



# Waverley School

## Educational Visits Policy

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At Waverley School the Educational Visits Policy rests on the guidance provided by the DFE HASPEV guidance. The essential principles of this policy and guidance are listed below.

- a) responsibilities for visits, including pupils' behaviour;
- b) planning visits, including risk assessments and first aid;
- c) supervision, including ratios and vetting checks (for example, CRB checks for volunteers on overnight stays);
- d) preparing pupils, including special and medical needs;
- e) communicating with parents;
- f) planning transport;
- g) insurance;
- h) types of visit;
- i) visits abroad (if applicable);
- j) emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted.

The School policy encompasses EYFS and that no school visit will occur without the correct procedures contained in the school's Educational Visits forms 0 to 10. These Educational visits forms provide a rigorous framework which every member of staff must adhere to at all times.