ratios:

- EYFS - staffing to meet the needs of the children to ensure their safety
- Years 1 to 3: 1 adult for every 6 children
- Years 4 to 6: 1 adult for every 10 children

Sporting fixtures do not need to be submitted to Evolve but the journey to and from the visit must be risk assessed and approved by the Headteacher. A record of the fixtures is kept in the Staff Shared Drive in the Educational Visits folder.



Strike Lane Primary School Visit Leader's Checklist.

Visit :

Date of visit:

Action	√ / Date
1. Seek approval from Headteacher (purpose of visit, costings for visit and transport & date).	
2. Check the school calendar and enter key information.	
3. Ensure the letter to parents has key information (see below). Email a copy to the office for ParentMail information to be added, 3 weeks before the visit. The office will complete the letter and photocopy.	
4. Show Headteacher a copy of the letter to parents before sending home.	
5. Office to collect in signed parental permission slips if not a local visit.	
6. Check when payment for the visit is needed. The School Business Manager will get cheques ready if required.	
7. Book transport for the visit. Confirm arrangements with seatbelts.	
8. Inform the Kitchen Manager about the visit and order required number of packed lunches for school dinners.	
9. Speak to Lunchtime Supervisor about lunchtime staff.	
10. Follow the group leader's checklist (form 2) from Evolve.	
11. Obtain Risk Assessments for the venue.	
12. Complete Strike Lane proformas.	
13. Copy form 5 (Risk assessment), Strike Lane Visits Group Information Form, Strike Lane Visit Overview. Copies to Headteacher, Office and visit leader.	
14. Print off class register – to be taken at school prior to visit and prior to leaving venue returning to school.	
15. Ensure staff/adults read form 5 and are aware of the arrangements for the visit	
16. Check first aid bag has relevant equipment. Take first aid bag, inhalers, emergency inhaler, school contact information sheet for the coach, relevant medical forms.	
17. Brief parents/volunteers about arrangements. Give out group lists and Code of Conduct for Volunteers on Visits.	
18. Take class register before leaving site and head count	
19. Inform Base Contact when you arrive at the venue.	
20. Take class register before leaving venue and inform base contact of leaving venue.	
21. On return to school replace any first aid equipment used and return with emergency inhaler.	



Strike Lane Primary School - Visit Overview.

Copies to:

1. Office
2. Headteacher
3. Staff

Date of visit		Depart from school	
Destination/Venue		Arrival at venue	
Point of contact at venue & Phone Number		Depart from venue	
Transport Provider & Phone Number		Arrival at school	

Itinerary:

	Name	Contact
Visit Leader		
Staff		
Volunteers		
Base Contact in School		
Attached : <i>Risk Assessment</i> <i>Evolve Form</i> <i>Visit Group Information</i>		



Strike Lane Primary School - Visit Group Information.

Copies to:

1. Office
2. Headteacher
3. Staff

Group Ratios EYFS - Year 1 - 3 1:6 Year 4 – 6. 1:10	No. of Boys: No. of Girls: Total:
Visit Leader:	First Aiders:

	Group 1 <i>Adult</i>	Inhaler		Group 2 <i>Adult</i>	Inhaler
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
	Group 3 <i>Adult</i>	Inhaler		Group 4 <i>Adult</i>	Inhaler
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
	Group 5 <i>Adult</i>	Inhaler		Group 6 <i>Adult</i>	Inhaler
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
	Group 7 <i>Adult</i>	Inhaler		Group 8 <i>Adult</i>	Inhaler
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		

<p style="text-align: center;">Strike Lane Primary School Code of Conduct for Volunteers on Visits</p> <p>Please:</p> <ol style="list-style-type: none"> 1. Seek advice from visit leader if unsure of anything. 2. Supervise carefully any children assigned to your care. 3. Always defer to a member of Strike Lane staff in the event of an accident. 4. Always keep your group together, make regular head counts. 5. Speak to the visit leader if there are any behavioural issues. 6. Do not use a mobile phone for calls or photographs when supervising your group. <p><i>Enjoy the visit and thank you for giving up your time.</i></p>	<p>Adult</p> <p>Children</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p>
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