



Sherwood Primary School

Educational Off Site Visits Policy Statement

At Sherwood Primary School we follow the *Policy and Guidelines for Educational Off Site Visits* from Lancashire County Council. We use forms from the Evolve website and forms that have been specifically designed for Sherwood Primary School. The school specific forms are available from the Educational Visits folder on the school network and are attached.

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

At Sherwood Primary School the ratio of supervision is

Infants; 1 adult for every 4 children

Juniors; 1 adult for every 6 children

However, following careful risk assessment, there may be a small number of visits which follow the Lancashire County Council ratios of

Foundation: 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

The change of ratios must be approved by the Headteacher prior to the visit.

Sporting fixtures and some local visits do not need to be submitted to Evolve but they must be risk assessed and approved by the Headteacher. A record of the fixtures is kept on the school network in the Educational Visits folder.

Sherwood Visit Leader's Checklist



Visit:

Date of visit:

		Date	Tick
1.	Seek approval from Headteacher (purpose of visit, costings & date).		
2.	Check the school diary and enter key information.		
3.	Ensure the letter to parents has key information (see below). Email a copy to the office for ParentPay 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.		
6.	Check when payment for the visit is needed. The School Business Manager will get cheques ready if required.		
7.	Speak to Headteacher, Deputy Headteacher or Assistant Heads about staffing.		
8.	Book transport for the visit. Confirm arrangements with seatbelts.		
9.	Inform the Kitchen Unit Manager about the visit. (KSI arrange packed lunch with Kitchen, KS2 bring own packed lunch).		
10.	Speak to Lunchtime Supervisor about lunchtime staff.		
11.	Follow the group leader's checklist (form 2) from Evolve.		
12.	Obtain Risk Assessments for the venue.		
13.	Complete Sherwood proformas.		
14.	Copy form 5 (Risk assessment), Sherwood Visits Group Information Form, Sherwood Visit Overview. Copies to Headteacher, Office and visit leader.		
15.	Ensure staff read form 5 and are aware of the arrangements for the visit.		
16.	Take emergency bag (red), first aid (green), inhaler bag (yellow), emergency inhaler, school contact information sheet for the coach, Sherwood medical forms, Z card (form 10), parental permission slips and other paperwork (see Evolve form 2).		
17.	Leave Base Contact Checklist (form 9) with Base Contact.		
18.	Brief parents/volunteers about arrangements. Give out group lists and Code of Conduct for Volunteers on Visits.		
19.	Inform Base Contact when you arrive at the venue.		

Key information for a visit permission letter:

- purpose of visit and educational objectives
- venue
- date
- time of departure and return to Sherwood
- clothing (uniform or change of clothes)
- cost and payment via ParentPay
- lunch arrangements

Sample permission slip (please amend as needed)

I give permission for _____ class _____ to attend the visit to _____ on _____.

I give permission for my child to travel to and from the venue by (coach, car, taxi).

I have given consent on ParentPay and have paid for the visit on _____ (date).

Parent name (please print) _____

Parent signature _____

Date _____

Contact telephone number _____

Sherwood Primary School
Visit Overview



Copies to:

1. Office
2. Headteacher
3. Staff

Sherwood Way
Fulwood
Preston
PR2 9GA
Tel: 01772 719093
Fax: 01772 716138

Date of visit		Depart from Sherwood	9am
Destination/Venue		Arrive at venue	
		Depart from venue	
Point of contact at venue		Arrive at Sherwood	
Contact telephone			
Transport provider			
Contact telephone			

Itinerary:

	Name	Contact Telephone
Visit Leader		
Staff		
Volunteers		
Base Contact in School		
Attached: <i>Risk Assessment Form 5</i> <i>Evolve Form</i> <i>Sherwood Visits Group Information</i>		

Sherwood Primary School
Visit Group Information







Copies to:
1. Office
2. Headteacher
3. Staff

Sherwood Way
Fulwood
Preston
PR2 9GA
Tel: 01772 719093
Fax: 01772 716138

Group Ratios <i>Infants 1:4</i> <i>Juniors 1:6</i>	No. of Boys: No. of Girls: Total:
Visit Leader:	First Aiders:

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

<p style="text-align: center;">Sherwood Primary School <u>Code of Conduct for Volunteers on Visits</u></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 Sherwood 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 style="text-align: center;"><i>Enjoy the visit and thank you for giving up your time.</i></p>	<div style="text-align: right;">  </div> <p>Adult</p> <p>Children</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.
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