



Cherry Tree  
EDUCATION

# CHERRY TREE SCHOOL EDUCATIONAL VISITS POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018, SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021, SEPTEMBER 2022, SEPTEMBER 2023

DATE OF NEXT REVIEW: SEPTEMBER 2024

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

# Cherry Tree Educational Visits Policy

## 1 Introduction

1.1 All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

1.2 At Cherry Tree School we seek to ensure that a balanced Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we sometimes offer educational visits and other activities that add to and complement what they learn in school.

## 2 Organisation

2.1 The School Operations Manager is the Educational Visits Coordinator.

2.2 Visits and activities usually take place within the school day, and the Headteacher approves all such visits in advance. We ask parents / carers / social workers to give written consent for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.

## 3 Charging for school activities

3.1 Cherry Tree does not charge for the school trips that are part of the children's education

## 4 Risk Assessment

4.1 A risk assessment must be undertaken prior to all educational visits and off-site activities. The Headteacher delegates this responsibility to the member of staff organising the visit or activity but must approve and sign the risk assessment before the visit/activity is allowed to go ahead. The risk assessment must include the SEN/medical needs of the specific group of children participating.

6.3 The school has a standard format for risk assessment. Risk assessments should be completed and saved in the Health and Safety folder. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

## 5 Pre-visits

5.1 In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit.

## **6 Ratio of adults to pupils**

6.1 All Cherry Tree education visits will have a ratio of 1-1 staffing where needed

## **7 Transport**

7.1 Parents / carers will always be informed as to the type of transport being provided for an educational visit and any vehicle will have full insurance cover.

## **8 Medical consent forms**

The event organiser must ensure that all appropriate equipment is taken (e.g. first aid kit) and that every participating child has a signed and dated medical emergency consent form.

**This policy will be reviewed annually by the Headteacher  
and or the Management Committee**