

Educational Visits Policy

Introduction

School visits, which provide valuable opportunities for learning through first hand experience, are an integral part of the curriculum at Rainbow Stop but the safety of children is always our first priority.

Planning a Visit

The following questions must be addressed:

- What are the educational benefits likely to arise from the visit?
- What does the place to be visited have to offer?
- Is there sufficient time for planning?
- Is the travelling distance suitable?
- Is enough known about the location?

The safety of all children and adults participating in any planned educational visit or journey is of paramount importance.

It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly.

If in any doubt about the safety of any member of the party the visit should not go ahead.

All risk assessments must be retained for future reference.

A Risk Assessment document is a legal requirement and subject to audit.

Farm Visits Farms can be dangerous places so taking children to a farm should be carefully planned. The risks to be assessed should include those arising from misuse of farm machinery and the hazards associated with E Coli 0157 and other infections. Those who are pregnant are at particular risk. Check that the farm maintains good washing facilities, clean grounds and public areas.

Never let children:

- Place their faces against the animals or put their hands in their own mouths after feeding the animals.
- Eat until they have washed their hands
- Sample any animal foodstuffs.
- Drink from taps.
- Ride on tractors or other machines.
- Play in the farm area.

Inclusion

The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc. The visit organiser will take all reasonable steps to ensure inclusion for all.

Equipment

The following items should be taken on all visits:

- First Aid Equipment
- One emergency asthma inhaler and paperwork relating to each child in the group with asthma. (Children should also carry their own inhaler unless too young to do so.)
- Prescribed medication (member of staff to witness and record any administration of medication given by the first aider, to include inhalers).
- Sick bucket
- Mobile phones
- Emergency Contact Pack for emergencies for all children and adults in the party

Transport

Local coach companies are used to transport children, the best tender is accepted.

In the event of an accident:

1. Attempt to park in a safe place
2. Keep the passengers in the vehicle unless they are at risk by doing so.
3. On a motorway children should be taken away from the road.
4. Note the precise location.
5. Assess the situation and report the details to school as soon as possible.
6. An adult must stay with the children at all times.

Injuries

- Assess the injured without injury to yourself;
- Only attempt First Aid if qualified;
- Reassure and protect the casualty from further harm; Send for help: dial 999 and give the following information: The location, details of casualties – age / condition, phone number; Refer to the Critical Incident Plan.

NB: Please note that siblings and children not attending the playgroup are not permitted to attend any trips.

Signed:

Dated: