



# 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

*EYFS/KS1; 1 adult for every 4 children*

*KS2; 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:

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 or Deputy Headteacher 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.	Check if any children have music lessons during the visit. If so, inform the teacher.		
12.	Use the Visit Leader's Checklist (Form 2) from Evolve.		
13.	Obtain Risk Assessments for the venue.		
14.	Submit Evolve Form for approval (Type B visits must be approved by the Headteacher 4 weeks prior to the visit).		
15.	Complete Sherwood proformas. Collect next of kin and medical information for all staff and volunteers attending.		
16.	<b>THURSDAY PRIOR TO VISIT:</b> Copy Form 5 (Risk assessment), Sherwood Visits Group Information Form, Sherwood Visit Overview and Evolve Form. Copies to Headteacher, Office and visit leader.		
17.	Ensure staff read Form 5 and Sherwood proformas to ensure they are aware of the arrangements for the visit.		
18.	Take emergency bag (red), first aid kits (green), inhaler bag (yellow), emergency inhaler, school contact information sheet for the coach, Sherwood Annual Permission Form, Emergency Procedures Action Plan (Form 10), parental permission slips and other paperwork (see Evolve Form 2).		
19.	Leave Base Contact Checklist and Response Sheet for incidents and emergency off-site situations (Form 9). Base contact to have appropriate vehicle registrations and details of the route.		
20.	Brief parents/volunteers about arrangements and expectations. Give out group lists, Sherwood Volunteer lanyard and Code of Conduct for Volunteers on Visits. Parents should not have their own children in their group. <b>Ask staff to click group lists onto Staff Red Lanyards.</b>		
21.	Inform Base Contact when you arrive at the venue.		
22.	Inform Base Contact when you leave the venue.		
23.	Complete Post Visit Evaluation on Evolve.		

**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

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

**Itinerary:**

	<b>Name</b>	<b>Contact Telephone</b>
<b>Visit Leader</b>		
<b>Staff</b>		
<b>Volunteers</b>		
<b>Base Contact in School</b>		

**Attached:**

- Risk Assessment Form 5*
- Evolve Form*
- Sherwood Visits Group Information*

**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

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

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

Dear Helper,

Thank you for your offer of help on the trip, it is greatly appreciated.




As part of the Risk Assessment process, we need to put details of Next of Kin and Medical Information on the form in case of emergency.

Please can you fill in the following table with any relevant information?

Please be aware that this data is purely for the Risk Assessment.

Name	Next of Kin	Contact	Any relevant medical needs

Thank you for your help in this matter

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