



Out of School and Educational Visits and Events Policy

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Aims

- To enable the pupils to achieve the maximum benefit from off site visits and experience a wide range of activities.
- To enable pupils to access information and experiences not available in School.
- To ensure the health and safety of the pupils at all times.
- To enable pupils to begin and to learn to understand and manage the risks that are a normal part of life.

This policy follows the DfEE Health and Safety of Pupils on Educational Visits code of practice (*Appended to this policy*) and (*HSE*) School trips and outdoor learning activities: 'Tackling the health and safety myths'.

The School's Educational Visits Co-ordinator (EVC) is SF. However the Head has the responsibility for approving all out of school visits. The Head ensures all DfEE guidelines have been followed.

Guidelines for a Member of Staff Booking a Trip

Before booking an outing the member of staff wishing to organise a trip should:

1. Look on the Events List for the term to check the proposed date is available. Preferably plan at least one term in advance and include SF in any decision making.
2. If booking late, check the Events List on the console and then get permission from SF or Head. SF will then amend the main Events List on the console.
3. Check there are no clashes i.e. no other outings/sports events for the same class/group in the same week.
4. Note there should be no outings organised in the week before a year play or before or during exams.

The GROUP LEADER should take responsibility for the following:

1. Contacting organisation to be visited and arranging date
2. Where possible visit the site, to do thorough pre-visit checks (important if this is a new destination)
3. Assessing costs: entry fee, coach hire etc.
4. Making arrangements for transport to be booked with the Domestic Bursar
5. Booking visit with the organisation. Ensure that booking is confirmed in writing
6. Giving ALL details including ALL costs to Domestic Bursar to be recorded. She will inform the bursary.
7. Approve staffing with SF and highlight teaching cover requirements
8. Informing all colleagues of the exact timing of the trips and of any disruption to their lessons.
9. Arranging any necessary meetings with parents, staff to inform them of the event. Explaining any planned activities and necessary precautions.
10. Taking responsibility on the day for organising the staff going on the trip. Ensuring that everyone is aware of their responsibilities.

11. Ensuring that all staff going are aware of any educational, medical or physical needs. (See Disability Policy)
12. Checking and controlling the children on the coach and ensuring their safety while off site.
13. Giving details to the Domestic Bursar of all adults and children (class list) on the trip. Check ratio of adults to children is satisfactory.
A general guide for visits to local historical sites and museums, or for local walks, in normal circumstances, might be:
Years 4 – 6: 1 adult for every 10-15 pupils.
Years 1 -3: 1 adult for every 6-10 pupils.
Reception: 1 adult to every 4 children
Residential trip pupil to teacher ratios must be discussed with and agreed to by the Head during the planning stage. A guide ratio is 10:1 depending on risk.
14. If a packed lunch is required inform the kitchen using the standard order forms for packed lunches. This should be done at least two weeks in advance of the trip.
15. Ensuring individual medical requirements have been checked e.g. asthma, allergies etc. and ensuring that adequate first aid is available by liaising with the School Nurse.
16. Nominating and naming a designated first aider.
17. Remembering to take any necessary equipment.
18. Completing a new risk assessment form which is to be given to the Domestic Bursar.
19. Carrying a mobile phone and giving the number to all helpers on the trip. This is to ensure that the Group Leader can be contacted at all times. This mobile number should be recorded on the risk assessment form.
20. Consider stopping the trip if the risk becomes too great.
21. Reporting any injuries to the relevant people if necessary.
22. If driving a minibus, that the driver has passed the relevant tests.

Before the outing, information will be sent from the office to parents informing them of the outing. This is the parents' opportunity to refuse consent should they wish to do so.

STAFF on the trip should:

1. Do their best to ensure the health and safety of the children
2. Consider stopping the trip if the risk becomes too great
3. Support the Group Leader and assume responsibilities where the Group Leader is not in a position to do so.

ADULT VOLUNTEERS should:

1. Do their best to ensure the health and safety of the children
2. Not be left in sole charge of the children except if previously determined in the risk assessment. (DBS checked.)
3. Follow the instructions of the Group Leader
4. Inform the Teaching staff if they are concerned about the health and safety of the children

PUPILS should:

1. Follow the instructions of the Teaching staff.

2. Be aware that any pupils whose behaviour may be considered to be a danger to themselves, or others, may be excluded from the trip at the discretion of the Group Leader or Head.

PARENTS should:

1. Make an informed decision about whether their child should go on the trip.
2. Prepare their child for the trip if necessary.
3. Provide any emergency contact details as necessary.
4. Inform the leader of any relevant information about their child.

(EAL information may be needed for parents/children for whom English is a second language. See EAL Policy.)

Different types of trips will demand different levels of planning, organisation and health and safety provision. Group Leaders need to make sure that they have read “Types of Trips Guidelines” at the foot of this document.

Risks Assessments

Refer to the Risk Assessment appendix in the Health and Safety Policy. New risk assessments should be carried out for each trip and **given to all adults accompanying the trip**. All Risk Assessment must be approved by the Domestic Bursar. The Head of Pre-Prep must be given a copy of the EYFS and Pre-Prep risk assessments.

Staff can only carry out risk assessments for the areas within their control. Anything provided by an outside agent will be the responsibility of the provider. The group leader should ask to see all relevant risk assessments.

Emergency Procedures

Teachers have a common law duty to act in the same way a responsible parent would, so in the case of an emergency they should not hesitate to act, taking lifesaving action in an extreme situation.

If hospital treatment is required, the teacher in charge should inform the parents and the Head/School as soon as possible. An appropriate teacher should accompany the pupil to hospital, staying with the pupil until the parents or another authorised adult get there.

The leader needs to ensure that everyone is aware of the situation and ensure the safety of the rest of the group. The Police should be notified if necessary; no-one should talk to the media, or discuss legal liability.

In all cases, it is good practice for the leader to make follow up enquiries about the well-being of the pupil.

Transport

The Domestic Bursar is responsible for booking the transport. Only buses with seat belts are used and anyone driving a mini bus has the relevant licence to do so. If wheel chair use is needed then the relevant provisions must be made. **Children under 135cm tall will be required to sit on a booster seat regardless of age.**

Parents Transporting Children

Parents may only transport their own children to or from School events.

Residential Trips

On overnight stays, volunteers are not used. All members of staff accompanying children on overnight visits have undergone stringent vetting checks in line with our Safeguarding Policy i.e. DBS.

Parents will need information about the trip before deciding whether their child will participate. All the details need to be explained to the parents and a consent form is required showing that the parents agree to emergency medical treatment. All residential trips require a new permission slip to be signed. Communication with the parents must be clear and Clarion/website updates may be made during the trip. The parents may be notified by Clarion of any changes to return times.

Visits Abroad

Comply with Section 9 Visits Abroad - Health and Safety of Pupils on Educational Visits (Appendix 1)

Document Information

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Appendix 1

This policy follows the DfEE Health and Safety of Pupils on Educational Visits code of practice –

<http://static.zsl.org/files/haspev-1179.pdf>

This policy follows the HSE school trips and outdoor learning activities code of practice –

<http://www.hse.gov.uk/services/education/school-trips.pdf>

TYPES OF TRIPS GUIDELINES FOR TAKING CHILDREN OUT ON A SCHOOL TRIP:

Staff involved in either day or residential trips should consider the following guidelines and incorporate, where appropriate, the following bullet points into their Risk Assessment. A new Risk Assessment should be completed for each day or residential trip. All Risk Assessments must be signed and dated and given to the Domestic Bursar.

Copies of following papers should always be taken on a Residential Trip:

- *Emergency Plan and Procedures for Outside Visits*
- *Emergency Plan for Immediate Reactions to a Major Incident*

GOOD PRACTICE	DAY TRIPS	RESIDENTIAL TRIPS
Exploratory Visit to check on safety, location, equipment accommodation, activities, first aid facilities etc.	<p>Necessary when planning new trips</p> <p>Advisable for subsequent trips</p> <p>Emergency: Plans and Procedure <i>Emergency Plan and Procedures for Outside Visits is taken on all day trips</i></p>	<p>Collect informative guidelines on Centre involved. If not happy with an Adventure Centre's conditions mention this and do not let the children attend course. You are responsible for pupil's safety and School will back decision. This will apply to Year 6 Camping Trip, French Trip, Year 5 Residential Trip and La Chaumiere Trips and Ski Trips. Ensure you have all appropriate and relevant information i.e. where necessary, organise the following:</p> <ul style="list-style-type: none"> • Ensure Permission Slips are received • Passport & E111 • Duty Rota • Lists of Pupils with appropriate information • Children not to be left alone when on French trip • Ensure sufficient supervision of children • Watch out for traffic coming wrong way

This policy refers to all of Chandlings sections including EYFS

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	<i>Ensure Contact Information List is taken on all day trips</i>	<ul style="list-style-type: none"> • Supervision • Emergency Flow Chart/Response Plan which should include information on Media communication as well as communication with families. Media Response will always be handled by the Headmistress or her Deputy • Emergency – Plans and Procedure: must be taken on every trip • Check Lists • Every form should be duplicated • List of Pupils with confidential information • No Swimming Policy for French Trip • Good Behaviour Contract. If given out, Parents must read through contract and should be signed by children and parent with pupil • Continued vigilance and awareness from staff, as well as from children, during activities as well as free time • Daily meeting of staff to recap on day's events and discuss upcoming activities • Coach Trips – seat belts must always be worn as well as constant head counts • Always use reliable safe equipment, ensure life jackets are always worn • Constant awareness of slippery surfaces and observe surface conditions • Always monitor during residential visit and if flaws are found report to Safety Officer so that recommendations are included in these Guidelines • Ensure children bring and apply their own sunscreen, if necessary
Risk Assessment	Necessary for Prep and Pre-Prep. Risk Assessment to go to Head of Pre-Prep 2 weeks before date of trip. Once signed hand to Domestic Bursar.	Necessary – Discuss with Jan Junk and compile for approval during the arranging phase of the trip
Response Plan in case of emergency	Ensure Mobile Telephone always available	Written down Response Plan outlining emergency contact numbers for parents/hospital/fire/police/telephone tree/name School Link person/plan for media enquiries and who is responsible for contacting insurers etc. Copies of all information should be left with Office. The Head is responsible for all action to do with Media and Insurance.
Ensure sufficient supervision for children	Necessary	Necessary

This policy refers to all of Chandlings sections including EYFS

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First Aid	Necessary – take First Aid Kit and appropriate individual pupil medication	Necessary – also ensure first aid kits are available at Centre and if not, obtain supply from School Nurse together with a List of pupils' medication. Epipen training if relevant.
School Nurse to provide lists with pupils conditions re epipens, inhalers, administration of medicine	Necessary	Necessary – ensure you have spares for all medication
Weather Conditions – check with Coastguards and follow their recommendations	Not applicable	Remember it is the joint responsibility of the School and the Adventure Centre to decide whether any activity proceeds. If in any doubt [e.g. severe weather] the teacher may override the Adventure Centre's decision

GOOD PRACTICE

Year 6 Camp within School Grounds	<ul style="list-style-type: none"> • Ensure permission slips are received • Ensure Fire Extinguishers are taken • Organise pre-visits if taking children on excursions – also ensure happy with facilities and health and safety • Consider children signing Good Behaviour contracts • Ensure enough staff/children ratio • Consider equal female to male teacher ratio • Safety Talks to be given to children at start of Camp and reiterate during stay, stressing dangers of falling into Ponds • No swimming allowed except with adult supervision. A member of staff should hold the appropriate Swimming Certificate. Swimming is allowed within Chandlings site • Camp Fire – ensure children are aware of dangers and reiterate during camp stay • Barbecue – as Camp Fire • Tents – no flammable equipment to be kept inside tents; torches should be available • Camp staff must have a mobile telephone[s] • If walking to Youlbury or other sites a vehicle and driver must be available at appropriate site. If climbing/abseiling etc. there must be qualified staff available • No canoeing • Activities on site – there must be a specific Risk Assessment written and copy given to the Domestic Bursar • Take into account all above Guideline Points • Emergency reaction to Thunderstorms and Lightening i.e. decision taken ahead of time to return to school for sleep over etc. • Ensure children bring and apply their own sunscreen, if necessary
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