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Educational Visits Policy

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[***The bits I most remember about my school days are those that took place outside the classroom, as we were taken on countless theatre visits and trips to places of interest.***](https://www.quotemaster.org/q41044e1e4e19c03e66631f6192e61354)

**Alan Bennett**

Safeguarding and promoting the health and safety of pupils on activities outside school.

**Introduction**

Experiences gained by pupils through off-site educational opportunities should not be seen as isolated events but as a vital component of the progression of a pupil’s education. At Weald, we acknowledge the profound effect that such experiences can create, and we view them as highly relevant within a broad and balanced curriculum. The experience provided may fall into a number of specific categories, all of which contribute positively to pupils’ **character development.**

* **Personal and Social Education** – these skills are developed through activities such as problem-solving, decision-making and teamwork. Working and playing together, particularly in a residential context, affords valuable opportunity for pupil development in these areas.
* **Residential experiences** – this situation provides an opportunity for independence and the enhancement of social and communication skills through living and working together.
* **Environmental awareness** – a rich variety of environments, both natural and man-made, can be experienced by pupils of all ages.
* **Aesthetic and Creative development** – project and fieldwork related to the vast range of activities available: for example, theatre, concert, museum and gallery visits give rise to many opportunities for creative and aesthetic interpretation.

The range of activities at Weald C P School could include:

* Residential trips during school time using licensed providers
* Adventurous activities out of school time using licensed providers
* Day or part day visits using school mini-buses
* Day or part day visits on foot or using public transport
* After school sports fixtures
* Field studies

**The Legal Framework**

Full legal indemnity is available for all members of staff who volunteer to take part in out-of-school activities.

As an employer, Weald C P S/ KCC is responsible for the health, safety and welfare at work of its employees, and this extends to both staff and pupils on authorised school visits.

The Management of Health and Safety at Work regulations 1999 require the employer to carry out a ‘suitable and sufficient’ risk assessment of activities, to introduce measures to control those risks and to inform employees of the measures taken and any residual risks.

Under Health and Safety law, employees have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions; to co-operate with their employer over Health and Safety matters; to carry out activities in accordance with the instructions and training they have received and to inform the employer of any serious risks they encounter.

Teachers also have a common law duty to act ‘in loco parentis’ (as a reasonable parent) as indeed would any other employee involved in an off-site activity. The activity/visit leader has full responsibility for the safe running of the activity/visit, including prior agreement for the activity to take place, following guidance laid down and ensuring that all participants are aware of their roles.

**Planning for a visit**

All off-site activities must firstly have the approval of the Headteacher, who must be satisfied with the **purpose, planning, risk assessments, first aid arrangements and staffing** for the proposed off-site activity.  Any concerns about the ethnic or religious impact of a proposed visit should be raised before such a visit is arranged. Staff should fill in the necessary forms in order to gain this approval and check against the school diary.

**Communication with parents**

A detailed letter to parents with details of how to give consent must be sent well ahead (at least two weeks if possible) of the planned trip, including the curriculum/enrichment aim of the visit, accompanying adults, transport arrangements, address and contact details of the venue, costing, details of meeting/ collection times and places, pocket money, arrangements for meals etc. Parents give permission on entry to the school for their child to go off site on brief excursions to very local venues on foot.

**Residential trips**

Additionally, for residential trips, paperwork must be sent as follows: clothing and equipment lists, medical questionnaire and emergency medical treatment consent, dietary and allergy information and emergency contact details. An information meeting must be held when details such as the clothing list, activities schedule and other specific information regarding the residential trip can be given and sought.

**Supervision: Ratios of adults to pupils**

**All adults, including parents, accompanying trips will normally have been DBS checked. Parents never accompany over-night trips; this is undertaken only by Weald C P School staff.**

Supervision ratios will be dependent on the age of pupils, the activity being undertaken, the gender of accompanying adults, the length of the trip, the experience of the adults and whether the group will be split during the visit. The DfE guidance for a trip that **does not** involve hazardous activities is:

* One adult for every 4 pupils for under 5s
* One adult for every 6 pupils in years 1 and 2
* One adult for every 6 -10 pupils in year 3
* One adult for every 10-15 pupils in years 4-6
* For all residential trips, the ratio for Years 4-6 is always a minimum 1-10.

For groups of boys and girls, there should be a teacher of each gender.

The ratios for overnight trips may also be affected by other factors such as the activities undertaken, and protocols within the centre being visited.

**EYFS outings will always be accompanied by suitably qualified staff and a paediatric First Aider. (Please also see Appendix to this policy for EYFS visits).**

The supervising adults must be briefed with full instructions.  Children should also be briefed before leaving and should be wearing proper clothing for the visit. If wearing school uniform, they must be wearing regulation items.  Name badges must not be worn but wrist bands may be worn.

**Equipment**

On each trip the following should be taken:

* Guidelines and clear instructions for accompanying staff and parents
* A first aid kit. On school trips, at least one person should have knowledge of First Aid (paediatric First Aid for EYFS trips) and on residential trips at least one person should be First Aid-trained
* Mobile phones
* List of children and staff going on trip with an unnamed photobank of all children
* Emergency contact details and Crisis Response plan
* Medical consent forms for residential trips
* Details of any children with medical or specific learning difficulties that could have an impact on the trip
* Any medication needed by individual children e.g., Epipens, inhalers

**Preparing Children for the trip**

Children must be:

* Reminded of the purpose of the trip
* Reminded of behaviour on transport
* Given clear safety information before departure and at the venue
* Reminded about behaviour and consideration for other users of the venue

**Venue and Accommodation**

If any trip is to a venue that has not been used before or not for some time, a pre-visit should be arranged, and fire drills and procedures checked. Additionally, general accommodation should be viewed and, for residential trips, the sleeping accommodation, bathrooms, drying facilities, evening relaxation areas, dining and kitchen areas should be checked, and hygiene certificates seen. **Risk assessments** **MUST** be completed and also requested where appropriate from the licensed provider. The five major elements of a risk assessment are:

* Identification of hazards
* Who might be affected
* How can risks be reduced to an acceptable level
* Can these measures be implemented
* Contingency plans if all else fails

These variables should be taken into account when undertaking risk assessments

* Age of pupils
* Number of pupils
* Previous experience of pupils and adults
* Time of year and day
* Travel arrangements
* Hazards on the journey and site
* Nature of activity

Toilet and First Aid facilities on site should be identified and the location of hospital facilities ascertained. Ensure that on each visit the course provider has been met and that all staff who will be in contact with the children are suitably qualified and have DBS checks.

On return, confirm any verbal arrangements in writing and inform the Headteacher how the preliminary visit went and what impressions and knowledge you have gained.

**Transport**

**Statutory educational requirements (e.g. swimming)**

The school is obliged to provide and is committed to the provision of school minibus or public transport. On occasions, hired coach transport may be used. Members of staff accompany and supervise the children on these journeys and the children are never left alone.

* Seat belts should always be used
* Children should behave and not leave litter on the vehicle
* On public transport, close supervision is essential
* On residential trips or trips abroad, checks will be made of the safety record of the transport providers, confirming that all vehicles have seat belts
* **Private use of cars**: staff and parental cars should **not** be used where the responsibility for transport lies with the school.

**Enrichment and extra-curricular activities**

The cost implications of these activities mean that they should not be undertaken if the school has to meet the cost of hiring coaches or other transport.

Whenever possible, the school minibuses will be used to transport children to and from off-site visits.

In exceptional circumstances and where **school trips are not statutory educational requirements**, parents may be requested to be responsible for delivering and collecting their own children at the appointed time and place.

***The school should not make arrangements for children to be transported to and from trips in private cars - transport to and from these sorts of trip must remain the responsibility of parents.***

Guidelines for collaboration in this regard are issued by the Class/Parents’ Forum Representatives.

**On Arrival at the Site**

* An easily identifiable place should be given to children for meeting in case they are separated from the main group
* Children should be reminded of any particular safety or general behavioural rules specific to the site and nature of the visit
* The school’s behaviour and discipline policies apply at all times
* Clear standards should be identified and adhered to
* The duty of care is of the utmost importance
* **Regular head counts are essential**

# POLICY FOR RESIDENTIAL SCHOOL TRIPS AND TRIPS ABROAD

The member of staff who is the organiser of the trip is the official trip leader and should ensure that there is an appropriate staff/pupil ratio and that all should know and understand their designated duties.  A copy of all letters concerning the trip should be kept in the School Office.

The residential first aid kit should be checked and carried by the adult designated for medical duties.  No child should keep their own medicines except in the case of inhalers or similar. A medicine form should be filled in for **all** medicines given (name, date, time, dose, name of medicine).  This includes travel sickness pills.  This information should be given to a doctor in the case of an emergency. Each parent **must** have signed a consent form for emergency treatment as part of their child’s medical information form. In the event of a serious incident, the Centre or activity provider should have all relevant forms.  School should be informed immediately.  Do not speak to the press or allow the children to do so; take advice from the school first.

Centre protocols should be followed for all medical or fire procedures, ensuring all children are told my centre staff of what to do in the event of an emergency

Two members of staff should be assigned to duty during the evening and night (this could include centre staff) and the children should be told who those people are and who they can wake up in the night.  If a child comes for help during the night, he or she should **not** be taken into a staff bedroom.  If a child needs comfort for more than a few minutes of time, the second member of staff on duty should be woken up. **Please be careful of physical** **contact with children if you are alone**.  Staff on duty in the evenings should not drink any alcohol and other staff should not drink alcohol when children are present and only in strict moderation.  Staff will be given duty breaks during the day for rest and recuperation.

Leaders should ensure that emergency contact numbers are with each group and that copies are kept at school, with the Headteacher and any other school contact.

## General Points

* Children should be encouraged to shower or bath every day.
* Staff should sit with children at meals and be observant as to the amount they are eating and drinking.  **Please ensure that they drink enough fluids**.
* Pocket money should be locked away safely and children allowed to draw a daily amount.  They should write the withdrawal on their envelopes and indicate the sum remaining.
* Ensure that any children with a bed-wetting problem have a cover on their mattress and (discreetly) check their beds every morning.
* Bedrooms should be kept tidy.  Prizes for room tidiness and good behaviour also help!

In a medical emergency, contact emergency services immediately or arrange for medical attention and attend a hospital or doctor as soon as possible. Two members of staff should accompany the injured or sick child. Take all the medical details and inform school and parents as soon as possible.

**Procedure if a child is missing whilst off the school premises**

Staff leading trips must take a school or personal mobile and inform the School Office of this contact number.

Trip leader will also have a page of photographs of each child on the trip in the event that one goes missing. These will not contain any details of the children.

1. On trips away from the school, children should be divided into appropriately sized groups according to age and activity. Planning for the groupings will be part of the planning for the trip.

2. Each adult will have details of the children for whom they are responsible. If not in uniform, children should wear at least a school fleece if possible or, if not, a note should be made of at least one identifiable item of clothing the child is wearing. Other children will often remember these details and could be asked in pairs to remember a friend’s clothing before leaving on the trip.

3. Trip consent forms and contact details will be taken on the trip so that parents/carers can be contacted in an emergency.

4. Children must know who is responsible for them, that they must not wander off and that if they want to go anywhere e.g., to a shop or to the toilet, they must ask.

5. Children will be told on every outing what to do if they become separated from the group:

* Stay where you are - we will come back to look for you, (or for older children pre- arrange a central meeting point)
* Look around you - can you see your group or one of the other groups?
* **If it seems a long time before we find you, who can you talk to?**

1. Someone in uniform from the venue you are visiting or a uniformed person at a station
2. A uniformed policeman or woman
3. A person with other children

If a child goes missing, a similar procedure will take place to that at school. Senior staff at the venue will be immediately told and their emergency and search procedures will be activated. School must be kept always informed.

Staff should use the photos from Arbor to inform centre staff or emergency services of what the child looks like.