

# **MAVISBANK SCHOOL**

## **EDUCATIONAL VISITS POLICY**

### **RATIONALE**

Mavisbank School is part of the local community that comprises people, services, other schools and establishments, industry and commerce. It is beneficial to us to contribute and be involved in all aspects of community life, as well as expecting that the local community contribute to and be involved in Mavisbank School. Educational outings enable our pupils to learn how to take their rightful place in society. Outings may be linked to themes, individual needs and other areas of the curriculum.

### **AIMS**

- To enable pupils to experience a range of educational situations in the local and wider community
- To consolidate pupils' learning in a real life situation
- To build links between school and community

## **IMPLEMENTATION**

- Visits must be planned in advance
- Visits must reflect an educational purpose, linked for example to: Themes, SQA programmes of study etc., inclusion activities etc.
- Visits must reflect NLC Health and Safety guidelines for risk assessment of outings e.g. staff/pupil ratios. Submit risk assessment sheet to DHT at least one day in advance for new sites. If a pupil requires to be changed, the full party must return to the school at once

## **ASSESSMENT and RECORDING**

- A pre-outing form should be completed stating the pupils' names, staff names, destination and targets.
- Individual aims are stated and evaluated in ASP's

## **ROLES and RESPONSIBILITIES**

- An Early Learning Practitioner / Teacher / Instructor must escort any group / individual pupil on an outing
- Assess that the child is medically fit for the outing and that the child's medication requirements have been taken into account
- Collect relevant emergency sheets and medication ( see Administration of Medication Outwith the School Building Policy)
- Collect appropriate additional equipment required for each child
- Arrange with school kitchen any meals required
- All staff must be aware of the educational aims and behavioural issues regarding each pupil
- There should be a 1:1 pupil staff ratio at all times

- Staff must know and accept responsibility for named pupil(s)
- Collect mobile phone, copy of mini-bus procedures, seizure management guidelines
- Complete pro forma in outing record book placed at front door before setting off. This includes group and individual targets
- Safety checks must be made before transport vehicle moves off (seat belts/medication/doors & windows
- The driver should be aware of their responsibilities regarding roadworthiness, MOT etc.
- Pumps may be kept on whilst travelling, but check with parents first to ascertain if there are any specific issues for their child with this arrangement

#### Accidents During Outings

Any accident that takes place while on other premises should be officially reported at those premises immediately then reported to Head Teacher on return to school and fill in an accident form for information only

January 2010

Reviewed and amended by: John Lochrie, Eileen McDonnell July 2015

To be reviewed: July 2018



