

EDUCATION VISITS POLICY Advice 2008

The local authority through its Children, Young People and Families Directorate offers the following advice as a matter of good practice in relation to visits policies -

- 1) Advice is given through Education Visits Co-ordinator Training (EVC) that a simple paragraph using the heading 'Educational/Offsite Visits' is introduced into the main Health and Safety Policy, arrangements section.
- 2) The paragraph should provide a cross-reference to Warwickshire County Council's Offsite Activity Guidance (currently 2007 edition).
- 3) Additional information should be included to describe emergency contact procedures for out of school activities, both during the day, after school and in the evenings, and during weekends and holiday periods were applicable.
- 4) Reference should be made to any additional pro-forma's used 'in-house' to aid visit planning etc
- 5) Establishments wishing to have a more detailed policy should consider including of the following as headings –
 - a) *Roles and responsibilities*
 - b) *Risk Assessments*
 - c) *Pre-visits*
 - d) *Staffing, ratios and competence*
 - e) *Use of volunteers*
 - f) *Record keeping*
 - g) *Communications*
 - h) *First-Aid*
 - i) *Supervision*
 - j) *Insurance*
 - k) *Emergency procedures*
 - l) *Accepted good practice*
 - m) *Discipline*
 - n) *Special and Differing Needs*

Additional considerations include –

- a) Transport
- b) Visits Overseas
- c) Exchange/Home Stays

The policy should be adopted by Governors

*Working for
Warwickshire*