



EDUCATIONAL VISITS POLICY

Approved	June 2013 (CCST)		
	November 2014 (BPS Governors)		
Review Date	Autumn Term 2015		
Signed (Principal)		Name	
Signed (Chair of Local Governing Body)		Name	
Signed (Company Secretary)		Name	

This policy should be used in conjunction with the behaviour policy, health & safety policy Disability Statement, Equal Opportunities (Student) Policy, Special Educational Needs and Inclusion Policy, Child Protection Policy, Notes of Guidance on First Aid/Administration of Medications, Charging and Remissions Policy.

Rationale

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

These notes cover all educational visits whether made during the normal School day or not.

Benedict Primary School believes that it has a duty to educate young people to understand the wider world through educational experiences. These initiatives enable pupils to gain confidence in their own abilities, become independent, see the world through others' eyes and to learn new skills and about other cultures. Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

It is the aim that every pupil will participate in at least one educational visit each year. Over the 7 years they are at School our aim is for each pupil to have participated in an overnight visit.

We also recognise that the health, safety and welfare of students and accompanying adults are of the highest priority and this is a responsibility shared with the adults on the trip, the Principal, the governors and the trustees of Chapel St.

Successful visits require good planning, clear guidelines and an effective assessment of risk will significantly reduce both the number and seriousness of accidents but cannot guarantee that educational visits are totally incident free. BPS will always encourage teachers and other members of staff to be involved in educational visits and for them not to be deterred by the potential hazards. To this end appropriate training will be provided for all those involved to ensure risks are minimised to a safe level.

Sources of information

Chapel Street Community Schools Trust expects that all DfE guidance will be followed in planning and executing visits. Some of the relevant guidance is:

DfE Health & Safety Advice 2012

<http://media.education.gov.uk/assets/files/pdf/h/health%20and%20safety%20advice.pdf>

Health & Safety Executive School Trips and Outdoor Learning Activities 2011

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

Other advice is available from www.rospea.com

Insurance

All students, employees of PCS and **other authorised adults** are insured for activities undertaken, away from the School's premises provided that:

- (a) a full risk assessment has been completed;
- (b) the trip is an official School activity;
- (c) the trip is led by an employee of BPS or Chapel Street Community Schools Trust

There are a number of specific prohibited (high risk) activities which are not automatically covered under the Chapel Street Community Schools Trust's insurance policy but which may be included by special arrangement. Such activities include aerial pastimes including ballooning, bungee jumping, gliding, jet skiing, white water rafting, mountaineering or rock climbing involving the use of ropes, hiking or trekking over 4,000 metres. Schools are asked to contact Head Office for advice or further information.

Roles and Responsibilities

Chapel Street Community Schools Trust will require:

- a. The Principal's agreement must be obtained before each educational visit takes place.
- b. A risk assessment must be made in relation to each educational visit. The risk assessment must be included in the documentation which the Principal sees when making a decision about whether the educational visit is agreed or not.
- c. The School designates a suitably trained member of staff to act as the Educational Visits Co-ordinator (EVC) (or equivalent title) currently the Head of School.

Chapel Street Community Schools Trust has a responsibility for providing advice and guidance on Health & Safety issues, and for reviewing the Policy annually.

The Local Governing Body ("LGB") is responsible

- (a) for monitoring compliance with Health & Safety standards
- (b) monitoring the effectiveness of this policy annually
- (c) to review the policy annually

The LGB and the Executive Principal are responsible for publishing the policy and procedures for Educational Visits and to monitor compliance.

The Principal is responsible for

- (a) designating a suitably trained member of the staff to act as the School's EVC and ensuring they are appropriately trained
- (b) ensuring adherence to the policy and procedures
- (c) reporting any significant incident to the LGB and to the Chapel Street Community Schools Trust's Health & Safety Officer.

The EVC must ensure that:

- (a) Governors and staff are informed of their responsibilities within the guidance

- (b) all staff involved with visits are suitably trained to carry out the requirements of this policy
- (c) records are kept of the educational visits for a minimum of 3 years

Compliance with the guidance remains a responsibility at all levels in the line management chain.

Supervision

The adult to child ratios will be according to the age of the children:

1:3 for children in Reception

1:6 for children in Years 1 – 3

1:10 for children in Years 4 – 6

1:4 for hazardous activities e.g. skiing or overnight visits in upper KS2

Plus appropriate staffing for statemented pupils.

Risk Assessment

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.

School employers should always take a common sense and proportionate approach, remembering that in schools, risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. Head teachers should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the employer must record the significant findings of the assessment.

However, schools need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities should already have been considered when agreeing the School's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to

adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

School staff driving the School minibus

School staff can drive the school minibus without any special licence, as long as their employer agrees and as long as the following conditions are met.

- The staff member obtained their car driving licence before January 1997; OR
- The staff member obtained their car driving licence later, but has held it for at least two years, AND
is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver); AND
the minibus weighs no more than 3.5 tonnes and is not used for hire or reward

Parental consent to off-site activities

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Department has prepared a "one-off" consent form which schools can ask parents to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during School holidays or at the weekend).

The form is available in Annex 5.

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

Annex 1

Staff intending to undertake an Educational Visit will be expected to supply the following information:

- Educational Aims & Objectives
- A brief description of the proposed visit and its activities
- Places to be visited
- Proposed dates, staff numbers and agreement from the Executive Principal or Head of School/EVC
- Leader
- Supporting Teachers & Any Other Adults
- Supervision ratio by activity, to be agreed by consultation with Executive Principal/Head of School-EVC
- Criminal Records Bureau (CRB) clearance of any other adults
- Numbers, ages & gender of the students
- Separate list of Name, DoB, Address, Any Medical Information, Any other relevant information
- Emergency Contact of each student involved
- Medical/First Aid arrangements
- Any potentially hazardous activity
- Any transport arrangements
- Risk evaluation and safety arrangements
- Emergency Procedures: Plan of Action
- Appropriate clothing and special equipment for students and adults
- Insurances:
- Briefing & consultation arrangements with parents & students
- Letter to parents & parental consent forms
- Arrangements for emergency contact at School
- Payment arrangements with suppliers including travel agents
- Collecting & recording of monies & bank account arrangements
- Any money left over accounted for
- Pupil payments in sealed envelope with name of child/date/amount/handed into designated member of staff and a receipt provided (via the child) for parents:
- Approval of Head of School/EVC
- Approval of Executive Principal or Head of School

Annex 2

Additional checks for residential visits

- A qualified first aider must accompany the group
- Parents' written consent for a teacher to arrange medical treatment in a child's best interests in the opinion of a qualified medical practitioner
- Information of itinerary and contact details to each student's emergency contact person
- Checks that accommodation can meet gender needs in sleeping & sanitary arrangements/ room plan, including staff rooms, should be completed
- Checks that accommodation can meet requirements of students with special educational needs
- Special arrangements for pupils/staff with medical conditions
- Night-time supervision arrangements i.e. the arrangement is for keys and locked doors.
- All members of the party to be provided with the address and telephone number of the hotel or hostel

General guidance on meeting the medical needs of students is provided in DfEE Circular 14/96 'Supporting Pupils with Medical Needs in Schools'.

It should be noted that there are circumstances in which the Principal and staff of the School should exercise caution before accepting responsibility for administering medicine. These are:

- i) where the medication is dangerous
- ii) where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken
- iii) where some technical or medical knowledge or expertise is required
- iv) where intimate contact is necessary.

When taking children under sixteen residentially, it is **essential** to obtain written parental consent to any necessary medical treatment. A sixteen year old may give consent to medical treatment. Parents should be told that the teacher may need, in the child's interest, to take such action as a prudent parent would for his or her child. Where the parent is not prepared to give written consent and an indemnity for medical treatment, the School may decide that the student should not go on the visit

A suitable form of words for obtaining parental consent would be:

'I hereby authorise.....(leader of the party) or any member of the School staff present, to consent to such medical treatment including inoculations, surgery or blood transfusions, which in the opinion of a qualified medical practitioner may be necessary for my child.....in the course of the School trip to.....(destination).'

Where possible, the address and telephone number of the nearest hospital and doctor should be obtained before departure.

A supply of first-aid equipment should be taken on the trip.

Annex 3 Additional checks for visits abroad

- Valid passports for all or collective passport and identity card
- Visas obtained as necessary
- Medical insurance & EU reciprocal arrangements in place
- Timely arrangements for vaccinations etc.
- Appropriateness and safety of host establishment abroad
- Repatriation arrangements in case of emergency
- Emergency funding arrangements

Annex 4 Exemplar risk assessment

To be used alongside advice in the body of the policy

- Risks to be identified
- Those potentially vulnerable to risk identified
- Measures to be taken to reduce the risk(s) to an acceptable level
- Guaranteed safety measures in place
- Steps to be taken in an emergency

Additional sources of information:

The Management of Health and Safety Regulations 1999
<http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

The Adventure Activities Licensing Regulations 2004
<http://www.legislation.gov.uk/ukxi/2004/1309/contents/made>

Information about reporting injuries
<http://www.hse.gov.uk/riddor/index.htm>

Information on transport legislation affecting Schools
<http://www.dft.gov.uk/> and <http://www.dft.gov.uk/dvla/>

External links

Health and Safety Executive, information on a range of health and safety issues
<http://www.hse.gov.uk>

Outdoor Education Advisers' Panel, information on 'School trips' (not just outdoor activities)
<http://www.oeap.info>

Advice on science safety
Council for Learning Outside the Classroom, information on 'School trips' including accreditation

Annex 5: Exemplar form for deciding the level of supervision

- Identification of the age, aptitude, ability and sex of the students:
- Identification of any special needs:
- Describe the nature of the activities:
- Document the experience of the teachers and any other adults in off-site supervision:
- Document the relevant training and level of competence of the teachers and any other adults on specific, planned activities:
- Document any relevant Accredited Certification of any centre being used:
- Obtain from any providing centre verification of the insurance, training, qualification, CRB or equivalent checks and experience of any instructor(s) being deployed:



Annex 5 Letter of consent

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
 - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the School – for example, year-group visits to local amenities – as such activities are part of the School’s curriculum and usually take place during the normal School day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

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Signed.....

Date.....

