



# St Wystan's

A REPTON SCHOOL

Headteacher: Mrs Karan Hopkinson, MA

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## EDUCATIONAL VISITS POLICY

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NURTURE  INSPIRE  PREPARE  ACHIEVE

Last revised: **January 2020**

Next review: **January 2022**

**This policy includes the Early Years Foundation Stage (EYFS)**



### **Introduction**

At St Wystan's School, we recognise the educational value of activities outside the classroom. We encourage everyone possible to participate in them, and to help with the arrangements. We always welcome suggestions from staff for new trips.

This document has been drawn up in accordance with the DFE's 'Health and Safety of Pupils on Educational Visits' document.

All staff taking or assisting on school trips will be aware of the policy and of all specific local requirements.

### **Entitlements**

The children at St Wystan's should have the opportunity to participate in an educational visit off-site at least twice during any given academic year.

### **Implementations**

The trip leader must ensure that the following has happened before going on the educational visit.

- Obtained approval from the Headteacher for the trip (staffing / times /venues)
- Provisionally booked the trip into the calendar, ensuring no obvious clashes
- Completed a coach order request form, as necessary
- Hold a trip meeting / Brief the members of staff accompanying the visit.
- Locate a first aid bag and medical details for the children.
- Contact the Kitchens to advise of any food requirements

Residential trips will also require:

- Consent Forms
- Accommodation Forms

At least one week before the visit, the following documents must be provided for the Headteacher:

- Risk Assessment, including those provided by the place to be visited
- List of children
- Copies of all letters sent to parents

At least two days before the trip, the organiser must hand a complete copy of the signed documents (including RAs, List of Children) and letters to parents to the **Office, Headteacher and all Accompanying Staff**. It will be the responsibility of the party leader to check that all the consent forms and medical details for each child have been successfully collected by the deadline. It will be the responsibility of the Headteacher to consent to the trip going ahead after reading the Risk Assessment.

For Residential visits this will also include the nominated contact at school if it is not the Headteacher. With regard to consent forms it is sufficient for accompanying staff to hold only the consent forms for those children in their direct care for the trip.

On the day of the trip, a register should be taken prior to departure and copies handed to the Office for their records.

### **Things to Take on the Trip**

- All documentation for the trip (see above)
- First Aid kit / medical forms
- Mobile phone



### **Risk Assessments**

For your peace of mind, and that of the school management, trips and visits will only be approved after an assessment of the risks involved has been carried out.

Risk assessment is the normal day to day activity which we undertake without conscious effort, such as crossing roads, driving etc. We can (and do) do it.

The risk assessment forms are there to enable you to apply the same thought processes to the trip you are planning. What is required is an understanding of the potential risks involved and the actions required to minimise those risks. Completing the forms will better enable us to safeguard the children, thus giving you peace of mind as leader of the trip.

The member of staff responsible for the trip will prepare written risk assessments for individual visits and activities. The given proforma, found on the shared network under 'Educational Visits,' should help staff to consider the 'risk factor and plan contingency measures to prevent or deal with such eventualities. (Where necessary staff training will be provided).

Final authorisation for each visit will be made by the Headteacher and only then if s/he is satisfied that an adequate risk assessment has been carried out.

In order that the safety of pupils and staff can be as thorough as possible, the following time-scales must be adhered to.

### **Planning Day Visits**

The following will act as a guide for your planning. As ever, if there are any worries, you should always ask, as the Headteacher is there to help. Please read through the relevant sections below to be sure you have dealt with all the necessary tasks.

### **Informing parents**

Parents are asked to sign a permission slip for all trips and activities that involve pupils leaving the school premises.

You should pass on to the Headteacher a copy of any letter sent to parents.

Written information sent to parents should include the following:

- Travel arrangements including time of return.
- Activities and visits in which pupils will be allowed to participate.
- Instructions to contact the trip leader with any queries or concerns.
- Advice on clothing and equipment (if school uniform is not worn, means of identification in emergency are recommended) and pocket money.
- Information regarding lunches, snacks and drinks.

### **Expectations of staff and pupils**

- Ensure that the members of staff involved are briefed on their responsibilities. These will include details of any specific group of pupils to look after and of the action to take in the event of an emergency on the trip. This information should be recorded on the risk assessment.
- Ensure that the children are aware of what to do in an emergency / any unhappy situation arising.
- Ensure the staff and children are aware of all requirements over behaviour, timings and boundaries and ensure that these are adhered to.



- Ensure that any pupil who needs medication has brought it with them.

### **Lists to be left**

A register should be taken prior to departure. Copies of this should be left with the office for their information.

### **Guidelines for pupil supervision**

- All pupils should be supervised at all times.
- Sometimes, pupils may be given time to be in small groups, whilst remaining under the supervision of staff. In this case:
- Pupils should not be allowed to wander unsupervised in groups of less than three. Larger groups may be practical.
- The geographical area in which pupils are allowed to wander should be clearly defined.
- A time limit should be set in proportion to the age of the pupils. Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble.

On residential trips:

- If the party is staying in a hotel near shops etc, pupils should be reminded that the school rules apply for the duration of the trip unless otherwise notified.
- Pupils away from home may well strike up acquaintances with pupils from other school parties or people from the locality. Staff supervising the trip should be wary that this does not lead to proposed meetings at times when the group is supposed to be engaged in organised activities or safely in their accommodation.
- The group register should be checked regularly (**always** at meal times and whenever the party is about to move from one venue to another).

### **N.B. Younger pupils should always be accompanied by members of staff**

**Residential Visits** (*for Educational Visits that only last a day, refer to 'Day Visits' section on page 6*)

### **Planning Residential Trips**

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers.

For longer term visits (trips overseas etc), the Headteacher should be kept fully informed about plans for the trip.

Written information sent to parents should include the following:

- Accommodation and meal arrangements.
- Travel arrangements including time of return.
- Activities and visits in which pupils will be allowed to participate.
- Name and address of insurers, where different from the normal school insurance.
- Health formalities (*e.g.* inoculation).
- Names of party leaders and members of staff accompanying party, and address and telephone number of the party leader at the destination.
- Two contact numbers, one landline, one mobile, of each pupil must be given.
- Advice on clothing and equipment (if school uniform is not worn, means of identification in emergency are recommended) and pocket money.



A pupil may not be allowed to participate in trips of this type unless an appropriate consent form has been signed by his or her parents/guardians and returned to school.

The parental reply must include information about:

- any medical condition affecting the pupils at the time of the visit (school records should also be checked)
- Contact numbers of parents / guardians
- Relevant information relating to any planned excursions or activities

Parents should also be advised that the Headteacher or Group Leader reserves the right to exclude a pupil from a visit on behavioural, medical, or other grounds.

### **Guidelines for pupil supervision**

The procedures and practices for day trips during the residential visit should be followed and reinforced by the following. The party leader should

- check the fire exits in any group accommodation and ensure that pupils are aware of them and the drill in the event of fire;
- ensure that children know whether tap water is safe to drink;
- take necessary hygiene precautions;
- advise pupils of any local customs they might meet which could surprise them and warn of the possibility of giving offence.

### **Travel Guidelines**

In advance of the trip, pupils should be given clear safety instructions based upon the risks associated with the particular type of travel to be used.

*You should also ensure that you carry with you the following:*

- Travel tickets, passports and visas.
- Medical papers *e.g.* European Health Card and medical histories.
- Parental consent forms.
- Details of insurance arrangements and the company's telephone number.
- The name, address and telephone number of the group's accommodation and a copy of any contact with a centre or hotel etc.

### **Delayed Return**

If a visit is delayed, the Group Leader should phone the School Office who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

### **Post-Visit**

If any issues arise on the trip, you will need to complete an 'evaluation' of the trip. This helps the school to plan for the future and ensure, as much as is possible, that the children and staff are kept safe. These forms are found in the 'Educational Visits' folder on the shared network. It is not necessary to complete an evaluation form for each visit.

### **Adult Helpers**

Whilst it is accepted that other suitable adults, including spouses of staff on the trip, may play a useful role in connection with accompanying school visits, they should not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. Parents or other suitable adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Headteacher, who reserves the right to refuse any offer of help.



- They have been informed of the nature of the visit and made aware of their duties and responsibilities.
- They have undergone an Enhanced DBS check.

### **Day Visits**

#### **Staff Pupil Ratio**

When arranging staffing for your trip, account should be taken of the nature of the group, the activity, the weather etc. As a general guide:

- There should be a **minimum** ratio of 1:4 in Nursery and Reception
- 1:6 in Years 1 – 3.
- 1:15 Years 4 – 6.

However, the Headteacher may make exceptions. For instance for games trips or for small outings it might be appropriate for one member of staff only to accompany the group, provided that he/she has a First Aid qualification and is not the driver of the vehicle.

Wherever possible, all members of staff accompanying a visit will be teachers employed by the school.

Parents or members of the administrative or domestic staff may accompany a visit provided a teacher employed by the school is the party leader and the majority of the supervisors are teachers. Members of staff have all been through a DBS check; some parents may have been through a DBS check (most notably, if they are Governors of the school).

#### **No adult will be left alone with children unless s/he has been through a DBS check.**

The ratios described are minimum recommendations. The Headteacher will be responsible for ensuring that the group is adequately staffed. In considering whether a high ratio of staff to pupils will be necessary for any particular visit the following points should be taken into account:

- The ages and temperaments of the pupils involved.
- The length and purpose of the visit.
- The method of travel.
- The nature of the locality and the activities to be undertaken.
- Whether or not hazardous activities are involved.
- Any special needs of any pupils taking part. It may be deemed necessary in some circumstances for a child to receive 1:1 supervision.

If a joint visit is organised with another school so that staff share supervision, members of staff of the other school may be included in calculating the appropriate staff pupil ratio.

If female pupils are going on a visit, a male member of staff should be accompanied by a female member of staff.

#### **Employees conveying pupils in Minibuses**

All members of staff who drive a school minibus must hold a valid driving license and be over 25 years of age. Staff must bring any endorsements to the attention of the Bursar and should be able to complete the driving declaration. For minibus journeys of two hours or more there should be a second driver. It is recommended that, if possible, pupils should be transported in a coach, minibus or by public transport. Coaches should be booked through the school office.



Due care needs to be paid to the overall length of the working day which takes place both before and after the journey. The risk assessment relevant to the trip must address the problem of driver fatigue if this may be a factor.

### **Procedures in the event of an Emergency on a School Trip**

#### **Serious or Fatal Injury**

An emergency is unlikely to occur in circumstances where these procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

Should a serious incident occur during an off-site activity, the person in charge must:

- Ensure that all staff and pupils are safe from danger and that steps are being taken to provide medical care for the injured.
- If appropriate contact, and co-operate fully with, the emergency services.
- If someone is taken to hospital accompany him or her if possible. If not possible ask the police to inform you as to which hospital they have been taken.
- Once a member of the party is handed over to the emergency services decisions concerning treatment are left to those services, *eg* certain religious beliefs have strong views regarding blood transfusions.
- If possible, now contact the school via telephone (*see below*).
- Discourage pupils from contacting their parent direct unless they have been briefed on what has happened and the likely next steps.
- Do not speak to the press.
- Do not permit anyone to interview a pupil involved unless in your presence or in the presence of another responsible adult.
- Be aware that the uninjured children and adults may need support. The emergency services will be able to offer advice.
- Remember the pre-agreed protocol if your own children are on the trip and they fall ill or are injured.

When contacting the School, be prepared to give as much of the following information as possible:

- Who you are.
- Your telephone number.
- Where you are.
- What has happened.
- Number and (if known) name(s) of **CONFIRMED** fatalities.
- Number and (if known) name(s) of **CONFIRMED** seriously injured.
- Number and (if known) name(s) of other injured.
- Are the emergency services on the scene?
- Where have the casualties been taken?
- Who is going with them?
- Who from the School at the scene is in charge of the situation?
- Can the School call you back in 30 minutes?
- Can you call the School to update your information every 30 minutes?
- Has your transport been damaged? Can it be used safely?
- Do not admit liability.

If the accompanying member of staff is not fit to continue, or is unavailable, another member of staff will be sent to the scene of the emergency or to another agreed location. The member of staff should not attempt to drive if there is any possibility that he or she is suffering from shock or exhaustion. **If in any doubt, seek medical advice.**



**Making Contact with the School**

Staff must contact the Headteacher, Operations Manager, School Office or member of the SLT on 01283 703258.

**Emergency Procedures for other Accidents/Incidents**

Fill in the school accident report book in the office, fill in an incident report form and inform the Headteacher at the earliest opportunity.

**Insurance**

The school’s general policy covers the following:

**Employer’s Liability** – this policy provides cover for the school’s legal liability in respect of bodily injury, illness or disease to any employee rising out of, and in the course of, employment, and for legal costs incurred. Cover is provided on a worldwide basis for employees involved in approved school activities.

**Public and Product Liability** – this policy provides cover for liability in respect of third-party accidental injury or property damage.

**Occasional Business use** - this policy covers the loss of, or damage to, all academic staff and non-academic staff who use their vehicle for school business.

**Volunteers** - Volunteers are not covered by the Group Personal Accident policy or in respect of baggage and personal effects, money and credit cards. However, should any volunteers be injured whilst under the directive of the school and it is proved that the school is legally negligent, all volunteers will be covered by the terms and conditions of the Public Liability Insurance.

**Review:**

**This policy will be reviewed on a two-year regulation rolling programme.**

Reviewed by	Rachel Haynes		
Date Reviewed	20.01.2020		
Date of Next Review	January 2022		
Governing Body Approval	Yes/No	Signed/Dated	
Website/App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No