

Educational Visits and Events Policy

This policy refers to all of Chandlings Prep sections including EYFS

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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 Coordinator (EVC) is the Head of Logistics. 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 (refer to Appendix 2)

Before booking an outing, the member of staff should:

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

The Group Leader should take responsibility for the following:

- Contact the organisation to be visited and arrange a date.
- Where possible, visit the site to do thorough pre-visit checks (important if this is a new destination).
- Assessing costs: entry fee, coach hire, etc.
- Making arrangements for transport to be booked with the Domestic Bursar.
- Booking the visit with the organisation and ensuring that the booking is confirmed in writing.
- Giving ALL details, including ALL costs to the Domestic Bursar to be recorded, who will inform the bursary.
- Approving staffing with the Head of Logistics and highlighting teaching cover requirements.
- Informing all colleagues of the exact timing of the trips and any disruption to their lessons.
- Arrange any necessary meetings with parents and staff to inform them of the event. Explain any planned activities and necessary precautions.
- Taking responsibility on the day for organising the staff going on the trip. Ensuring that everyone is aware of their responsibilities.
- Ensuring that all staff going are aware of any educational, medical, or physical needs.
- Checking and controlling the children on the coach and ensuring their safety while off site.
- Giving details to the Domestic Bursar of all adults and children (class list) on the trip. Checking the 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: One adult for every 10-15 pupils.

- Years 1-3: One adult for every 6-10 pupils.
- Reception: One adult to every 4 children

Residential trip pupil-to-teacher ratios must be discussed and agreed upon with the Head during the planning stage. A guide ratio is 1:10, depending on risk.

- 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.
- Ensuring individual medical requirements have been checked e.g. asthma, allergies etc, and that adequate first aid is available by liaising with the School First Aid coordinator.
- Nominating and naming one (local trips) or two (residential trips) designated first aider.
- Any visits involving EYFS pupils must have a member of staff present who holds a full paediatric first aid qualification (2-day course).
- Remember to take any necessary equipment.
- Completing a new Health and Safety and Pastoral risk assessment form which is to be shared with the Events Visits Coordinator and Head of Health and Safety.
- 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.
- Consider stopping the trip if the risk becomes too great.
- Reporting any injuries to the relevant people if necessary.
- If driving a minibus, check that the driver has passed the relevant tests.

Other Responsibilities

- Details of all proposed outdoor activities must be submitted to the Head or Head of Logistics (the Educational Visits Co-ordinator/EVC) in writing for approval.
- The Head must be satisfied that appropriate preparations have been made for the activity.
- Staff planning the activity must complete a health and safety and pastoral risk assessment. The completed assessment will be shared with the Health & Safety Coordinator and published for relevant staff to read.
- The teacher planning the activity will be designated 'Teacher in Charge' and will lead the group.
- It will be discussed with the Head if parental consent is required for a trip. Larger trips such as the skiing trip will require a consent form to be filled in.
- Insurance cover is provided by Radley Schools Group for all such ventures.
- A check of the activity provider's licences (AALA) should form part of the risk assessment as required by NMS Appendix 2:20 (Checks on licensing of relevant adventure activity centres). Please note that the Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations that meet nationally recognised standards. Where the organisation does not hold the badge, the school must check they are an appropriate organisation by checking: their insurance; they meet the legal requirements; they have appropriate health and safety and emergency policies; risk assessments and control measures are acceptable; the use of vehicles, staff competence, and qualifications; safeguarding arrangements; accommodation where appropriate; any sub-contracting; that there is a licence where needed.
- Teachers involved in any outdoor activity must ensure that suitable clothing is worn by pupils before setting out.
- Before leaving the school, the Teacher in Charge will ensure that all pupils involved are aware of the standards of behaviour expected of them. Pupils will be advised of any special conditions or situations which they are likely to encounter during the trip and how these may affect their behaviour. In particular, pupils will be informed of what to expect and how to behave if the trip involves any risk or contact with animals.
- On all trips or visits, pupils will be expected to work in groups of two or more as befits the occasion.

event leader should reassess risks while the visit or activity takes place and ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc

- Fill in the event trip checklist which covers most of the above points.
- Before the outing, information will be sent from the office to parents informing them of the outing. This is the parents' opportunity to inform the school of any concerns or possibly refuse consent.

Members of staff, volunteers and parent helpers should:

- Assist the group leader in ensuring the health, safety, and welfare of young people on the visit
- Be clear about their roles and responsibilities whilst taking part in a visit or activity

Pupils should:

- Avoid unnecessary risks
- Follow the instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of a significant hazard

Whilst taking part in off-site activities, pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their health and safety and that of the group.

Parents should:

- Support the application of any agreed code of conduct
- Inform the party leader about any medical, psychological, or physical condition relevant to the visit
- Ensure all contact details are up to date on the school's MIS
- Sign the consent form if required for a trip, such as for the skiing trip or white water rafting etc.
- Parents have an important role in deciding whether any visit or off-site activity is suitable for their child.
- 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 Policy](#). New health and safety and pastoral risk assessments should be carried out for each trip and given to all adults accompanying the trip. All Risk Assessments must be approved by the Health & Safety Coordinator. 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 life-saving action in an extreme situation.

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 the hospital, staying with the pupil until the parents or another authorised adult gets 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 inquiries 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 minibus has the relevant licence to do so. If wheelchair 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. Only employed staff will accompany children on overnight visits.
- Two members of staff will be nominated as medical officers to administer medicine accordingly.
- At all times there will be two members of staff who will not be drinking alcohol. One of these will be a medical officer so that medicine is administered without impairment. One of these should be able to accompany a child to the hospital in case of an emergency.
- 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

- Visits Abroad - see Health and Safety of Pupils on Educational Visits (Appendix 1)

Appendix 1

This policy follows the DfE Health and Safety of Pupils on Educational Visits

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits#trips-abroad>

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, dated, and given to the Domestic Bursar.

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

- ***Emergency Plan and Procedures for Outside Visits***
- Refer to policy 16c Major incidents

APPENDIX 2 - (link from <https://oeapng.info/>)

Ratios and Effective Supervision

Establishments must ensure that the staffing of visits enables leaders to supervise young people effectively. Decisions about the staffing and supervision should take into account:

- The nature and duration of the visit and the planned activities.
- The location and environment in which the activity is to take place
- The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational).
- Staff competence.
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

When planning a repeat visit or a series of activities, it is important to review the previous plan (no matter how well it worked in the past) so as to ensure that it meets current group needs and any other changes (e.g. time of year).

Staffing ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity.

Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may be appropriate only where the activity is relatively straightforward and the group has no special requirements.

The Early Years Foundation Stage (EYFS) Statutory Framework (updated 3rd April 2017) no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be higher than the legal minimum (for children aged three and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

In some cases there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

Staffing, especially for visits to remote locations or overseas, should take into account how the group will be supervised effectively given the possibility of a leader becoming indisposed or having to leave the group, for example to accompany a sick child to hospital.

There is no absolute requirement for children to be accompanied by staff of the same gender, even on residential, but if this is not to be the case then there should be a sound plan to manage the potential issues involved, including the needs for privacy, safeguarding and pastoral support.

If a leader or helper is the parent of a young person taking part in a visit, there is the potential for them to be distracted by the needs of their own child when their responsibility extends to all or some of the group. This could compromise group management, particularly if there is a serious incident. The potential to be distracted can be avoided if a parent is not allocated a leadership role with direct responsibility for their own child. Sometimes this may not be possible (e.g. when a class teacher has their own child in their class). In this case consideration should be given to other ways to manage the risk, for example by ensuring that other leaders are available.

A useful framework for assessing requirements for ratios and effective supervision is **STAGED**:

- **Staffing**: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **Timing**: time of year, during working hours or not etc.
- **Activities**: what do you want the group to do and what is possible? Rotas, toilets, food, clothing?
- **Group**: prior experience, abilities, behaviour and maturity, any specific or medical or dietary needs.
- **Environment**: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.
- **Distance**: from help and from the establishment.