



# DAY TRIPS AND EDUCATIONAL VISITS POLICY

**Updated  
January 2019**

## **Introduction**

Heywood Prep acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

This policy references the 1974 Health and Safety at Work Act and the DfE Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide. This policy should also be read in conjunction with all Heywood Safeguarding and Health and Safety policies.

Our current EVC is **Tim O'Connell, Deputy Head.**

The majority of visits organised by schools take place without any incident or injuries occurring. That in part can be attributed to good preparation, organisation and supervision. However, accidents do sometimes occur on school trips and it is essential that schools are complying with the relevant legal requirements under the Health and Safety at Work Act, to ensure the continued safety of pupils on visits.

School visits benefit young people in many ways, including:

- being able to apply a different range of skills than those used in the classroom
- enabling, supporting and complementing the work of the National Curriculum, experimental (first hand) and memorable learning
- assessing and managing risks (safety)
- developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.
- The school's plan for Education Visits allows for progression and pupil development. As the children get older the visits will encompass increased distance from home and overnight visits.

Visits which involve an adventurous activity or go anywhere near water e.g. pond dipping or river investigations will require the additional approval of the Head. All overseas trips will require authorisation from Sam Antrobus, Executive Chairman of Wishford Schools. Occasional observations of trips will take place sporadically by the Head and/or The EVC as to their effectiveness in the realisation of the goals and arrangements in place.

## **PLANNING A VISIT**

### **Seek approval for the trip**

1. Fill in PART 1 - INITIAL PROPOSAL
2. Submit PART 1 to the EVC before the end of the preceding term so trips can be placed in the school calendar. In exceptional circumstances this form may be submitted to the EVC a minimum of 4 weeks before the date of the trip.
3. Do not book any section of the trip until you have received approval from the EVC and Finance Department.

### **If approved the Group Leader will:**

1. Pre visit the site if applicable
2. Book visit
3. Liaise with the School Business Manager to book transport (see section on transport)
4. Book catering (see section on catering)
5. Send permission letter home (this should be done at least four weeks before the planned date of the visit). The office has example copies of the necessary permission forms and letters. This letter should be sent to the Deputy Head for proofreading by the Wednesday of the same week that it will be included in the Head's newsletter.
6. Submit a cover request form to the Deputy Head if necessary
7. Organize your own cover for any duties and inform the Deputy Head
8. Fill in PART 2 -
  - a. TRIP PLANNER
  - b. RISK ASSESSMENT
  - c. OUTLINE ITINERARY
  - d. PRE TRIP ORGANISATION CHECKLIST
  - e. DECLARATION
9. Print out, sign and submit PART 2 to the EVC 2 weeks before the date of the trip in paper format for signing.

**On the day of the trip the Group Leader will:**

1. Before departure complete the TRIP DAY CHECKLIST
2. Call the office when leaving venue to update ETA at school
3. Fill in the POST TRIP EVALUATION.
4. Hand all completed paperwork to the school office so it can be scanned in and saved for reference

**Responsibilities**

Teachers, support staff, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating.

Nominated Group Leader

Group leaders, who must be a member of the teaching staff, but not an NQT, have a common law duty of care towards the pupils in their charge. Group leaders must recognise their responsibilities:

- Obtain the EVC's prior agreement before any off-site visit
- Appoint a deputy (preferably another teacher)
- Have ownership of the risk assessments
- Pre-visit the site if possible
- Clearly define each staff member and other adult helpers' role and ensure all tasks have been assigned
- Be able to control and lead pupils of the relevant age group
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place
- Parents have signed consent forms
- Be aware of any child protection issues
- Ensure adequate first aid provision is in place
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Ensure that teachers, support staff and adult helpers are fully aware of what the proposed visit entails
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Ensure staff pupil ratio is appropriate for the group
- Consider stopping the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such an emergency
- Ensure all staff and adult helpers have the school contact details
- Ensure that all staff and adult helpers have details of the medical or special needs of the pupils
- Observe the guidance set out for teachers
- To pass on any monies to the office

The school's EVC:

- Will be a member of the School's Leadership Team
- The group leader is competent to monitor risks and supervise the trip throughout the visit
- Adequate child protection procedures are in place
- All necessary actions have been completed before the visit takes place
- The risk assessment has been completed and appropriate safety measures are in place
- Non teacher helpers on the visit are appropriate to supervise children
- Ratios of staff to pupils are appropriate
- Arrangements have been made for the medical and special educational needs of the pupils
- Adequate first aid provision will be in place
- The mode of transport is appropriate
- Travel times out and back are known in school
- There is adequate and relevant insurance cover
- They have the address and phone number of the visits venue and have a contact name
- A school contact has been nominated and the group leader has the details

- The group leader, staff members and adult helpers and nominated contact have a copy of the agreed emergency procedures
- The group leader, staff members and nominated school contact have the names of all the adults and pupils travelling in the group and the contact details of parents. The teachers, staff members and other helper's next of kin are available in the office
- There is a contingency plan for any delays including a late return home. The office will contact parents by phone informing them of a delay.

#### The Head

- The Educational Visit Co-ordinator (EVC) is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses
- Visits comply with regulations and guidelines provided by the DFES and the school's own health and safety policy

#### Staff

All staff must conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils.

They should

- Inform the group leader if they are unsure of their ability to perform any supervisory function requested of them
- Recognise the limits of their responsibilities and act within those at all times
- Report to the group leader any concerns they may have regarding pupil behaviour and well-being during the visit
- Ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances
- Follow the instructions of the group leader and help with control and discipline
- Consider stopping the visit or the activity, notifying the group leader if they think the risk to the health and safety of the pupils in their charge is too great
- Alcohol- on residential trips there may be opportunities for staff to consume alcohol after hours. Heywood Prep is committed to ensuring the safety of all people involved in residential trips, therefore the following rules MUST be adhered to:
  - Alcohol may only be consumed 'after-hours' (when all children are in bed and settled)
  - At least TWO members of staff (or more, depending on group size) should not drink at all.
  - Staff who are 'off-duty' must remain aware of their responsibilities on the school trip and under no circumstances should they consume excessively. Staff must be aware that they will face disciplinary proceedings if this is the case.

#### Adult Volunteers

Additional adults on the visit should be clear about their roles and responsibilities during the visit.

They must:

- Have read, understood and signed the 'Guidance for Adult Volunteers on School Visits' document (Appendix 1)
- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and help with the control and discipline of the pupils
- Speak to the group leader or teachers if concerned about the health and safety of the pupils at any time
- Never escort children to the toilet. They should ask a member of Heywood Staff to do this for them.

#### Pupils

The group leader must make it clear to pupils that they have responsibilities.

They must:

- Not take unnecessary risks
- Follow the instructions of the leader and other helpers including those at the venue
- Dress and behave sensibly and responsibly
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. If the group leader feels that such action may be necessary, first speak to the school EVC and the Head.

#### Parents of children attending the trip

- Parents should be able to make an informed decision on whether their child should go on a visit.
- The group leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions
- The group leader should also tell parents how they could help prepare their child for the visit, e.g. reinforcing the visit's code of conduct
- Parents should also be asked to agree the arrangements for sending a pupil home early and need to understand that they would be expected to pay any costs involved
- Provide the group leader with emergency contact numbers
- Sign the consent form
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

#### **Risk Assessment**

Risk assessments for school visits have three levels and you must ensure that activities that take place on a trip have been risk-assessed prior to the visit.

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place e.g. minibus travel, walks to Corsham court etc.
2. Visit/site specific risk assessments, which will differ from place to place and group to group.
3. On-going risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.

The risk assessments forms are part of the Day Trips and Educational Visits Form which can be found in the useful forms folder in the school office and staff room and in the staff shared drive.

#### Pre-Visits

In order to undertake a full and comprehensive assessment of risks, it will be preferable in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account.

- the number of pupils involved
- the age of the pupils, their sex, ability and general behaviour
- the previous experience of the group undertaking off-site visits
- the time of day and time of year
- the travel arrangements
- the hazards at the environment being visited
- the numbers, experience and quality of staff and volunteers
- the nature of the activities
- the special educational or medical needs of the pupils
- the quality and suitability of available equipment
- seasonal weather conditions
- emergency procedures
- how to cope when a pupil becomes unable or unwilling to carry on
- the need to monitor the risks throughout the visit

#### Records and Communications

Parents should always be made aware when their children are leaving the school premises. Even for a local walk, which is theoretically covered under the consent form parents sign when their child starts school, parents should be sent a brief note explaining the offsite activity.

Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school must make alternative arrangements to educate that child. The refusal of the parent not to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day.

### First Aid

There should be a qualified first aider on every visit. A first aid kit should be taken on every visit. If the trip encompasses any EYFS children then a member of staff with a paediatric qualification must accompany the trip.

### Staff/Pupil Ratios

**The following should be viewed as a minimum.** The levels will need to be supplemented where pupils have special medical or educational needs, if any aspect of the trip may require it.

The minimum levels of supervision are to be worked out by the following:

### EYFS

- Age 2, there must be a minimum of 1 competent adult for every 4 pupils
- Age 3+, there must be a minimum of 1 competent adult for every 8 or 13 pupils depending on setting, time of day and staff qualifications.

### Pre Prep and Prep

- For Year 1 to Year 3 there must be a minimum of 1 competent adult for every 8 pupils
- For Year 4 to 6 there should be a minimum of 1 competent adult for every 10-15 pupils.
- If on a residential trip and the group is of mixed sex then at least one competent adult of each sex should preferably accompany the group.

The Head and the EVC will take into account the SAGED approach when risk assessing required ratios:

A competent adult is someone who has been assessed as having the necessary skills, training or experience. It should also be noted that for the protection of both adults and pupils. All adults should ensure that they are not alone with a pupil whenever possible. All adults on a visit should clearly understand their roles and responsibilities at all times. It should always be clear that the group leader is responsible for the trip at all times.

### Head counts

- Whatever the length of the visit, regular head counts should be taken of the children, particularly before leaving any venue, after toilet breaks or when the group has moved areas.
- All adults should carry a list of all the pupils and adults involved in the visit.
- Pupils, especially EYFS to year 3, should be easily identifiable.
- The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

### Insurance

Heywood Prep has a 'Personal Injury Insurance Policy' which covers events and activities outside of school. A copy of this policy is available from the school's owner.

### Emergency Procedures

Teachers in charge of visits have a duty of care to make sure that their pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

If an accident happens the priorities are

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform school or the home contact
- Ensure the Head is advised
- Ensure that a teacher or staff member accompanies any casualties to hospital if necessary and the rest of the group are supervised.
- Notify the police if needed
- Ascertain telephone numbers for any future calls.
- Write down accurately all relevant facts and witness details and preserve all vital evidence

- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media and no names should be provided
- No one in the group should discuss any legal liability with other parties
- In an emergency the group leader would usually take control of the situation.
- The home contact's main responsibility is to link the group with the school and to provide assistance as necessary. This named person should have all the information about the visit.

#### Supervision on visits

If possible, the EVC or a member of the SLT should visit a trip (especially a residential one) at some point to check that all is going to plan.

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult. This is referred to as 'remote supervision'. The decision to allow remote supervision should be based on risk assessment and must take into account such things as:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/experience of staff
- Environment/venue

The level of supervision necessary should be considered as part of the risk assessment

- Level of supervision on coaches.
- Safety when crossing roads
- Safety of pupils at dropping off points
- Head counts when getting on and leaving transport
- Responsibility for checking seat belts

#### Use of cars

- This should generally be discouraged but if used, the following should be adhered to
- The car should be roadworthy
- The driver has the appropriate licence
- The School Business Manager must have seen a copy of the insurance documents and the MOT certificate.
- Drivers ensure pupils wear seat belts and sit in booster seats if necessary.
- Parents or any other adults should never be in a position where they are left alone in a car with a single child and a central dropping off place is arranged.
- The school has received specific written permission from the parents.

#### Swimming pools

A minimum supervision level of 1 adult to every 12 pupils is recommended

The following checks should be made

- Is there constant pool supervision by a sufficient number of qualified staff provided by the venue. If not, then the children must not swim.
- Is the water temperature appropriate?
- Is the water clear?
- Are there signs indicating depth of water?
- Does the pool cater for children with disabilities?
- Does the deep end allow for safe diving?
- Are there a resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them?
- Is there a changing room for each sex?
- Are the changing and showering facilities safe and hygienic?
- Do members of the general public have access to the changing rooms?
- Can clothes be stored safely?
- Have the pupils been instructed how to behave around water?

#### 'Plan B'

Despite the most detailed pre-visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, weather is unsuitable, transport fails to arrive, museum have lost

booking etc. To avoid having to make important decisions under pressure, it is important that some thinking is done in advance, in order to cater for any foreseeable eventuality. This comprises 'Plan B'

#### **4. Operational Logistics**

##### Transport

The group leader should consider

- Passenger safety
- Type of journey
- Traffic conditions
- Insurance cover
- Weather
- Journey time and distance
- Stopping points on longer journeys
- Supervision

If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If the Group Leader is planning on using the school minibus then a transport request form needs to be submitted to the School Business Manager. **The cost of the Minibus per trip, per child is a minimum of £2.50**

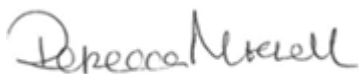
If the Group Leader is planning on using a chartered bus then a transport request form needs to be submitted to the School Business Manager who will obtain quotes for the group leader. When travelling by bus the adults should be spread evenly throughout the bus and not be sat together.

##### Catering

If you need packed lunches or any other catering then it will be necessary to fill in a catering request form which can be found in a tab at the bottom of the trip paperwork excel document.. Forms should be submitted to the School Business Manager at least 2 weeks in advance of the trip.

#### **5. Approval & Review**

This policy was reviewed in January 2019. The next policy review will take place in January 2020, or at such time as regulations are updated.



Signed: **Mrs Rebecca Mitchell**  
**Head**  
**Heywood Prep Limited**



**APPENDIX 1**

**GUIDANCE FOR ADULT VOLUNTEERS ON SCHOOL VISITS**

Volunteering to help with School visits carries certain responsibilities on your part, including the requirement to be confidential about school matters. By signing this agreement, you agree to uphold our confidentiality procedures. This means you will not share pupil or staff information or school business with anyone outside the school.

Occasionally in school and on trips you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. If a child gives you a piece of information of a sensitive nature, please inform the class teacher.

Any information that leads you to believe a child is at risk should be immediately reported to the Designated Safeguarding Lead (Anna Lawrence) or the Head.

Any conversation with parents outside school which discusses sensitive information is a breach of the school's confidence. It is therefore important to treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter within the school.

Examples of confidential information are:

- Information about staff, pupils and events that occur in school.
- Information accessed by 'privilege' e.g. notices on staff noticeboard/conversations.
- The behaviour of a child; you may see a child misbehave or be disciplined when on a school trip. You should leave the class teacher to communicate this with their parents if they see fit.

If you see something that concerns you, please discuss the matter with the Head.

You must never use information about individual children outside the school without the school's permission and permission from parents. For the avoidance of doubt, 'information' includes name, personal data, observations about a child and images of a child.

Just from being around children, we learn a lot about the children in them. We learn about their strengths and weaknesses, their behaviour and sometimes we learn news from outside school! It is very important that we maintain strict confidentiality with such information.

When on a school trip, please ensure that you:

- Take regular head counts of your group
- Keep your group close to you
- If a child needs to use the toilet, for your own protection please do not take the child; please ask a member of Heywood staff to escort them for you
- If a child in your care requires First Aid or falls ill then please speak to a member of Heywood staff; there will be a qualified first aider on each trip.
- You will not have your own child(ren) in your group on your trip in order to satisfy ratio requirements.

*I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information is in breach of this agreement and further action will be taken.*

Name \_\_\_\_\_

Date(s) of trip \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_