



# Cricket Green School

## Educational Visits Policy



Date reviewed: Spring 2016

Review Date: Spring 2018

# CRICKET GREEN SCHOOL

## Educational Visits Policy



Cricket Green is a school for pupils with a varied range of diverse special needs. Our aim is for all pupils to be given opportunities for social, cultural, and personal growth.

- Education visits play a vital role in contributing to all areas of the curriculum.
- All pupils should be given access to opportunities for regular educational visits regardless of gender, culture, belief or exceptional need.
- Health and Safety implications will always be a paramount consideration when planning each visit.
- All visits will be carefully planned and organised according to the type of visit in question.
- The Educational Visits Coordinator is responsible for updating the Head, Staff and Governors on H&S Policy and Child Protection Policy relating to Educational Visits.

### **The visits will:-**

- a) be linked to the curriculum
- b) Be age appropriate
- c) Meet the needs of the pupils.

### **Procedures**

On initial admission to Cricket Green School, parents of pupils will be asked to complete a general permission form for their son/daughter to participate in local visits.

All other visits will require individual/specific permission to be given from parents/guardians

### **All school staff should be aware of:-**

- Educational Visits (CGS Archive/formats and blanks)
- informing pupils/volunteers of Health and Safety implications/responsibilities.
- London Borough of Merton guidance on Educational Visits, School Journeys and Outdoor Activities 'There and Back Again' (2013)
- Headteacher and Visit Leaders should be familiar with contents that relate to their visit.
- DfEE "Health and Safety of pupils on Educational visits (1988) A good practice guide.
- Health, Safety and welfare at work policy statement

### **Educational visits may include: -**

- short local visits eg. local shops, fire station, banks, use of local transport etc.
- off site/Keystage 3/4 work experience programme, College etc (linked to individual needs of students defined in I.E.P's.)
- residential visits/school journeys.

### **Short local visits: -**

- Curriculum linked (including social and personal)
- Travel training (as on I.E.P's) Permission for this visit is given on school entry and as child matures is monitored.
- Recorded using standardised forms and signed by Leadership Team.
- Appropriately staffed ratio to be negotiated, bearing in mind pupil's diverse needs.
- Health and Safety/ ground rules established with all persons on the visit.

### **Day Educational Visits: -**

- Curriculum linked (minimum 1 half termly visit per class, ensuring variety throughout the year)
- Initially cleared with Leadership Team on standardised form.
- Informative letter sent home to parents with return permission slip. Follow up phone calls if necessary.
- Appropriately staffed
- Health and Safety ground rules established with all persons on the visit.
- Persons out of school recorded on appropriate form (Most visits will be included in mid term planning)
- Staffing ratio to be negotiated, bearing in mind pupils diverse needs.
- Details and forms for free transport in the London region.

L Jhugroo

Deputy Head

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