



Educational Visits Policy

THIS POLICY REFERS TO ALL PUPILS INCLUDING THOSE IN EYFS

Rationale

Salterford House School places high value on the place and purpose of educational visits. At Salterford House School we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Purpose

At Salterford House School we aim to enhance the first-hand experiences of all pupils by providing opportunities for day and residential visits. These support the social, moral, physical and academic needs of the pupils. We recognise the considerable contribution that such visits can bring to pupils in terms of their social and personal development and their confidence in managing the safety and well being of themselves and others outside the confines of the school. Additionally, it is recognised that educational visits offer significant opportunities to build upon and enrich work undertaken within the taught curriculum.

The organisation of an educational visit is crucial to its success. The safety of children and staff is always the overriding priority. With rigorous organisation and control the visit should provide a rich learning experience for the children. The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned when organising an educational visit.

The role of the Headteacher:

It is the Headteacher's responsibility to:

- Oversee the work of the Educational Visits Co-ordinator (EVC)
- Liaise with the EVC on issues arising from educational visits

- Update, communicate and discuss school policy in relation to educational visits
- Check there is adequate and relevant insurance cover
- Ensure the Group leader/EVC has the address and phone number of the visits venue and has a contact name
- Ensure she has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff and other adults' next of kin
- Ensure she knows the procedures should there be a large scale accident

The role of the Educational Visits Co-ordinator (EVC):

It is the EVC's responsibility to:

- Liaise with the Headteacher where necessary
- Update, communicate and discuss school policy in relation to educational visits
- Provide support for staff planning and organising educational visits
- Advise and liaise on current Department for Education and Skills' Guidelines, especially Health and Safety issues
- Oversee the balance of visits within a year group and in a pupils' time at school
- Check all risk assessment forms and paperwork before the educational visit.
- Train staff where necessary
- Check the mode of transport is appropriate
- Ensure travel times out and back are known
- Ensure arrangements have been made for children with SEND and medical needs
- Ensure the Headteacher has the address and phone number of the visits venue and has a contact name
- Ensure the Headteacher has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff and other adults' next of kin
- Ensure a copy of all the correct documentation is kept in the trips file
- Check parents have signed Parental Consent Forms on Plus4schools or elsewhere if necessary.
- Ensure a copy of the crisis management procedures is in the trip documentation and the Group leader is aware of what to do should there be a crisis

The role of the Group leader:

For each educational visit there should be a Group leader. The Group leader will be a teacher and is responsible for the supervision and conduct of the visit. It is the Group leader's responsibility to:

- Undertake an exploratory visit

- Undertake and complete the planning and preparation of the visit, including the briefing of group members, staff and other adults
- Undertake and complete the risk assessment form and other necessary paperwork
- Ensure all dietary and medical factors have been taken into consideration
- Ensure that the children understand their responsibilities
- Liaise with the Headteacher/EVC where necessary
- Liaise with parents where necessary
- Liaise with other members of staff/adults
- Carry a list/register of all group members with contact numbers
- Ensure all staff/helpers have a list of all of the pupils in their group
- Sort out costings and liaise with The office
- Ensure all pupils are wearing a label with the school's name and phone number or they are carrying a card with these details on.
- Liaise with the school administrator regarding times and dates of visits so coaches can be booked
- Curtail the visit or stop the activity if the risk to health and safety of any participant reaches an unacceptable level
- Ensure the group leader has explained to other adults what to do if there is a crisis – follow crisis management procedures
- Ensure a copy of the crisis management procedures is in the trips documentation

Other members of staff involved in the visit

Teachers on the visit must:

- Do their best to ensure the health and safety of everyone in the group
- Care for each individual as any reasonable parent would
- Carry a list/register of all group members with contact numbers
- Hand out the risk assessment to all staff and helpers prior to the visit.
- Follow the instructions of the Group leader and help with managing the group
- Consider stopping the visit or activity if they think the risk to the health and safety of the children in their charge is unacceptable
- Regularly check that the entire group is present
- Have the means to contact the group leader/other supervisors if needing help
- Clearly understand the emergency procedures and be able to carry them out;
- Have appropriate access to first aid
- Ensure they know what to do in a crisis

Other adults involved in the visit

The Group leader should ensure that other adults follow instructions. During the visit accompanying adults will:

- Ensure they co-operate with the group leader and follow the instructions given to them

- Carry a list/register of all group members with contact numbers
- Read and act on the risk assessment
- Regularly check that the entire group is present
- Have the means to contact the group leader/other supervisors if needing help
- Clearly understand the emergency procedures and be able to carry them out
- Have appropriate access to first aid
- Ensure pupils use the bathroom in pairs and they wait outside
- Should be aware of what to do in a crisis. They will have been given instructions by the group leader

Responsibilities of the children

The group leader should make it clear to the children that they must

- Follow the instructions of the group leader and other adults
- Remember they are school ambassadors and follow the the school rules at all times.
- Not take unnecessary risks
- Look out for anything that might hurt or threaten the group
- Should not undertake any task that they fear or that they think will be dangerous
- Alert the supervisor if someone is missing or in difficulties
- Remain where they are if separated and wait until someone comes back for them or look for another group from the school if they lose their group.
- Not go with anyone even if they tell them they know where to find the teacher or adult they were with.

Risk Assessment

Risk assessment and risk management are legal requirements and should always be carried out before setting off on a visit. School risk assessment forms must be completed and a copy of the site's risk assessment should be attached to this. Salterford House School has generic risk assessments in place which are likely to apply to the activity wherever and whenever it takes place. A copy of this must be attached to the risk assessment or copied onto the risk assessment form by the Group leader.

The group leader, other members of staff and helpers should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

The group leader should take the following factors into consideration when assessing the risks:

- The type of activity and the level which it is being undertaken
- The location
- The competence, experience and qualifications of staff
- The children's age, competence, fitness and temperament
- Children with SEND and medical needs
- The quality and suitability of available equipment

- Seasonal conditions, weather and timing
- Contingency measures

A LOTC form must be started well before the trip is due to take place. The letter of consent must be on Plus4schools for parents to sign at least two weeks before the event. Each LOTC form must be completed carefully and must be redone things change. The LOTC MUST be complete before the trip may travel. In addition, all risk assessments must have been printed off and put into the TRIP file which must go on every school trip with the trip leader. This will contain the relevant information but MUST include:

- 1) names and contact details of all children and helpers
- 2) risk assessment
- 3) booking paperwork
- 4) group lists to be assigned to helpers and other staff
- 5) any medical/ SEND details for relevant children ESPECIALLY medication information and allergy information.
- 6) Crisis management protocol

A sheet containing the name and emergency contact details of the group leader MUST be left in the office. The school mobile will be the first point of contact and staff must confirm they have taken the phone with them. If this phone is out of use for Any reason, an alternative number must be provided by the trip leader.

Supervision

It is important to have a sufficient ratio of adults to children for any visit. The following factors should be taken into consideration:

- Age and ability of the group
- Children with SEND and medical needs
- Nature of the activities
- Experience of adults on visits
- Competence of staff, both general and on specific activities

There should always be enough adults to cope effectively with an emergency. When visits involve activities with a higher risk supervision ratios are set accordingly.

These are the ratios:

- Nursery and Early Years 1:2 - 4 (in consultation with the head teacher)
- Years 1 to 3 1:6
- Years 4-6 1:12
- Residential Visit in Year 6 1: 10

Regardless of these suggested ratios, each visit will be assessed individually through risk assessment procedures for educational visits.

Crisis Management Protocol

As a school we are fully aware that each trip carries a number of risks. We put into place many procedures to minimise these risks, however on some occasions it may not always be possible to prevent something that is beyond our control happening. All staff will carry a copy of an outline of the crisis management protocol in their off-site folders and there will also be a copy of this in the trip documentation.

The Prevent Duty

As part of Salterford House School's ongoing safeguarding and child protection duties, we are fully behind the Government's Prevent Duty. Please refer to our Safeguarding Policy for further information.

Fundamental British Values

The DfE have recently reinforced the need 'to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.'

The Government set out its definition of British values in the 2011 Prevent Strategy and these values are revised when necessary. At Salterford House School these values are reinforced regularly across all areas of the curriculum and the day to day life of the school.

Losing a Child

In the unlikely event that a child appears to be missing the Group leader should follow the crisis management procedures. The group leader should do the following once crisis management procedures have been put into place:

- Stay calm and ensure the group leader is aware of the situation
- The group will stay still and keep together. Two adults will stay with the group and a minimum of two adults will immediately start searching for the missing child
- If the child is still missing after five minutes the staff on site will be informed, Salterford House School will be contacted and the Police will be called
- The group leader will be prepared to give the following information:
 1. The group leader's name
 2. What has happened
 3. Name, age and address of the child

4. Time of the incident
 5. Any special medical or learning needs
- Salterford House School will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child.
 - A search will continue to happen after calling the police and the school
 - The teacher/adult involved will complete an Incident Form as fully as possible
 - Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child divulged to any such person
 - Legal liability should not be discussed with or admitted to anyone

The children will be told the following information should they become separated from their group:

- i) Stay where they are as someone will come back to look for them
- ii) Look around to see if they can see the group or another group from the school
- iii) Not to go with anyone even if they tell you they know where to find the teacher or adult they were with.

Emergency Procedures

In the event of a serious accident resulting in death or injury of one or more of the pupils or staff, the priority should be to summon the emergency services and arrange for medical attention for the injured. Salterford House School will be contacted as soon as possible. The crisis management protocol will be followed.

The group leader should answer 'no comment,' to all questions from the media and refer the media to the headteacher.

Disclosure and Barring Services (DBS)

All members of staff at Salterford House School have been checked by the Disclosure and Barring Services (DBS) before their contract commences. For the protection of both adults and children, all adults should ensure that they are not alone in a one to one situation with a child.

Exploratory Visit

It is essential that the group leader undertakes an exploratory visit. The group leader should:

- Ensure that the venue is suitable to meet the aims and objectives of the educational visit
- Access potential areas of risk
- Ensure that the venue can cater for the needs of the staff and the pupils in the group
- Ensure that they are familiar with the area before taking a party of children
- Any other factors that may help them in the planning of the visit

First Aid

Some members of staff at Salterford House School are paediatric first aid trained and others are trained in FA at W. All other staff have the EFA at W certificate.. This is reviewed annually. A first aid bag is taken with the group on the visit. The first aid bags are checked on a regular basis.

All staff involved in educational visits should be aware of any medical issues regarding the children. Medicines relating to particular children and information regarding administration should be given to the designated member of staff.

Any accident must be recorded on an accident form and any other health issue related to the parents.

Transport

The school office will arrange for an appropriate coach company for day visits and residential. The group leader will liaise with the school administrator regarding dates and times of the visit. Records are kept about the coaches used, including insurance details and a list of the named drivers.

All pupils will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Pupils should be made aware of the basic safety rules for travel. Adults should be seated throughout the coach.

Children with SEND and medical needs

Pupils with SEND and medical needs will not be excluded from educational visits, provided that the safety of the group is not jeopardised. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios.

The Group leader should have summary sheets containing details of the pupil/pupils' needs. Where necessary the Group leader should discuss the visit with parents of those children with needs and the Head of Learning Support to ensure that sufficient support is in place.

Equal Opportunities

Every effort will be made to ensure that all educational visits are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender or religion.

Parental Consent

When a child starts at Salterford House School there is a generic parental consent form that the parents complete. This gives permission for their child to go on any off-site visit such as games, swimming and educational visits. Parental consent is required for all educational visits and trips and this is completed on Plus4Schools. The records are transferred to the main visit file by the school administrator who will pass on information about consent as it is received.

If parents withhold consent the child should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible.

Parents will be informed about trips through a letter on P4S.

Financial and Charging Arrangements

Salterford House School will charge the parents for the cost of the visit after the group leader and headteacher have worked out the total cost. The group leader will then ensure the visit is paid for ahead of the visit or they will request a cheque to take with them if this is required.

Insurance

Salterford House School has insurance with: MARSH INSURANCE.

During the Visit

On arrival pupils will walk from the drop off point to the destination in their classes, ensuring the correct ratios are met. The group leader will speak to pupils about groupings and health and safety issues. Pupils will be told what to do if they become separated from the group:

- Stay where they are as someone will come back to look for them
- Look around to see if they can see the group or another group from the School

- Not go with anyone even if they tell you where to find the teacher or adult they were with

Evaluation

An evaluation of the visit should be made within a reasonable time and discussed with the staff/adults concerned. After consultation any issues should be addressed, resolved and noted. Pupils can also be involved in this process. An evaluation form should be completed on p4S.

This policy will be reviewed annually

FURTHER INFORMATION

Department for Education and Skills

Health & Safety of Pupils on Educational Visits (HASPEV), and supplement
<http://www.teachernet.gov.uk/visits>

Health & Safety: Responsibilities & Powers <http://www.teachernet.gov.uk/responsibilities>

Guidance on First Aid for Schools <http://www.teachernet.gov.uk/firstaid>

Supporting Pupils with Medical Needs: A Good Practice Guide <http://www.teachernet.gov.uk/medical>

Work experience: A guide for secondary schools 2002

Work Experience: A guide for employers 2002

Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service. DfE May 2002.

Safety Education Guidance Leaflet
<http://www.teachernet.gov.uk/safetyeducationguidance>

Chief Medical Officer Advice on Farm Visits: A Department of Health Press Notice
12 April 2000.

HSE

Guidance to the Licensing Authority on the Adventure Activities Licensing Regulations 1996 (HSC £9)

A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

Avoiding ill health at open farms: Advice to teachers AIS23 new edition 28 June 2000
of advice mentioned in *HASPEV*).

Five Steps to Risk Assessment. (<http://www.hse.gov.uk/pubns/indg163.pdf>)

Adventure activities centres; five steps to risk assessment (£4.50)

The New General Teaching Requirement for Health and Safety, QCA/HSE, 1999

Managing Health and Safety in Swimming Pools revised edition 1999. HSG 179
£10.50

Reducing Risk Protecting People 2001

Preparing Young People for a Safer Life (issued with Cheshire County Council and The Institute of Occupational Safety and Health – tel 0116 257 3100). This has a model risk assessment for a sponsored walk.

Adventure activities centres: five steps to risk assessment (£4.50)

Adventure Activities Industry Advisory Committee (AAIAC): *Statement of Risk Perception in Adventure and Outdoor Activities*

Others

Information about adventure activity providers covered by the Adventure Activities Licensing Scheme <http://www.aala.org.uk>

The Wales Tourist Board, the Scottish Tourist Board and the British Activity Holiday Association (see next) provide voluntary inspection schemes to complement licensing for providers of activities that are out of scope of licensing

The British Activity Holiday Association, 22 Green Lane, Hersham, Surrey, KT12 5HD. Tel/Fax: 01932 252994. www.baha.org.uk

Get Safe for Summer - Amateur Swimming Association. www.asa.-awards.co.uk

Safe Supervision for Teaching and Coaching Swimming. Amateur Swimming Association and others. 2nd edition 2001 Tel: 01509 618700. Advice on ratios in *HASPEV* paragraph 187, which are pupil year-based, should be read in conjunction with the competence-based ratios in *Safe Supervision*

The Royal Lifesaving Society UK, River House, High St, Broom, Warwickshire B50 4HN (Tel: 01789 773994) <http://www.lifesavers.org.uk/>

Minibus Safety: A Code of Practice - RoSPA and others 2002 www.rospa.com/pdfs/road/minibus.pdf

Safety on School Trips A Teachers and the Law Booklet - The Professional Association of Teachers. Revised edition 2002

Educational Visits - NASUWT 2001

Guidance published by the National Governing Bodies (NGBs) for various adventure activities as in *HASPEV*. NGBs also maintain leader training and assessment programmes.

Safe and Responsible Expeditions and Guidelines for Youth Expeditions - Young Explorers' Trust, c/o RGS-IBG Expedition Advisory Centre. £5 inc. p & p or free from website: <http://www.rgs.org/eacpubs>

The Royal Geographical Society (with IBG)'s Expedition Advisory Centre, 1 Kensington Gore, London SW7 2AR provides advice, information and training to anyone planning an overseas expedition. Tel 020 7591 3030 <http://www.rgs.org/eac>

The Independent Schools' Adventure Activities Association (ISAAA) offers help, support and technical advice to any Independent School www.malcol.org/isaaa/

The Duke of Edinburgh's Award has its own clear structure, procedures and guidelines <http://www.theaward.org/>.

Guidance is produced by many of the voluntary youth organisations

Guidelines for Off-Site Educational Visits and Activities in the United Kingdom Nottinghamshire CC September 2001 has a section on camping pages 75-79.

Safe Kids Campaign Report 2000, Child Accident Prevention Trust

Transport for London provides free transport for school groups on the underground, buses, Thameslink and the Docklands Light Railway. The advice line for the scheme is 0207 918 3954 and the website is at www.tfl.gov.uk/schoolparty. The general travel advice line can offer information on route planning and station layouts. Apart from its commitment to the safety of its passengers Transport for London does not offer specific advice on health and safety for school groups but refers them to *HASPEV* and HSE risk assessment guidance.

The Waterways Code (leaflet) and *The Waterways Code for Boaters* (video) are available from British Waterways - hq@britishwaterways.co.uk - tel: 01923 201120

The Suzy Lamplugh Trust has produced a range of guidance on personal safety, including booklets, videos and training courses <http://www.suzylamplugh.org>

The OCR (Oxford Cambridge RSA) 'Off-Site Safety Management Scheme' provides a training course aimed at those who organise off-site visits. It is exam-based and teachers can combine it with practical experience: <http://www.ocr.org.uk/schemes/ownbrand/examined/offsite/Offindex.htm>

APPENDIX

School Code of Conduct for Educational Visits and LOTC

Pupils are expected on all forms of school trips to adhere to the following Code of Conduct.
Pupils of Salterford House School are required and expected to:
Observe all applicable school rules.
Cooperate fully and promptly with all group leaders and staff at all times.
Behave in a manner which is sensible and considerate towards others.
Ensure their conduct has the safety of themselves and others in mind and reflects credit on the party and the school.
Adhere to the Drugs, Alcohol and Smoking Policy relevant to the activity as laid down by the Group Leader and the school. For students under 18, smoking, drinking alcohol and the possession/use of any drug not prescribed to them is NOT permitted under ANY circumstances.
Understand and agree that misbehaviour may result in being sent home or collected from the activity, at parents' expense.